



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

**MEETING #:** 26

**LOCATION:** Parker Elementary School

**DATE / TIME:** October 8, 2015, 3:30 PM

**ATTENDEES:** **Lori Frodine**, Principal; **Carol Kehlenbrink**, Teacher; **Heather Grosso**, Teacher; **Catherine Quinn**, Teacher; **Katy Rodgers**, Teacher; **Kristell Nelson**, Teacher; **Josh Vanlandingham**, Community Member/Parent; **Paty Palacios**, HISD School Support Officer; **Fernando Brave**, Brave/Architecture; **Tim Pixley**, CMAR (Brae Burn Construction); **Bob Myers**, HISD – Design Manager; **Mel Butler**, HISD - Program Director (URS)

**PURPOSE:** The purpose of this meeting was to continue the regular Agenda from the September 24, 2015 meeting, which had been unexpectedly devoted to discussion of the SPARK Project opportunity.

**AGENDA:**

- Introductions
- Review of Summer Work Completion Status – Punch List
- Update from Architect regarding design progress
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. The discussion followed the format of the Agenda from the September 24, 2015 meeting, with a continuation of those issues most important to the PAT, as follows:
2. Construction Close-out Issues:
  - a. Principal Frodine forwarded the Punch List to Brae Burn Construction and Steve Redmond (PM) on Monday, which included the following remaining corrective items:
    - i. Tackboard replacement
    - ii. Security camera and motion sensor installation
    - iii. Snow fencing to be replaced with chain link
    - iv. Smooth down areas from rain related damage
    - v. Extend sidewalk cover
    - vi. Final walkthrough to get all construction debris cleaned up. Children are finding nails, etc.



3. The Design Update was provided by Fernando Brave, Principal, Brave/Architecture.
  - a. Change in exterior materials proposed - stucco in lieu of metal panels
  - b. Site plan review: Fence location and SPARK Project area
  - c. No floor plan changes
  - d. Colors remain the same
  - e. Doors provided out of cafeteria to courtyard
  - f. Brave/Architecture will continue to develop the interior details
  - g. There will be opportunities to add furniture for common areas and break out areas
  - h. Mini stage area: need details
  - i. Carpet proposed on seating area versus solid vinyl composition tile flooring on the "monumental" stair; stairs would be finished in sealed concrete
  - j. Music Room sketches can be viewed next time to show smartboards, whiteboards, etc.
  - k. Accent lighting will be provided in special breakout areas
  - l. Tables could be provided outside
  - m. Wood slats are proposed as the ceiling treatment in the two story space outside cafeteria
4. Project 'Next Steps' were discussed. Mel Butler, Program Director, and Fernando Brave provided a general outline of the upcoming schedule:
  - a. Next PAT Meeting: Brave/Architecture will provide additional renderings and sketches of the interior spaces.
  - b. October 30, 2015: Brave/Architecture will issue permit set of drawings.
  - c. March, 2016: Anticipated construction start date.
  - d. August, 2017: New building is complete and ready for occupancy for school opening. (This schedule minimizes the duration for current 'consolidation' of classrooms to support construction of new building.)
  - e. Fields / Site work: Fields will follow behind the new building completion, as the demolition of the existing school must be completed to make way for the remaining site amenities. Overall goal is March, 2018 completion for the entire project.
5. Additional Notes:
  - a. PAT Member Josh Vanlandingham, P.E., asked about timing and usage of the energy model in support of the design and requested a copy to review. Brave/Architecture advised that the model was completed on time and will provide a copy for Josh Vanlandingham.
  - b. Selected PAT Members advised that they anticipated a full review of the 60% Construction Documents (CD's) at the PAT Meeting. Mel Butler advised of the time required to provide the level of detail requested by selected PAT members, and suggested a 'working meeting' dedicated to review of the 60% CD's. The following approach was agreed to:
    - i. Date: Monday, October 19, 2015



- ii. Two sessions:
  - 1. 2:30 PM to 3:30 PM: Mechanical/Electrical/Plumbing Technical Review. Brave/Architecture will invite the consulting engineers.
  - 2. 3:30 PM to 4:30 PM: Architectural and Site Review with the Teachers and Staff
- iii. Principal Frodine will send the meeting invitation to all PAT members.

#### **ACTION ITEMS:**

- 15-01 Provide update on the 2007 Bond funds not used for Parker ES and their disposition for the 2012 Bond. (Program Manager) **PROGRESS**
- 15-02 PAT wants to visit an existing school nearby Parker to view exterior/window design scheme. Bob Myers, HISD Design Manager will identify suitable location. **PROGRESS**
- 23-01 Provide the PAT with feedback on how the school can respond to a future need for enrollment expansion. (Design Team) **CONTINUE**
- 23-02 Schedule a follow-up meeting for SPARK to define project requirements. (Design Team) **CONTINUE**
- 23-03 Schedule a follow-up meeting with the Cub Scouts to discuss final terms of vacating the property. (Principal) **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**
- 26-01 Mel Butler, HISD - Program Director (URS), will work directly with Brae Burn Construction to resolve the Punch List Items.
- 26-02 Revise the Bond Website.
- 26-03 Principal Frodine will send Invitation for the 60% CD Working Meeting. (October 19, 2015)
- 26-04 Develop Library area that is 'Librarian & Teacher'- centric. Furniture budget may provide necessary separation and storage/accommodations.
- 26-05 Brave/Architecture to provide additional renderings and sketches of the interior spaces including the Auditorium and Library.

**NEXT PAT MEETING:** Thursday, November 5, 2015, 3:30 PM, at Parker ES Library

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

- 1. Update on October 19, 2015 Technical Review of 60% CD's



2. Review Brave/Architecture's new interior renderings and sketches

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,

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*For:*

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