Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Wilson Montessori School

MEETING #:  004
LOCATION:  Wilson Montessori School
DATE / TIME:  December 8, 2014, 5:00pm

ATTENDEES:  (those marked with a check were present)

- Beth Bonnette  Principal
- Patsy Cavazos  School Support Officer
- Debra Loewenstein  Teacher
- June Spencer  Friends of Cherryhurst Park
- Ernesto Alfaro  Parent
- Amber Moncla  Parent
- David Jans  Parent
- Ken Smart  Parent
- R. Robbins  Teacher
- David Funk  HISD Fac. Design
- Brian Alling  HISD Project Manager
- Jodi Aserkoff  Elem. Teacher
- Melissa Bohls  Lower Elem. Teacher
- Parra Camilo  Neighborhood citizen
- Wendy Freed  Early Childhood Teacher
- Terry Smith  Smith & Company Architects
- Elizabeth Eriksen  Parent
- Melissa Bohl  Teacher

PURPOSE:  The purpose of the meeting was to further develop the Educational Specifications.

AGENDA:
- Review the Capacity Model with the PAT
- Introduce the project Architect to the PAT
- What to expect at the next PAT Meeting

DISCUSSION:
1. Mr. David Funk, HISD Facilities Planner, welcomed the Project Advisory Team (PAT) members and thanked them for attending the meeting.
2. Mr. Funk asked attendees to divide themselves among three separate tables in the room. Then Mr. Funk handed out different sections/parts of the Capacity Model document amongst the PAT members and requested they review the documents for their approval and for any errors or missing information they believed were in need of correction. All sections of the document were reviewed and noted comments/corrections were provided to Mr. Funk to edit.
3. Mr. Funk explained to the PAT their edits will be made in the document and the document will be sent to the architect to be used as the basis for the design process.
4. Principal Bonnette and Brian Alling, Project Manager for HISD, introduced Mr. Terry Smith of Smith & Company Architects to the meeting attendees.

QUESTIONS/ANSWERS:
1. None
ACTION ITEMS:

3.01 Mr. Funk will complete the Education Specifications document and present to the PAT at the next January 2015 meeting.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. The PAT will be presented with a final Education Specification document.

NEXT PAT MEETING: Monday, January, 2015; at 5:00 pm; at Wilson Montessori 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,

Brian S. Alling
Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Direct Phone: (713) 556-9250
Mobile Phone: (713) 498-5417
Email: balling@houstonisd.org