



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Mark White Elementary School**

**MEETING #:** 24

**LOCATION:** Pilgrim Academy

**DATE / TIME:** November 16, 2015, 3:45pm

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

	Diana Castillo	Principal – Pilgrim Academy
	Peter Heinze	Principal - Briar Meadow
	Alexander Rodriguez	Principal – Emerson ES
	Bobby Swaby	Principal – Piney Point ES
✓	Carrie Flores	Asst. Principal - Pilgrim Aca.
	Jeanine Jordan	Asst. Principal – Briar Grove
	James Metoyer	HISD-Director-School Off.
	Meredith Davis	Teacher - Briar Meadow
	Jamie Dybala	Teacher - Briar Meadow
✓	Marcie Sandell	Teacher – Piney Point ES
✓	Becky Luman	Parent – Briar Grove ES
	Martha Mireles	Parent – Pilgrim Academy
	Samuel Sarabia	HISD CSO
	Steven Gutierrez	HISD SSO
✓	Carlos Ramirez	HISD SSO

	Dan Bankhead	HISD Fac. Design
	Todd Hamby	Division One Const.
	John Thomas	P2MG Construction
	Clay Clayton	HISD Fac. Planning
	LaJuan Harris	HISD Fac. Planning
✓	Lisa Hernandez	Mark White Principal
	Andreas Peebles	HISD Fac. Construction
✓	Matisia Hollingsworth	HISD Fac. Construction
✓	Brian Alling	HISD PM
	Kathleen English	English & Assoc.
✓	Hopper, David	English & Assoc.
✓	Adams, Jon	English & Assoc.
	Mark Smith	HISD
✓	Dinah Wiafe	HISD Fac. Construction

**PURPOSE:** The purpose of the meeting was to discuss and review the status of the project construction.

**AGENDA:**

- Project construction update
- What to expect at the next Project Advisory Team (PAT) meeting
- Questions and Answers

**DISCUSSION:**

1. Brian Alling, Project Manager for HISD Bond Program office, welcomed attendees and thanked them for their participation in the project.
2. Mr. Alling shared with the PAT member attendees the meeting agenda would include a brief status update of construction progress of the project. Mr. Alling presented photo illustrations of the construction. The construction progress update since the last PAT meeting included:
  - a. Contractors have placed concrete floor slab for over two-thirds of the building first floor area.
  - b. Concrete pavement for approximately 80% of the site parking and drop-off and pick-up drive has been placed.
  - c. The majority of campus’ sanitary sewer pipe as well as site storm sewer underground pipe has been installed.



- d. Site roadway work is progressing with one of the two site roads nearly complete and the second roadway and bus loop pavement work is being prepared.
- e. The electrical and plumbing sub-contractors are preparing to install their under floor utility lines for the kitchen, administration, dining and central plant portion of the building. Concrete floor slab for this same area will begin as soon as these under floor lines are complete.

**QUESTIONS AND ANSWERS:**

24.01 Question: A PAT member requested confirmation if the building would be completed for start of school in August of 2016?

*Answer: Mr. Todd Hamby, President of Division One Construction (the project's Construction Manager at Risk contractor) responded though it is too early to definitively say, he is optimistic the project can be completed in time for school. Mr. Hamby went on to say his firm has added additional staff to help support the contractor team and are working well with the architect and HISD Bond management team. Mr. Hamby also stated the project team would be able to provide a better assessment and provide a more specific construction milestone schedule in mid-January when the building walls should begin to be lifted into place and other construction trades are under way.*

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

- 1. A construction progress update will be presented.

**NEXT PAT MEETING:** Wednesday, December 16, 2015 at 3:45 pm, at 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,

**Brian S. Alling**

Sr. Project Manager

HISD – Construction & Facility Services

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