



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

**MEETING #:** 22

**LOCATION:** Condit Elementary School

**DATE / TIME:** October 30, 2014 at 11:50 a.m.

**ATTENDEES:** (those marked with a check were present)

<input checked="" type="checkbox"/>	Dan Greenberg	Principal	<input checked="" type="checkbox"/>	Lenette Pruetz	IT Manager
<input checked="" type="checkbox"/>	Julia Tamm	Parent	<input type="checkbox"/>	Swati Narayan	Parent
<input checked="" type="checkbox"/>	Michelle Driscoll	Faculty	<input checked="" type="checkbox"/>	Princess Jenkins	HISD
<input checked="" type="checkbox"/>	Meg Pieri	Teacher	<input type="checkbox"/>	Eric Ford	HISD
<input type="checkbox"/>	Bill Johnson	Faculty	<input checked="" type="checkbox"/>	Tim Kunz	VLK
<input type="checkbox"/>	Sally Reed	Community	<input type="checkbox"/>	Richard Hunt	VLK
<input checked="" type="checkbox"/>	Pegi Newhouse	Parent	<input type="checkbox"/>	Fred Bowyer	Community
<input type="checkbox"/>	Sarah Lavine-Kass	Parent	<input type="checkbox"/>	Lacy Grimm	Asst. Principal
<input type="checkbox"/>	Brad Cheesman	Division	<input checked="" type="checkbox"/>	Tom Weis	Division One
<input type="checkbox"/>	Todd Lien	VLK	<input checked="" type="checkbox"/>	Steven Gee	HISD

**PURPOSE:** The purpose of this meeting was to discuss topics for future PAT meetings while the project is under construction.

**AGENDA:**

- Receive a project update
- What to expect at the next PAT meeting

**DISCUSSION:**

1. HISD Project Manager Steven Gee reported that the project bid on October 28<sup>th</sup>, 2014. Final costs are being reconciled with sub-contractors.
2. Mr. Gee noted that HISD is currently soliciting bids from furniture vendors. Final selections of furniture, fixtures and equipment (FF&E) will come at a later date. Subsequent to the meeting, Mr. Gee learned that bids are not yet being solicited, rather preparation of the FF&E solicitation is underway.
3. It was noted that agreements are in process to establish future parking areas for teachers. This will be required by the City of Bellaire to issue the building permit. Tentatively, the last day to park in the teacher lot along S. Rice will be Friday, November 14, 2014.
4. The PAT requested to be updated with milestone dates during construction. (Timelines/critical path items that will affect day-to-day activity.) The Project Manager and the Construction Manager at Risk (CMAR) will communicate to the Principal and PAT during the construction phase of the project.



5. Future meetings that require direct involvement with the PAT will include: FF&E selection, school graphics, and school timeline & memorabilia installations.
6. The Ground Breaking Ceremony will be held on November 1, 2014 at 9:00 a.m. at Condit Elementary School. The program for the event was shared with the PAT and recognized all parties involved in the project.

**QUESTIONS/ANSWERS:**

N/A

**ACTION ITEMS:**

N/A

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. The next PAT meeting will include updates on the construction schedule and define milestone dates.

**NEXT PAT MEETING:** Thursday, November 20, 2014 at 11:50 a.m. in the Condit Elementary School Library

Please review the meeting minutes and submit any changes or corrections to the author. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

**Steven Gee**

Project Manager

HISD – Construction & Facility Services

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