



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

MEETING #: 006

LOCATION: Sharpstown International School Library

DATE / TIME: February 3, 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 Huevo	PTO
✓	Lora Smith	Teacher
✓	PingYu Adams	Dean
	Alice Retuer	Teacher
	Lina Sabouni	Autoarch Architects
✓	Michael Sabouni	Autoarch Architects
✓	Kedrick Wright	HISD Design

	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
✓	Matisia Hollingsworth	HISD Sr. Manager

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 – Schematic Design Review of Priorities and Scope of Work
- What to expect at the next Project Advisory Team meeting

DISCUSSION:

1. Ms. Princess Jenkins, Facilities Planner with HISD, welcomed the participants.
2. Ms. Jenkins introduced Mr. Michael Sabouni, Principal of Autoarch Architects, who presented the top five improvements requested by the PAT. Those improvements are as follows:



- a. Additional Educational Space, 11,600 SF of new construction:
 - i. (8) New Flex-labs @ 850 SF each
 - ii. (2) Students' meeting rooms
 - iii. Circulation and students' collaboration space
 - iv. Reconfiguration of the roof drain to accommodate increased drainage

 - b. Security and enhancements upgrade at main entrance and building exterior:
 - i. Main entry:
 - Provide a two story new curtain wall and doors
 - Replace exiting gates and glass block
 - Create a new vestibule with a front desk
 - New metal veneer, metal soffit, light fixtures, stainless steel school signage and metal column wraps for the main entry canopy
 - ii. New doors at the south side entrances

 - c. Main Lobby improvements:
 - i. Close exposure to outside air and provide conditioned air
 - ii. New ceiling and lighting fixtures
 - iii. Paint the walls and stain the concrete floor
 - iv. Provide environmental graphics to create an international theme
 - v. Upgrade the planter in the middle of the lobby

 - d. Create a main pedestrian plaza in front of the main entry:
 - i. Provide texture and color to the concrete plaza
 - ii. Detention pond may be needed
 - iii. Reconfigure storm sewer drainage
 - iv. Replace the temporary construction plastic barrels with new concrete bollards to re-direct the vehicle traffic in front of the main entrance and define the pedestrian plaza at the school main entrance

 - e. Cafeteria Improvements:
 - i. Replace A/C air handler units
 - ii. Re-design the cafeteria Interior to café/mall style
 - iii. New paint, new ceiling and light fixtures
 - iv. Sound control panels
3. Mr. Sabouni explained that additional parking, storm water detention and restrooms could be requested by the COH based on the scope of the proposed addition.
 4. The Design Team left the presentation board with Principal Thuy Le-Thai for the PAT team to study and evaluate.
 5. Principal Thuy Le-Thai thanked AUTOARCH-MUNOZ Team and asked the PAT to study the proposed improvement plan and to develop priorities and scope.
 6. The Charrette date and location was discussed and was agreed on Wednesday February 25, 2015. Time and location TBD.



QUESTIONS/ANSWERS:

- Q1 How long will it take to finish the design phase?
A1 Mr. Sabouni answered that the design phase is expected to be done in 8 months (from design concept to permitting).
- Q2 When will the construction phase start?
A2 Mr. Sabouni answered stating that construction is expected to start at beginning of 2016. The construction phase is expected to last 10-12 months.
- Q3 Is the proposed graphic art work near the entrance part of the estimated budget for the item #2?
A3 Mr. Sabouni answered yes. They are included in the estimate budget for items #2. When this is identified as part of the scope, more detail will be provided to address material and cost.
- Q4 Will the exterior windows of the building be replaced?
A4 Mr. Sabouni answered no. The windows were replaced in the last renovation bond and they are not in need of replacement.
- Q5 Do the proposed bollards at the plaza interfere with a fire lane?
A5 Mr. Sabouni answered no. This aspect must be considered in the development of the design as life and safety priority.

ACTION ITEMS:

- None at this time

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. A detailed discussion of the proposed schematic design present by Autoarch Architects and further discussion from issues discussed during the design charrette.

NEXT PAT MEETING: Tuesday, March 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
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