



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Kashmere High School**

**MEETING #:** 1

**LOCATION:** Kashmere High School

**DATE / TIME:** September 16, 2013, 4:30pm

**ATTENDEES:** (those marked with a check were present)

✓	Amber Williams	Principal	✓	Douglas Lacy	HISD Program Manager
	Patsy Morehead Potts	Teacher		Sue Robertson	HISD GM Facilities Planning
	Ronnie Porter	Teacher		Clay Clayton	HISD Facilities Planner
✓	Ken Williams	Community Member			
✓	Huey German-Wilson	Community Member			
✓	Esther Omogbehin	School Support Officer			
✓	Princess Jenkins	HISD Facilities Planner			

**PURPOSE:** Introduction and overview of the planning, design and construction process.

**AGENDA:**

- Introductions
- Planning / Design / Construction Process
- Roles and Responsibilities
- 21<sup>st</sup> Century Educational Facilities
- Guiding Principles
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. The first meeting of the Kashmere High School, PAT (Project Advisory Team) was opened by HISD Facilities Planner, Princess Jenkins and Principal Amber Williams. Each member of the PAT introduced themselves and briefly described their relationship to Kashmere High School.
2. Ms. Jenkins outlined the 21<sup>st</sup> century concepts included in HISD 2012 Bond Program's vision. This discussion was followed by a video (from the HISD website) that describes the 2012 bond program process.
3. Ms. Jenkins outlined the responsibilities of the PAT. Before the project is completed the process will include many formal steps to achieve the end product. Those steps are:
  - a. Development of Site Specific Educational Specifications
  - b. Project Concept Development



- c. Schematic Design Phase
  - d. Design Development Phase
  - e. Construction Document Phase
  - f. Permitting / Procurement Phase
  - g. Construction Phase / Furniture, Fixtures & Equipment (FF&E)
  - h. Move – In
4. Ms. Jenkins noted that as the Facilities Planner, she will develop with the PAT the Educational Specifications. This is the document that describes to the Architect the principles of the school, how instruction is delivered, how many students the facility shall accommodate, what spaces are required, how those spaces shall be arranged and the general description of the finishes within the building. The items included in the Education Specifications are as follows:
- a. Guiding Principles
  - b. Capacity Model
  - c. Space Requirements
  - d. Space Descriptions
  - e. Finish, Fenestration, Infrastructure Matrix
5. It was noted that the roles, responsibilities and formal direction shall shift throughout each phase of the development of the Planning, Design and Construction of the renovated facility. HISD Construction and Facility Services shall have in place a manager of each, however, consistent to the development of the project shall be the involvement of Douglas Lacy, the Project Manager. HISD Construction and Facility Services representatives for the other phases will be identified when those phases commence.
6. Mr. Lacy informed the PAT that as the Project Manager he shall be responsible, with the assistance of Ms. Jenkins and the direction of the PAT, to consult with the associated design and construction personnel assigned to the project. Those consultants will include:
- a. Design Professional/Architect
  - b. Construction Manager at Risk (CMAR)
  - c. Engineers
  - d. Surveyors
  - e. Roofing Consultants
  - f. Environmental Engineers
7. The concept of the Guiding Principles was introduced to the PAT. Examples of principles developed for other schools were shown from the HISD website. The PAT agreed to develop the Guiding Principles for discussion and acceptance at the next PAT meeting.
- a. Some key terms from a brainstorming session with the PAT:
    - i. Flexible
    - ii. Community-based
    - iii. Adaptable
    - iv. Usable by various stakeholders

**ACTION ITEMS:**

- 7-1 Guiding Principle phrases or key words to describe the visions, hopes and desires for Kashmere High School. (PAT)

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Review/Acceptance of the Guiding Principles
2. Discussion of the Capacity Model



**NEXT PAT MEETING:** Tuesday, October 21, 2014 @ 4:30 PM

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,

**Douglas Lacy**

Program Manager

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