



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Pilgrim Academy**

**MEETING #:** 3

**LOCATION:** Pilgrim Academy K-8

**DATE / TIME:** November 4, 2014 4:00 pm

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

✓	Diana Castillo	Principal	✓	Tom Davies	Teacher
✓	Andrew Casler	Dean of Students		Carrie Flores	Assistant Principal
✓	Jim Teater	Community	✓	Romerico Romero	Teacher
	Andrew Camann	Teacher		Region Hunter	Parent
✓	Edna Chible	Parent	✓	Sue Robertson	HISD
✓	James Metoyer	ESO II Director	✓	Albert Wong	HISD

**PURPOSE:** Review and confirm Pilgrim Academy’s “Guiding Principles” and discuss the proposed Capacity Model.

**AGENDA:**

- Review and approve the School’s Guiding Principles
- Review the School’s current education program vs. a proposed Pilgrim Academy Capacity Model
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. Because David Funk was not available to attend this PAT meeting, Sue Robertson, HISD GM of Facilities Planning, introduced herself to the PAT members who, in turn, introduced themselves. James Metoyer, Director of Elementary Schools 2, was also in attendance and introduced himself.
2. There was a quick review of the draft of the Pilgrim Academy’s Guiding Principles. Ms. Robertson suggested that, although some minor editing may still be needed, these are acceptable as submitted. The attendees agreed.
3. Discussions began on the proposed Pilgrim Academy Capacity Model, which now projects a significantly lower student enrollment than the actual number of students. The 2012 Bond Program Master Plan for Pilgrim Academy is for an addition to the existing school building, with a project budget. With a proposed 41 teaching stations and a 908 student campus based upon a handout from Ms. Robertson, the resulting square footage would be approx. 126,000 SF (900 X 140 SF/student).
4. The existing T-Buildings, according to the PAT, house 12 classrooms which include all the middle school grade levels and two 5<sup>th</sup> Grade classes.



5. Ms. Robertson pointed out in the handout, page 3, for the Core Academic Neighborhoods, there are a total of 8 (1 per grade level) Flex Labs at 850 SF. These can be used as required, by the school administration, even as normal teaching stations. With these rooms added to the proposed 41 teaching stations, the resulting 49 teaching stations are closer to the real current student enrollment needs.
6. The current school enrollment is heavier in the elementary school grade levels, with each succeeding year pushing toward the middle school grade levels. There is capping of enrollment at the elementary school grade levels but none at the middle school grade levels.
7. Currently, there are individual Music and Art rooms in the school building as well as a multi-purpose room used primarily by the elementary school grade levels. There is only 1 Science lab that is equipped with a sink (T-Building) and it is used by the middle school students.
8. Because the school was originally designed as an elementary school, most of the ancillary spaces are sized for elementary school students and not for middle school age students and their related activities.
9. Ms. Robertson asked the PAT the following questions: Since the needs exceed the budget, how is the best way to utilize the existing and new square footage? "What do you need the most"? What are the prioritized needs? Some of the responses were:
  - a. To get the middle school classrooms out of the T-Buildings.
  - b. To have more Pre-K classes to equal the number of K classes.
  - c. Add 1 more Kindergarten to balance the grade level cohorts.
  - d. To have more restroom facilities for the students in order to provide separation between the elementary and middle school students.
  - e. To provide space for middle school physical education activities.
10. Ms. Robertson mentioned that the current construction environment and associated costs in the Greater Houston area have been escalating significantly and have been affecting the HISD Bond Program's Project Budgets. The intent of accelerating the design process for the Group 3 and 4 schools in the 2012 HISD Bond Program is to allow the District to arrive at a point where the construction documents are completed and, if the bidding environment at that time is more conducive to reasonable construction costs, the project would proceed at that time. Otherwise, the bidding might be placed on hold until the construction market conditions improved.
11. When asked about the new expansion real estate area and the required demolition of the existing metal buildings and concrete paving, etc., Ms. Robertson responded that funding was available to handle these demolition costs as part of the real estate purchase.

#### **QUESTIONS/ANSWERS:**

- a. What is a realistic size for the Pilgrim Academy campus? After some discussion among the PAT, there was a concern about being able to serve the general community but also a realization that the school could only effectively serve a certain portion and not all of it.
- b. Is the Project to replace the existing T-Buildings? It appears that this may be the circumstances, given the construction budget for this Project expansion.

#### **ACTION ITEMS:**

- 2-1 Finalize and approve the Pilgrim Academy Guiding Principles. (Funk)
- 2-2 Confirm the Pilgrim Academy Capacity Model. (Funk)

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

1. Begin reviewing for Space Requirements and introducing Space Descriptions



**NEXT PAT MEETING:** Tuesday, December 2, 2014 4:00 pm, Pilgrim Academy

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,

**Albert Wong, AIA**

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