



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Sharpstown International School

MEETING #: 005

LOCATION: Sharpstown International School Library

DATE / TIME: January 6, 2015 3:30pm

ATTENDEES: (those marked with a check were present)

✓	Thuy Le-Thai	Principal
	Clay Clayton	HISD
✓	Princess Jenkins	HISD
	Voltaire Archelus	IT
	Dan Bankhead	HISD
	Sue Robertson	HISD
✓	Spencer Wingate	RGCI
	Joshua Brown	Teacher
	Shannon Frank	Teacher
	Junrui Garcia	Teacher
	Abelardo Jaramillo	Teacher
	Addi Huezo	PTO
✓	Lora Smith	Teacher
	PingYu Adams	Dean
✓	Alice Retuer	Teacher
✓	Lina Sabouni	Autoarch Architects
✓	Michael Sabouni	Autoarch Architects

	Janice McCarthy	Teacher
	Mayra Muller-Schmidt	Teacher
	Susana Rodriguez	Teacher
	John V Sigren	Teacher
✓	Elaine White	Teacher
✓	Karen Adams	Nurse
	Jacqueline Cayton	Dean of Students
	James McSwain	Support Officer
	Berlinda Villanueva	Secretary
	Alexes Jennings	PTO
✓	Marienne Phillip	Library Clerk
✓	Lindsey Baker	Teacher
✓	Pam Hubbert	Dean
	Niftalem Tedest	Student
	Ida Platt	Dean of Students
	Nicci Cole	Teacher
✓	Miguel Salazar	Autoarch Architects

PURPOSE: The purpose of this meeting was to further refine the prioritized renovation objectives with suggestions by Autoarch Architects.

AGENDA:

- Introductions of the PAT members, HISD, Rice & Gardner and Autoarch representatives
- Review and discuss draft Educational Specification updates
- Autoarch Architects – Design Concepts Discussion
- What to expect at the next Project Advisory Team meeting

DISCUSSION:

1. Mr. Spencer Wingate, Rice & Gardner Consultants and HISD’s Sr. Project Manager, welcomed the participants and asked for all to introduce themselves for the benefit of those who were new to the group.
2. Princess Jenkins, HISD Facilities Planner, began the meeting by presenting the updated program and educational specifications. She passed out copies of these updates to the attendees. She also provided confirmation of the courtyard size which is 12,000 square feet.

3. Michael Sabouni introduced Geof Edwards, principal of Munoz Co., associate architects, who will be working with Autoarch on this project.
4. Autoarch presented two design options for the flex space addition. The presentation included a conceptual site plan, conceptual plan sketch and two building cross sections. Utilization of a pre-engineered metal building was recommended based on its versatility and high return on investment for the budgeted cost. The construction accessibility in this proposed location was discussed and concluded that a problematic condition would not be created for construction accessibility.

Option 1: Proposed building 8 new flex-labs, 850-900 SF ea. inside the existing west courtyard.

- Advantages:
 - Concentrate the student density on this area to allow for easier respective teacher and student collaboration. This area will become the “heart” of the school.
 - This will result in construction cost saving by eliminating the need for exterior building envelope.
 - This plan utilizes an existing corridor to serve the new Flex-labs.

Option 2: Proposed new independent building addition outside the school.

- Advantages:
 - This plan provides ease for construction as independent structure.
 - Disadvantages:
 - The construction cost of the building is expected to be higher than Option 1 due to the cost of building envelope and the corridor connection to existing school.
5. Mr. Sabouni emphasized two main priorities as the criteria for the design:
 - Increase flexible instruction space
 - Safety and security

QUESTIONS/ANSWERS:

- Q1 The teachers noted that the current courtyard often floods and asked if the new addition will avoid this condition.
- A1 Mr. Sabouni showed new roof drainage configuration and noted that the intent is to re-direct the water out of the building. Autoarch-Munoz will ensure the design will provide no drainage problems with the finished product.
- Q2 Is it feasible to re-use the abandoned mechanical room as a space suitable for the scope of this renovation work?
- A2 The PAT and the design team visited the room after the meeting and rejected the idea as the space was determined to be inhabitable.

ACTION ITEMS:

- 5-01 Provide to Autoarch Architects a list of:
- Fire Marshall records, if any (Ms. Le-Thai)
 - Conditions of code non-compliance in current school configuration (Ms. Le-Thai)
 - System deficiencies or non-performing systems and TDLR report (Ms. Le-Thai)



5-02 Provide to Autoarch Architects:

- As-built drawings in CAD format for the most recent renovation (Project Manager)
- Confirmation of the program and project schedule (Project Manager)
- Confirmation of when the CMAR will be engaged. (Project Manager)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. A detailed discussion of the proposed schematic design present by Autoarch Architects.

NEXT PAT MEETING: Tuesday, February 3, 2015 3:30 pm, Sharpstown International School Library.

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,

Spencer M. Wingate

Program Manager

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