



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

MEETING #: 23

LOCATION: Pilgrim Academy

DATE / TIME: September 22, 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
	Sue Robertson	HISD Fac. Planning
	John Thomas	P2MG Construction
	Clay Clayton	HISD Fac. Planning
	LaJuan Harris	HISD Fac. Planning
	Bob Meyers	HISD Fac. Design
	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 pricing and construction update
- What to expect at the next Project Advisory Team (PAT) meeting
- Discussion regarding agenda of future Community 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 updated since the last PAT meeting include:
 - a. Storm sewer pipe installation continues along the new roadway.
 - b. Site roadway grading has begun and is being prepared for concrete placement.
 - c. The building foundation pad preparation has begun.



3. Mr. Alling reviewed the building design and key elements of the planned facility with the visiting HISD administrators attending the PAT meeting. Several discussion items noted were:
 - a. The building exterior rendering view was shared with the attendees and they responded with general favor of the design.
 - b. There was a concern noted with the teacher work rooms located in the center of the extended learning areas. This location restricted the ability of future staff to monitor and supervise students in the area. The project team responded there are windows located in some of the walls of the teacher work room as well as exterior views at entrances to adjacent classrooms. These work room windows and glass at doors into classrooms provide the needed monitoring to address the need for supervision.
 - c. The capacity of the school was discussed and the English & Associates architect representative noted the building TEA capacity was submitted for 850 students. The PAT attendees noted concern for crowding issues at other HISD campuses near the Mark White site. The project team shared the Mark White campus design noting the future building expansion classroom wing is planned on the site for future needs.
 - d. There was discussion about the self-contained learning center classrooms planned for the school. It was noted the building design only has one of these rooms planned for. The attending HISD administrators noted they project the campus may need two of these rooms. If a second self-contained learning center room is required, it was suggested one of the adjacent Pre-K classrooms could possibly be converted in the future if necessary.
 - e. One of the interior renderings images shared with the PAT illustrate what the entry reception desk area may look like when constructed. The reception desk is planned to be a purchased furniture unit and not built in place permanently by the contractor.
4. The upcoming Community Meeting was discussed.
 - a. Mr. Alling requested volunteers from the attending PAT members to assist with greeting Community Meeting visitors and for someone to take the role of speaking during the presentation. Ms. Carrie Flores volunteered to assist.
 - b. The Chief Support Officer and School Support Officer from HISD administration attending the PAT meeting agreed to assist with the Community Meeting presentation as did several other PAT members.
 - c. The architect team will update the interior rendering images to reflect final design solutions and to use these images for the Community Meeting presentation slides and display boards.
5. The attending HISD administrators asked for confirmation of the project construction schedule.
 - a. Mr. Alling commented the project is scheduled to complete construction during the summer of 2016 for the August start of the 2016-2017 school year. Mr. Alling noted the construction team is aware of the importance of completing the Mark White Elementary School's construction. The contractors, architects, engineers and HISD Bond Office managers will continue to work closely to ensure this school opens on time.
 - b. Mr. Alling did note however, the project schedule is tight and it is anticipated the district will be moving into the building, setting up the school equipment and furnishings while contractors are working on punch list completion.
6. Mr. Alling shared slide images and information from HISD's Bond office regarding an approximate \$211 million amount with approximately \$1.8 million being proposed for Mark White's overall project budget to reimburse project contingencies and reserve amounts previously allocated to fund the construction project. This additional funding is not intended to fund additional scope items necessarily and will rely on Board of Education trustee's future approval. The meeting attendees did not have any additional



questions or comments regarding this funding noting understanding it is in the hands of the Board's future vote.

QUESTIONS AND ANSWERS:

23.01 Question: Are there plans to further develop the district's elementary curriculum to utilize the school buildings as teaching tools for ongoing LEED credits?

Answer: The district has several existing campuses with LEED certification and design elements available for using in the campus curriculum instruction in areas of science, conservation and environmental consciousness. However, comments were made which indicate the HISD teaching staff could benefit from ongoing training for staff in these buildings as new staff join a campus in future years. It was commented an improved curriculum could benefit the Mark White future campus staff. HISD administrators attending the Mark White Elementary PAT meeting noted they would review with the district's curriculum staff managers to discuss this further for possible opportunities to improve the district

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. A construction progress update will be presented.

NEXT PAT MEETING: Monday, October 19, 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
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9250
Email: balling@houstonisd.org