



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

**MEETING #:** 28

**LOCATION:** Parker Elementary School

**DATE / TIME:** December 15, 2015, 3:30 PM

**ATTENDEES:** Lori Frodine, Principal; Bryan Berry, Assistant Principal; Carol Kehlenbrink, Magnet Coordinator; Heather Grosso, Teacher; Catherine Quinn, Teacher; Katy Rodgers, Teacher; Kristell Nelson, Teacher; Alean Zufall, School Administrator; Josh Vanlandingham, Parent / Community Member; Cindy Chapman, Community Member; Rick De La Cruz, Brave/Architecture; Christian Sheridan, Brave/Architecture (PT); Bob Myers, HISD – Design Manager; Steven Redmond, HISD – Program Manager (URS); Janice Newsum, HISD – Library Media Services

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

**AGENDA:**

- Introductions
- Updates from the Program Manager
- Review with Library Services
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. Janice Newsum was introduced. She is with Library Media Services and will be discussing the Library design later in the meeting.
2. Program Manager updated the PAT on the status of the Project.
  - a. The Board of Education has authorized supplemental funding for the Bond Program at the December 10<sup>th</sup> meeting to ease the escalation impacts felt from the booming construction market in Houston.
  - 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.
3. The Program Manager scheduled a visit to Kennedy Elementary School to see learning centers outfitted with the vertical windows. The tour took place December 12<sup>th</sup> and was attended by PAT member Vanlandingham.



4. 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 with the Project Manual from the 60% Construction Document (CD) submission. Bid documents will be available in January, and those will also be provided to the school site at that time.
5. The Program Manager informed the PAT of the schedule going forward on the Competitive Sealed Proposal process. The District will advertise for bids in the Houston Chronicle on January 2<sup>nd</sup> and January 9<sup>th</sup>. Bid documents will be available for bidders on January 6<sup>th</sup>. We will hold a pre-proposal conference for bidders 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.
6. The PAT discussed a ground breaking ceremony. It is not necessary to wait for a construction contract to be issued to have a ceremony. The Bond team will do whatever is necessary to assist the school site in having this ceremony. The PAT is looking at late February or early March for the ceremony. Discussions will continue.
7. Ms Janice Newsum from HISD Library Media Services attended to review the library design as presented in the design documents.
  - a. The library appears smaller than it should be because there is square footage distributed in small breakout areas adjacent to learning centers.
  - b. The circulation desk will be located in the center of the room to supervise the students.
  - c. The following areas were not addressed in the Educational Specifications and are necessary to the operation of the library:
    - i. Teacher storage needs ten 36" wide tall shelves for learning materials, and they need to be separated from the rest of the library stacks.
    - ii. Teacher area should include a work table for book repair.
    - iii. Teacher area should include a sink, if possible.
  - d. Tall stacks will be maximized at perimeter walls.
  - e. Stairs will be modified so that the landing along the exterior wall is on the same level as the second floor.
  - f. Ms Newsum noted that she would defer to the school site's choice for layout of the library.

**ACTION ITEMS:**

- 15-02 The Program Manager will schedule a visit to Kennedy Elementary School to see learning centers outfitted with the vertical windows. He will work with the Kennedy Principal to schedule a Saturday morning visit. **COMPLETE**
- 23-01 Provide the PAT with feedback on how the school can respond to a future need for enrollment expansion. (Design Team) **COMPLETE**



- 23-03 Schedule a follow-up meeting with the Cub Scouts to discuss final terms of vacating the property. (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**
- 26-03 Develop Library area that is 'Librarian & Teacher'- centric. Furniture budget may provide necessary separation and storage/accommodations. (Design Team) **CONTINUE**
- 26-04 Brave/Architecture to provide more renderings and sketches of the interior spaces including Auditorium and Library. (Design Team) **CONTINUE**
- 27-01 Provide construction documents to the school site. (Program Manager) **COMPLETE**

**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, January 28, 2015 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  
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