



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

MEETING #: 4

LOCATION: Garden Oaks Montessori

DATE / TIME: December 12, 2014, 4:00 p.m.

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
✓	Fisher, John	Parent
	Harmon, Gary	Community
	Harmon, Joan	Community
	Judkins, Jeremiah	PTO/Parent

✓	Knauth, Tonya	Parent
✓	Marcontell, Matt	Parent
✓	McCosh, Cheryl	PTO/Parent
✓	Odinet, Randy	Parent
✓	Pollock, Lindsey	Principal
✓	Reibenstein, Cindy	Community
✓	Santana, David	Teacher
	Tatum, Jay	PTO/Parent
✓	Tatum, Shana	PTO/Parent

	Bankhead, Dan	HISD – Fac. Design
	Barrera, Gloria	HISD – Fac. Planning
	Clayton, Clay	HISD – Fac. Design
✓	Funk, Dave	HISD – Fac. Design
✓	Hill, Sherry	Hill, Swart Chu Architects LLC.

	Robertson, Sue	HISD – Fac. Planning
✓	Swart, Sam	Hill, Swart Chu Architects LLC.
✓	Walker-Rice, Douglas	HISD – Assistant Project Manager
	Wright, Kedrick	HISD – Fac. Design
✓	Yoas, Claude	HISD – Project Manager

PURPOSE: The purpose of this PAT meeting was to provide an update on the overall schedule and finalize Space Descriptions.

AGENDA:

- Update on overall schedule
- Finalize campus' Space Descriptions
- Finalize Space Requirements
- Future PAT meeting schedule
- Questions
- What to expect at the next PAT meeting



DISCUSSION:

1. Dave Funk, HISD Facilities Planner introduced and explained the agenda for the PAT meeting. Mr. Funk explained that the PAT would break into four groups to go over the Space Descriptions. The goal was for each group to verify that each space listed in the Space Requirements spreadsheet had a corresponding Space Description Sheet and that each Space Description correctly describes the facility needs of the Montessori program.
 - a. Mr. Funk split the PAT into groups and made sure that each group had diversity of school staff, parents, and community members to get well rounded responses to all the Space Descriptions.
 - b. The four groups reviewed the Space Requirements for Administration, Neighborhoods, PE/Athletics, Performing Arts, Visual Arts, and Site.
2. The following are some comments made during the meeting:
 - a. The campus as a whole should be open and collaborative.
 - b. PAT members voiced they would like to keep as much nature as possible within the campus.
 - c. The spaces need to be flexible to allow for a growing campus and future programs.
3. Prior to the PAT meeting, Mr. Funk, Dr. Lindsey Pollock, and Claude Yoas briefly reviewed and revised the Executive Summary, Custodial/Maintenance, and Building Support Space Descriptions.

QUESTIONS/ANSWERS:

1. Dr. Pollock asked if furniture could be taken out of specific room plans.
 - a. Mr. Funk said that they could request to have furniture revised with the HISD Purchasing Department.
2. Dr. Pollock asked if furniture purchased from previous grant monies could be kept and reused.
 - a. Mr. Funk said they would be able to reuse existing furniture presuming it was in good condition.

ACTION ITEMS:

- 4-01. Claude Yoas, HISD Project Manager will be sending out meeting invites for the next PAT to all members.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Finalize and approve working draft of Educational Specifications

NEXT PAT MEETING: Friday, January 9, 2014 4:00 pm, Garden Oaks Montessori- 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,

Claude Yoas

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HOUSTON INDEPENDENT SCHOOL DISTRICT

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