



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Cynthia Ann Parker Elementary School
HISD Music Magnet School

MEETING #: 36

LOCATION: Parker Elementary School

DATE / TIME: June 14, 2017, 3:30 PM

ATTENDEES: Lori Frodine, Principal; Bryan Berry, Assistant Principal; Heather Grosso, Teacher; Carol Kehlenbrink, Magnet Coord.; Alean Zufall, School Administrator; Katy Rodgers, Teacher; Gregory Kabay, Teacher; Christian Sheridan, Brave/Architecture; Rick De La Cruz, Brave/Architecture; Sam Harrison, Patriot Contracting, LLC; Mariauna Hernandez, HISD Communications Sr. Writer; Steven Redmond, HISD – Program Manager (URS)

PURPOSE: Discussions will focus an update on the progress of construction on the project.

AGENDA:

- Discussions with the Program Manager
- Construction update: Activities on site, Look-Ahead Schedule
- Open Discussion
- What to expect at the next PAT Meeting, April 2017

DISCUSSION:

1. Program Manager:
 - a. Welcome to all of the PAT members and welcome to the guests.
 - b. We have completed the furniture selection process on the school side. Final selection books need to be verified and sent to the Principal for final approval before purchase.
 - c. Construction moves forward with a January occupancy planned.
2. Construction Update:
 - a. Roof installation is our current trade on the critical path. Projections are that roof installation will complete the east end of the new building by the end of June, weather permitting.
 - b. Once the roof is complete on the east wing, other trades will begin with rough-in and momentum will take a giant leap.
 - c. The Contractor will provide the 2 week look ahead schedule to the Principal on a weekly basis.
 - d. The Contractor will provide the district with a recovery schedule before the end of the month.
 - e. The Contractor will host a faculty walk-thru in August.



3. Discussion with the Architect:
 - a. Graphics for the Lion logo were provided to the Architect. He will see what the firm can come up with in terms of a theme with the logos and generations through the years.
 - b. Available for the final furniture meeting on June 20, 2017.
4. Open Discussion;
 - a. Still concern expressed on the completion of the project for January occupancy.
 - b. PM and Contractor explained how the final two months of construction will work with a Temporary Certificate of Occupancy for furniture installation and limited adult occupancy in November 2017. Movers are scheduled for December 2017 with early staging of music equipment and instruments wanting to be moved by parents and students in late December 2017.
 - c. The move will commence in seriousness on December 26th and complete by January 6th. The movers will pack the library. That can be done the week of December 18th.
 - d. The Principal has requested confirmation that smart boards in the elementary school will be adjustable for height to address the ergonomics of the youth.
 - e. The Principal has requested confirmation that one of the computer labs will be outfitted with PC's and the other with MACs.
 - f. The Librarian has requested that the Learning Commons be outfitted with MACs.
 - g. The PM will schedule a tour of Lee (Wisdom) HS for the purpose of investigating the performance hall outfitting with lighting and acoustics. The Board has approved a list of additions to the project that include enhanced PA/Sound System and Enhanced Lighting.
5. A Faculty tour will be arranged by the Construction Project Manager for August 2017.

ACTION ITEMS:

- 33-01 Construction Contractor will produce a recovery schedule that demonstrates how the contractor will make up for the lack of progress. (Construction Contractor)
- 32-01 Architect will prepare illustrations / images to depict the Library, Mascot location and accent wall utilization in the classroom. (Architect)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Update of the construction progress and tour of the construction site for Faculty.



NEXT PAT MEETING:

The next meeting will be on Thursday, August 17, 2017 at 3:00 PM.

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

Sincerely,

Steven Redmond, AIA, Program Manager
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