



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

MEETING #: 003

LOCATION: Sharpstown International School Library

DATE / TIME: November 4, 2014, 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

✓	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

PURPOSE: The purpose of this meeting was to review and discuss the prioritized objectives as defined in the previous PAT meeting.



AGENDA:

- Introductions of the PAT members, HISD, Rice & Gardner and Autoarch representatives
- Review and discuss space descriptions for proposed spaces
- What to expect at the next Project Advisory Team meeting

DISCUSSION:

1. Principal Thuy Le-Thai welcomed the participants and introduced Ms. Princess Jenkins of HISD and Mr. Spencer Wingate of Rice & Gardner Consultants.
2. Mr. Wingate introduced the architects to the group: Michael and Lina Sabouni of Autoarch Architects. The PAT was informed that the architects, although present at the meeting, were currently not under contract.
3. Ms. Jenkins distributed the previous PAT meeting's priorities. These are as follows from most important to least important:

- 1) Small and large assembly/collaborative areas
- 2) Secured entry/exit doors
- 3) ~~Apple/Google-like work spaces~~ (agreed by group to remove)
- 4) Courtyard enclosure
- 5) Courtyard for dining/outside dining
- 6) Operable partitions
- 7) ~~Moveable furniture~~ (agreed by group to remove)
- 8) More green spaces
- 9) Security vestibule
- 10) Flexible furniture/moveable tables and chairs
- 11) Various types of seating
- 12) Better lighting
- 13) Day lighting
- 14) Renovation of main entry

During the course of discussing the group's satisfaction with this list, the group agreed to delete items 3 and 7.

4. Principal Le-Thai asked the group to reconsider the importance of lighting as a higher priority. She related her experience on a past lighting improvement project which did not produce the desired results and subsequently she suggested that this item was a higher priority than others already determined.
5. Ms. Jenkins and Principal Le-Thai suggested that the group re-evaluate the priorities and provide any suggestions before the next meeting, via email.
6. When a revised list of priorities is compiled, the PAT group will be relying on the architect to provide suggestions and possibilities for the final planning of the project.
7. Principal Le-Thai showed some photos of the existing school which were digitally enhanced with suggested and superimposed features to show examples of what might be accomplished with minimal effort to the existing space. Some of photos showed examples of different lettering, increased lighting and added or relocated furniture to produce the desired effect.
8. Ms. Jenkins provided a draft of the HISD Educational Specification which included the following components:
 - 1) Guiding Principles
 - 2) Project Narrative
 - 3) Space requirements for the possible suggested spaces
 - 4) Site requirements (if any site requirements will be done)
 - 5) Neighborhoods (which included examples of large and small group collaboration spaces)



- 6) Food Service (if changes will be made to the current cafeteria)
9. Principal Le-Thai commented that the neighborhood Flex Lab-Grad Lab on page 19 of the Educational Specifications was the best suited instructional space for their needs.
10. Ms. Jenkins noted that the planning phase of this project has to be completed by the end of January 2015.
11. A PAT member suggested adding as a priority, the addition of classroom space based on the available land adjacent to the existing school. This would only be addressed after the established priorities are fulfilled with the funds allocated for this project.

ACTION ITEMS:

- 3-01 Update space descriptions for the Educational Specifications (Facilities Planner)
- 3-02 Reprioritize the Guiding Principles before the next PAT meeting (Sharpstown International PAT)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. A more detailed discussion of the agreed priorities together with guidance and input from selected design professionals in attendance is expected at the next PAT meeting.

NEXT PAT MEETING: Tuesday, December 2, 2014 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
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9347
Email: swingate@houstonisd.org