



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Askew Elementary School

MEETING #: 012

LOCATION: Askew Elementary School

DATE / TIME: July 09, 2015, 9:30am

ATTENDEES: (those marked with an “x” check were present)

	Amanda Polk	
	Derek Blair	cre8 – Design / PA
X	Beverly Fisher	Secretary
	Dawn Danowski	Teacher
	Earle Taylor	Technologist
X	Ebony Cumby	Principal
X	Fatima Spinner	Teacher
X	Jane Farley	Teacher
X	Jennifer Major	Parent/Community
X	Karen Calhoun	Teacher
X	Kathy Geer	Registrar
X	Raul Ruiz	Assistant Principal
	Scott Bounds	Vanguard Magnet Coordinator
X	Veronica Pina	Vanguard Magnet Secretary
	Rick Sperandio	Parent/Community Member

	Bankhead, Dan	HISD – Facilities Design
	Barrera, Gloria	HISD – Facilities Design
	Clayton, Clay	HISD – Facilities Planning
	Funk, Dave	HISD - Facilities Design
	Robertson, Sue	HISD - Facilities Planning
	Wright, Kedrick	HISD - Facilities Design
X	Michael Scott	HISD Bond – Senior Project Mgr.
	Dinah Wiafe	HISD Bond – Design Mgr.
	Mike Huang	Cre8 – Design / PA
	Amber Moncla	cre8 – Design / PA
	Bayardo Selva	cre8 – Design / PA
X	George Watanabe	cre8 – Project Manager
	Matisia Hollingsworth	HISD Bond – Senior Manager
	Rebecca Kiest	HISD - Communications
X	Derek Blair	Cre8 – Project Architect

PURPOSE

The purpose of this meeting was to finalize Schematic Design and discuss the upcoming Community Meeting.

AGENDA ITEMS:

- Introductions
- Review and discuss updated site and floor plans
- Review upcoming proposed Community Meeting Presentation
- Discuss Swing Space/Relocation Options
- What to expect at the next Project Advisory Team meeting?



NOTES:

- Michael Scott, Senior Project Manager for the HISD Bond Program opened the meeting advising the PAT of specific items to be covered per the provided agenda.
- Cre8 Architects provided a presentation reflective of items to be restudied/revisited design wise since the updated PAT Meeting held 6/24/2015 as follows:
- Site Plan
 - Cre8 architects reviewed the current site plan with PAT members. The current site plan presented had no changes sent the last PAT meeting.
- Floor Plans
 - Cre8 architects reviewed the current floor plans with PAT members with discussion offered to the following points:
 - First Floor
 - The Extended Learning Areas were highlighted as plans showed more detail offered to these areas.
 - The principal's office, receptions area, and secured lobby spaces were reviewed as they were revised per comments from the last PAT meeting.
 - Second Floor
 - Location of counselor's office addressed per comments from last PAT meeting.
- Cre8 Architects reviewed overall building sections, exterior building elevations, and interior renderings.
- Community Meeting
 - Michael Scott explained to PAT the next steps to occur for the upcoming community meeting regarding required costs estimates that needed to be provided by RGCI, cre8, and the CMAR. He also explained completion of the required Schematic Design cost estimates including HISD review and approval (which was ongoing) was pending. As a result, only the Site Plan would be shared with the attendees of the community meeting until this process had been completed and vetted by HISD. Additionally, he reviewed with the PAT a dry run of the community meeting presentation.
 - Cre8 provided the community meeting presentation which was inclusive of the Guiding Principles, 21st Century Schools, and the schematic design site plan. The site plan also included an outline/segmented line representing the location of the current building in relation to the new building location.
 - Michael Scott discussed HISD Swing Space/Relocation options with the PAT members advising that it was currently HISD's intent to have all staff and enrollment to remain on site during construction of the new school. This option is currently being reviewed and analyzed by HISD with additional information to follow as it becomes available.



Questions / Concerns

- Can areas be defined by furniture layout? cre8 confirmed that this was a possibility.
- Is it possible to differentiate the main entrance from the auxiliary entrance? Cre8 confirmed that this could be achieved.
- Is it possibility to show the design charrette video currently posted on the Askew website at the community meeting? Michael Scott was doubtful as the community meeting was on a short schedule and showing it might take up too much time. He advised that he would verify with HISD communication.
- Next Steps? What to expect at next Project Advisory Team Meeting? **(August 13, 2015)**
 - Schematic Design Update

ACTION ITEMS - (July 09, 2015):

12-01 Community Meeting Feedback

12-02 Swing Space/Relocation Transition Plan – Update

NEXT MEETING: Thursday, August 13, 2015 - @ 3:30 p.m.

Please review the meeting minutes once posted and submit any corrections to Michael Scott.

If no corrections are submitted with five (5) days from HISD posting, the minutes will be assumed to be accurate.

Sincerely,

Michael J. Scott
Senior Project Manager
HISD – Construction & Facility Services
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C: All attendees