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

MEETING #: 25
LOCATION: Young Women’s College Preparatory Academy Library
DATE / TIME: September 26, 2016 @ 3:30 pm (Rescheduled for October 3, 2016 @ 3:30pm)

ATTENDEES: (those marked with a check were present)

<table>
<thead>
<tr>
<th>Delesa O’Dell Thomas</th>
<th>Principal</th>
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<tbody>
<tr>
<td>Tabitha Davis</td>
<td>Dean of Students</td>
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<tr>
<td>Susan Deison</td>
<td>Advisory Council</td>
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<td>Astra Zeno</td>
<td>Teacher</td>
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<td>Lori Dunklin</td>
<td>Teacher</td>
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<td>Mitchell Hatter</td>
<td>Teacher</td>
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<td>Lauren Sims</td>
<td>Student</td>
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<td>Phyllicia Moore</td>
<td>Teacher</td>
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<td>Gary Whittle</td>
<td>Heery / HISD</td>
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<tr>
<td>Gabriela Pulido</td>
<td>Dean- Instruction</td>
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<tr>
<td>Carolina Weitzman</td>
<td>NATEX Architects</td>
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<tr>
<td>Albert Wong</td>
<td>HISD- PM</td>
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<td>Erica Simms</td>
<td>Parent</td>
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<td>Aaron Horst</td>
<td>Teacher</td>
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<td>Eric Ford</td>
<td>HISD- Design</td>
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<td>Jennifer Topper</td>
<td>School Support Officer</td>
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<td>Craig Taylor</td>
<td>Community</td>
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<td>Michael Harris</td>
<td>Advisory Council</td>
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<td>Nelva Williamson</td>
<td>Teacher</td>
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<td>Jeremy McGrath</td>
<td>Teacher</td>
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<tr>
<td>Sean Burke</td>
<td>Satterfield &amp; Pontikes</td>
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<td>Zach McMillian</td>
<td>Satterfield &amp; Pontikes</td>
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<td>Barclay Pittman</td>
<td>Satterfield &amp; Pontikes</td>
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<td>Keisha Robinson</td>
<td>HISD Magnet Coordinator</td>
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<td>Dr. Polly Turner</td>
<td>Advisory Council</td>
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<td>Frank Jones</td>
<td>Advisory Council Member</td>
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<td>Esther Omogbehin</td>
<td>CSO</td>
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<td>Martina Gallien</td>
<td>Parent</td>
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<td>Caroline Fant</td>
<td>YWCPA Advisory Council</td>
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<td>Princess Jenkins</td>
<td>HISD- Planning</td>
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PURPOSE: The purpose of this meeting was to introduce the YWCPA Construction Manager at Risk (CMAR) Team; to review final design after permitting & VE options; and discuss construction phasing and schedule.

AGENDA:
- Introduce Satterfield & Pontikes and their proposed YWCPA campus construction activities
- Review/discuss the updated YWCPA campus/floor plans
- Review/discuss Construction phasing and schedule
- What to expect at the next PAT meeting

DISCUSSION:
1. NATEX Architects updated PAT on final design decisions to get project within budget.
   a. Brief list of items that were deferred removed:
      i. Tennis Court area deferred – will be added back if funding becomes available.
      ii. Brick Pavers at Entrance – fundraising efforts by PTO ongoing to add back pavers
      iii. Ceiling Treatments in Atrium Space – removed. Atrium will have exposed structure overhead.
      iv. Additional graphics deferred - will be added back if funding becomes available.
b. PAT asked for comprehensive list of what was cut/reduced due to budget concerns
   i. NATEX noted that all programmatic measures were still included, SF not reduced
   ii. Noted that bulk of savings were MEP related, “Back of house” items
   iii. Heery stated they would send full VE list, highlighting which were incorporated

c. PAT Member asked about current budget
   i. Currently just over $23M, was $19M prior to Supplemental funding

2. Satterfield & Pontikes (S&P) introduced Project Staff
   a. Full Time Staff:
      i. Sean Burke – Project Manager
      ii. Anthony Wolf – Superintendent
      iii. Zach McMillian – Project Engineer
      iv. Ashley Ravi – Project Coordinator??
   b. Part Time Staff:
      i. Barclay Pittman – Project Executive
      ii. XXXXXXX – BIM Coordinator

3. S&P discussed project phasing - Exterior
   a. Phase I – Some work in Phase I was intended for Summer, but GMP was delayed as Team worked out budget
      i. Building addition is focus of Phase I
      ii. Staff parking lot will be in two phases, 1st phase further away from building
      iii. Staff will temporarily park in current lot that is fenced off
      iv. Paving has been removed in back driveway and Fine Arts building has been demolished
      v. S&P will add temporary lighting along teacher walkway and improve surface of walkway
   b. Phase II – Scheduled to start in February
      i. Teacher parking will move to portion of new lot that is complete
      ii. S&P will then replace remaining portion of new parking lot & complete driveways
   c. Phase III – Scheduled for Summer 2017
      i. Front parking/driveway & Entrance canopies
      ii. All work will be completed over the Summer

4. S&P discussed project phasing – Interior
   a. Phase I – Underway, completing in February
      i. Includes Front Admin area & SW corner Mechanical Room
      ii. Work in corridors will include removing ceilings & MEP piping
      iii. Portions of corridor will not complete until Summer 2017
      iv. S&P will block off construction areas and make sure corridors are kept safe
   b. Phase II – Starting in February through Summer 2017
      i. Includes portion of 2nd Floor, current Admin space after Admin relocated to 1st floor
   c. Phase III – Summer 2017
      i. Includes portion of 2nd Floor and balance of 1st floor
      ii. Will be completed over Summer, before school starts
      iii. Summer School will be held off site to accommodate
   d. Phase IV – After completion of Addition / 2nd Floor Renovations through March 2018
      i. Includes 3rd floor renovations.

5. It was noted that Current projected Construction completion is slated for March 2018
6. S&P showed current progress photos of construction activities
7. S&P showed a BIM presentation that shows specific areas from start through completion
   a. BIM was tied to schedule to show each area at a given point in project
8. PAT Member asked which trees are staying in front of building
   a. NATEX answered that two trees in bad condition and one tree in good condition would be removed to accommodate driveway & new entrance
   b. Also noted that mitigation included adding new trees in back of school

9. Group discussed future PAT meeting dates
   a. Meeting will be quarterly. Will keep with Mondays as most convenient.
   b. Several will shuffle around end of year to accommodate Holiday schedule
   c. Next (3) meetings will be 12/5, 2/27, and 5/8
   d. Will have another meeting in August prior to school starting

**ACTION ITEMS:**
1-01 Heery to provide list of VE items, highlighting items that were accepted/incorporated
1-02 Natex to notify PAT of total square footage available for fundraising bricks and paver sizes

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**
1. Updates on construction progress of the YWCPA Project.

**NEXT PAT MEETING: December 5, 2016**

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,

Gary Whittle, LEED AP
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