



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

MEETING #: 23

LOCATION: Condit Elementary School

DATE / TIME: November 20, 2014 at 12:15 p.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 type="checkbox"/>	Michelle Driscoll	Faculty	<input checked="" type="checkbox"/>	Princess Jenkins	HISD
<input checked="" type="checkbox"/>	Meg Pieri	Teacher	<input checked="" 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 checked="" 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 type="checkbox"/>	Tom Weis	Division One
<input type="checkbox"/>	Todd Lien	VLK	<input checked="" type="checkbox"/>	Steven Gee	HISD

PURPOSE: Discussions focused on updating the PAT on the status of construction.

AGENDA:

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

DISCUSSION:

1. Steven Gee, HISD Project Manager gave the following construction progress report:
 - The Guaranteed Maximum Price (GMP) for Condit Elementary School has been submitted by Division One Construction and is pending approval by HISD.
 - HISD is in the process of establishing parking areas for teachers during the construction of the new school. Currently the nearby Randall's Grocery Store has agreed to allow the teachers to park in the store's parking lot.
2. The PAT requested to be updated with milestone dates during construction (Timelines/critical path items that will affect day-to-day activities.) The Project Manager and the Construction Manager at Risk (CMAR) will also communicate to the Principal and PAT during the construction phase of the project.
3. The PAT opted to skip the December PAT meeting, however all present agreed they would convene if something pressing arises before the January PAT meeting.

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, January 22, 2015 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

3200 Center Street, Houston, TX 77007

Phone: (713) 556-9261

Email: sgee@houstonisd.org