



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Cynthia Ann Parker Elementary School**  
**HISD Music Magnet School**

**MEETING #:** 29

**LOCATION:** Parker Elementary School

**DATE / TIME:** January 28, 2015, 3:30 PM

**ATTENDEES:** Lori Frodine, Principal; Carol Kehlenbrink, Magnet Coordinator; Heather Grosso, Teacher; Dale Harrison, Teacher; Catherine Quinn, Teacher; Katy Rodgers, Teacher; Julie Dickinson, Teacher; Kristell Nelson, Teacher; Alean Zufall, School Administrator; Josh Vanlandingham, Parent / Community Member; Paul Zider, Community Member; Christian Sheridan, Brave/Architecture; Bob Myers, HISD – Design Manager; Steven Redmond, HISD – Program Manager (URS); LaJuan Harris, HISD – Planning

**PURPOSE:** The purpose of this meeting was to update the PAT on the status of the project.

**AGENDA:**

- Introductions
- Updates from the Program Manager
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. Program Manager updated the PAT on the status of the Project.
  - a. The Board of Education acted on a proposal at their last meeting that will add another \$211M in available funding to the Bond Program. The approval gives the administration authorization to incur the added debt, but no specific plan was approved on how to disburse the funds. Projects will apply to the Board on a case-by-case basis as the need dictates.
  - b. The impact of this funding with respect to the Parker ES project will be to insure that the full project as programmed and designed will be funded at bid time and constructed. These funds anticipate an escalation in construction costs consistent with the 2012 Bond Group I projects that have already bid, as well as projects bid in other local school districts.
2. Community members requested a set of the construction documents be provided to the school site for review by PAT members. PM has provided a half-size set of the 60% construction documents with the Project Manual in December. The Bid Documents were provided earlier this month with the Project Manual. These documents will form the basis of the competitive construction bids to be submitted in February.



3. The Program Manager informed the PAT of the schedule going forward on the Competitive Sealed Proposal process. The District advertised for bids in the Houston Chronicle on January 2<sup>nd</sup> and January 9<sup>th</sup>. Bid documents were issued for bidders on January 6<sup>th</sup>. The pre-proposal conference for bidders was held on January 12, 2016. HISD will accept bids on February 9, 2016. And HISD will present a proposal for acceptance by the Board at the March Board meeting. Construction could be scheduled to start as early as Spring Break.
4. The PAT discussed a ground breaking ceremony. The school scheduled a Ground Breaking Ceremony for February 27, 2016 at 10:30 AM. The principal requested assistance in formalizing the invitation list. The PM suggested contacting Bond Communications for guidance.
5. Going forward, the PAT meeting schedule will shift from monthly to quarterly. This does not prevent us from meeting in the interim, as needed.

#### **ACTION ITEMS:**

- 23-03 Schedule a follow-up meeting with the Cub Scouts to discuss final terms of vacating the property. (Principal / Program Manager) **CONTINUE**
- 24-01 Provide the written inspection reports of the summer construction work to the School Site. (Program Manager) **CONTINUE**
- 25-01 Investigate the City's plans for street improvements on Willowbend, as well as Atwell and Stillbrooke streets. Request the attendance at the next Community Meeting from City Engineering representatives. (Design Team) **CONTINUE**
- 25-02 Coordinate a Groundbreaking Ceremony for Parker. (Parker & HISD) **CONTINUE**
- 26-04 Brave/Architecture to provide more renderings and sketches of the interior spaces including Auditorium and Library. (Design Team) **CONTINUE**

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

1. Review of the progress on the project.

#### **NEXT PAT MEETING:**

The next meeting will be on Thursday, April 28, 2016 at 3:30 PM.

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

Sincerely,

Steven Redmond, AIA, Program Manager  
HISD – Construction & Facilities Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9423  
Mobile: (713) 277-4400  
[Sredmon1@houstonisd.org](mailto:Sredmon1@houstonisd.org); [Steven.redmond@urs.com](mailto:Steven.redmond@urs.com)