Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Young Women’s College Preparatory Academy

MEETING #: 8
LOCATION: Young Women’s College Preparatory Academy
DATE / TIME: June 15, 2015; 3:45 pm

ATTENDEES: (those marked with a check were present)

- Delesa O’Dell Thomas Principal
- Monica Bowes Dean of Instruction
- Craig Taylor Community
- Michael Harris Advisory Council
- Tabitha Davis Dean of Students
- Nelva Williamson Teacher
- Jeremy McGrath Teacher
- Mariela Niland Teacher
- Jose Guerera Teacher
- Lauren Sims Student
- Joel Richards Parent
- Phyllicia Moore Teacher
- Anthony Payne Natex Architects
- Princess Jenkins HISD
- Tiffany Burrell Parent
- Robert Myers HISD- Facilities
- Dr. Polly Turner Advisory Council
- Carolina Weitzman Natex Architects
- Frank Jones Advisory Council Member
- Albert Wong HISD
- John Haugen Natex Architects
- Erica Simms Parent
- Jasmine Burrell Student
- Erica Dean Parent
- Juliette Colvin Student
- Dinah Eghan-Wiafe HISD
- Jordan Lockridge Student

PURPOSE: The purpose of this meeting was to review the Schematic Design narrative and documentation that Natex Architects will submit for HISD approval.

AGENDA:
- Review Schematic Design Submittal

DISCUSSION:
1. Due to the tropical storm warnings but the relatively calm weather conditions prior to the scheduled PAT meeting time, it was decided to proceed with the meeting. However, only Principal Thomas was able to show up for the meeting at the scheduled time and the attendees decided to proceed with the meeting agenda.

2. Natex Architects reviewed the contents of the 11x17 Schematic Design narrative documents with Principal Thomas, in the presence of Mr. Wong and Ms. Eghan-Wiafe. Principal Thomas appeared to be in agreement with the design concepts and information presented in the documents.
   a. Natex explained that the approval sheet included in the Schematic Design submittal will need to be signed by the Principal and School Support Officer.
   b. Principal Thomas expressed a high regard for the depth and quality of work presented and anticipation for the development of the design.
c. Principal Thomas requested digital copies of the photos of the front of the school to be included in the document

3. Natex, Mr. Wong and Principal Thomas briefly discussed the upcoming YWCPA Community Meeting – currently scheduled for August 11th at 6 pm in the YWCPA auditorium.
   a. Natex will include a slide addressing safety/security during construction.
   b. Principal Thomas indicated that she can meet with Natex, prior to the meeting, on either July 30th or 31st to prepare for the community meeting.
   c. Principal Thomas advised that teachers will return on August 10th. There will be a teacher orientation in August, at which time Natex could present progress on the design and seek input on how the building could be used as a teaching tool for LEED purposes.

ACTION ITEMS:
1-01 Natex to submit Schematic Design package to HISD
1-02 Principal Thomas to confirm date for meeting with Natex to prepare for YWCPA Community Meeting

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Update on design development

NEXT PAT MEETING: The July PAT meeting was cancelled, due to conflicting PAT members’ July schedules. Thursday August 20, 2015 3:45 pm, Young Women’s College Preparatory Academy.

Please review the meeting minutes and submit any changes or corrections to the author. After five (5) calendar days, the minutes will be assumed to be accurate.

Sincerely,

Albert Wong, AIA
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