



**Meeting Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting #1**  
**Sam Houston MSTC**

**PAT MEETING #:** 1

**LOCATION:** Sam Houston MSTC (Rm. 707)

**DATE / TIME:** September 24, 2014, 4:00pm

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

Present ?	NAME	ORGANIZATION / ROLE	Present ?	NAME	ORGANIZATION / ROLE
✓	Rupak Gandhi	Principal	✓	Roshanda McClain	CATE, Cosmetology
✓	Ada Rivera	Dean of Students		Richard Hurst	Community Representative
	Ryan Hutchings	Dean of Students		Hermelinda Cazares	Community Representative
	Mariana Maldonado	Dean of Students		Kelsey Tinoco	10th Student
	Brian Gaston	Dean of Students		Fred Campos	11th Student
✓	Lt.C. Jessie Washington	Teacher, ROTC		Pablo Calderon	12th Student
	Sgt. William Zappa	Teacher, ROTC		Aaron Hursman	11th Student
	David Sanchez	Teacher, Math		Cesar Coronza	12th Student
	Jamie Handy	Teacher, Chemistry	✓	LaJuan Harris	CFS Facilities Planner
	Katherine Curren	Teacher, Chemistry	✓	Vergel Gay	CFS Program Manager
	Nichole Depaul	Teacher, Chemistry	✓	Mel Butler	CFS Program Manager

**AGENDA:**

- Welcome & Introductions
  - Principal Rupak Gandhi
  - P.A.T. Members
  - CFS Facilities Planner – LaJuan Harris
  - CFS Program Manager – Mel Butler / Vergel Gay



- Project Scope of Work Statement
  - “New 2,550 – 2,750 student high school that will incorporate the new science classroom and laboratory wing”
- Project Delivery Process
  - Planning / Design / Construction / Move-in
- Roles and Responsibilities
  - Principal Gandhi
  - PAT Members
  - Construction and Facility Services (CFS) Team
  - Design Consultants (i.e., A/E); Builder (Construction Mgr. At Risk = CMAR)
- User Group 1A Focus Items
  - Collect data to support development of Space Requirements
  - CFS – provide templates for data recording
- 21st Century Educational Facilities
  - Background & Expectations
- Sam Houston MSTC Guiding Principles
  - Discussion
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting

**DISCUSSION:**

1. All attending PAT members introduced themselves and indicated their current involvement with the school and project. Ms. LaJuan Harris, HISD Facilities Planner, Mel Butler, HISD Program Manager, and Vergel Gay, HISD Program Manager, introduced themselves to the PAT members and briefly described their backgrounds and roles on the Project.
2. Ms. Harris discussed the ‘Project Scope of Work’ statement, and Principal Gandhi advised that the current enrollment is approx. 2,700 students.
3. Ms. Harris accessed the HISD website and navigated to the ‘HISD Building Programs’ page, then – ‘2012 Bond’, then – ‘Projects’, then – ‘Sam Houston’, and reviewed the information on the Sam Houston page with the PAT members.
4. Ms. Harris then navigated to the ‘PAT’ link on the ‘2012 Bond’ page and displayed options such as ‘Meeting Minutes’, ‘Guiding Principles’, and available Videos.
5. Ms. Harris played the ‘21st-Century Learning Update’ video for the PAT.
6. Additional notes:
  - a. Regarding the JROTC building, Ms. Harris pointed out that the square footage allocated in the new plan matches the square footage of the existing JROTC building.
  - b. Regarding the planned number of students for the new Sam Houston, Ms. Harris advised that HISD/CFS will engage the assigned Demographer and adjust within the planned high and low range of students as required.

**ACTION ITEMS:**

- 1-1 Principal Gandhi was asked to work with his PAT and develop 6 to 8 ideas for Guiding Principles for Sam Houston MSTC. Due date: PAT Meeting #2



**NEXT PAT MEETING: (Mtg. #2)** – Wednesday, October 29, 2014, 4:00 pm, at SHMSTC / Rm. 707

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

1. Review and approve the Capacity Model
2. Review / Approve Guiding Principles

*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.*

Best regards,

**Mel Butler, Jr.**

Program Manager

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