



**Minutes**  
**2012 Bond Project Advisory Team (PAT) User Meeting**  
**Garden Oaks Montessori**

**LOCATION:** Garden Oaks Montessori

**DATE / TIME:** January 29, 2016, 4:00 pm

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

✓	Aasletten, Laura	Magnet Coord.
✓	Atkinson, Michael	PTO/Parent
	Blanco, Rebecca	Teacher
	Carson, Beverly	Teacher
	Cruise, Sarah	Parent
✓	De Alba, Brenda	Community
	Harmon, Gary	Community
	Harmon, Joan	Community
	Judkins, Jeremiah	PTO/Parent
✓	Knauth, Tonya	Parent
✓	Marcontell, Matt	Parent
	Bankhead, Dan	HISD – Fac. Design
✓	Funk, Dave	HISD – Fac. Design
✓	Hill, Sherry	Hill, Swart Chu Architects LLC.
✓	Peter Coleman	B3CI - Proj. Manager
	Danny Struzick	B3CI - Proj. Manager
✓	Esther Omogbehim	HISD CSO
✓	Kedrick Wright	HISD Design

✓	McCosh, Cheryl	PTO/Parent
✓	Odinet, Randy	Parent
✓	Pollock, Lindsey	Principal
✓	Reagan, Debbie	Community
	Reibenstein, Cindy	Community
✓	Russo, Anna	Community
✓	Santana, David	Teacher
	Tatum, Jay	PTO/Parent
✓	Tatum, Shana	PTO/Parent
✓	Swart, Sam	Hill, Swart Chu Architects LLC.
✓	Rebecca Kiest	HISD Communications
	Chu, Madeline	Hill, Swart Chu Architects LLC.
	Carlos Garza	B3CI - Proj. Manager
✓	Wingate, Spencer	HISD – Project Manager
	Eghan-Wiafe, Dinah	HISD – Fac. Design
	James Metoyer	HISD- Director
✓	Diana Gibson Johnson	HISD SSO
	Jason Spencer	HISD Chief of Staff

**PURPOSE:** The purpose of this PAT meeting was for the PM to provide an update on priorities/budget reconciliation and design progress update.

**AGENDA:**

- Update on priorities/budget reconciliation
- Architect design update
- What to expect at the next meeting

**DISCUSSION:**

1. Spencer Wingate, Senior Project Manager with Rice & Gardner Consultants kicked off the PAT meeting and explained that this meetings purpose was to serve as a design update for project.
2. Before Mr. Wingate introduced the design team, he provided an update of the scope of work. The update of the scope of work was stated to include the full renovation of the main building or Building “A”.



3. Mr. Wingate explained that the decision to include that scope of work was recently confirmed and the subsequent design has not yet been included in the Design Development set of documents.
4. PAT members asked questions regarding this new scope change and the following clarifications were provided:
  - a. Building A renovation will include the reconfiguration of classroom sizes and their walls.
  - b. Inclusion of Building A renovation does not delete the science building renovations or the Gymnasium addition.
  - c. The project schedule may be adjusted but the temporary buildings will be installed prior to the start of the main project construction.
  - d. The PAT requested a set of DD drawings which will be delivered to Dr. Pollock.
  - e. The PAT requested a copy of the draft Education Specifications. Dr. Pollock stated that this is available in the office for the PAT to reference.
  - f. Mr. Wingate provided an outline of the design process and the specific milestone phases: Schematic Design (SD), Design Development (DD), 60% Construction Documents (60% CD) and 100% Construction Documents (100% CD).
5. Mr. Sam Swart, of Hill, Swart and Chu, presented the design progress in the form of the Community meeting presentation.
6. PAT members pointed out issues that the community will be interested in hearing addressed:
  - a. Status of the Sue Barnett Road improvements from the CoH and the impact on traffic including possible changes to the circle drive
  - b. Efforts to save trees
  - c. Construction staging located in the Spark Park and to what extent

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

1. Design progress update

**NEXT PAT MEETING:** The next PAT meeting will be scheduled for March 11, 2016 at 4:00 p.m. Location: Garden Oaks Montessori.

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,

**Spencer Wingate,**

Program Manager  
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