Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Condit Elementary School

MEETING #: 22
LOCATION: Condit Elementary School
DATE / TIME: October 30, 2014 at 11:50 a.m.

ATTENDEES: (those marked with a check were present)

- Dan Greenberg Principal
- Julia Tamm Parent
- Michelle Driscoll Faculty
- Meg Pieri Teacher
- Bill Johnson Faculty
- Sally Reed Community
- Pegi Newhouse Parent
- Sarah Lavine-Kass Parent
- Brad Cheesman Division
- Todd Lien VLK
- Lenette Pruetz IT Manager
- Swati Narayan Parent
- Princess Jenkins HISD
- Eric Ford HISD
- Tim Kunz VLK
- Richard Hunt VLK
- Fred Bowyer Community
- Lacy Grimm Asst. Principal
- Tom Weis Division One
- Steven Gee HISD

PURPOSE: The purpose of this meeting was to discuss topics for future PAT meetings while the project is under construction.

AGENDA:
- Receive a project update
- What to expect at the next PAT meeting

DISCUSSION:
1. HISD Project Manager Steven Gee reported that the project bid on October 28th, 2014. Final costs are being reconciled with sub-contractors.
2. Mr. Gee noted that HISD is currently soliciting bids from furniture vendors. Final selections of furniture, fixtures and equipment (FF&E) will come at a later date. Subsequent to the meeting, Mr. Gee learned that bids are not yet being solicited, rather preparation of the FF&E solicitation is underway.
3. It was noted that agreements are in process to establish future parking areas for teachers. This will be required by the City of Bellaire to issue the building permit. Tentatively, the last day to park in the teacher lot along S. Rice will be Friday, November 14, 2014.
4. The PAT requested to be updated with milestone dates during construction. (Timelines/critical path items that will affect day-to-day activity.) The Project Manager and the Construction Manager at Risk (CMAR) will communicate to the Principal and PAT during the construction phase of the project.
5. Future meetings that require direct involvement with the PAT will include: FF&E selection, school graphics, and school timeline & memorabilia installations.

6. The Ground Breaking Ceremony will be held on November 1, 2014 at 9:00 a.m. at Condit Elementary School. The program for the event was shared with the PAT and recognized all parties involved in the project.

QUESTIONS/ANSWERS:  
N/A

ACTION ITEMS:  
N/A

WHAT TO EXPECT AT THE NEXT PAT MEETING:  
1. The next PAT meeting will include updates on the construction schedule and define milestone dates.

NEXT PAT MEETING:  Thursday, November 20, 2014 at 11:50 a.m. in the Condit Elementary 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,

Steven Gee  
Project Manager  
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