



Minutes 2012 Bond Project Advisory Team (PAT) Meeting Sharpstown International School

MEETING #: 1

LOCATION: Sharpstown International School

DATE / TIME: September 2, 2014, 3:30 pm

ATTENDEES: (those marked with a check were present)

<input checked="" type="checkbox"/>	Thuy Le-Thai	Principal	<input checked="" type="checkbox"/>	Elaine White	Teacher
<input checked="" type="checkbox"/>	Clay Clayton	HISD	<input checked="" type="checkbox"/>	Karen Adams	Nurse
<input checked="" type="checkbox"/>	Princess Jenkins	HISD	<input checked="" type="checkbox"/>	Jacqueline Cayton	Dean of Students
<input checked="" type="checkbox"/>	Claude Yoas	RGCI	<input type="checkbox"/>	James McSwain	Support Officer
<input type="checkbox"/>	Dan Bankhead	HISD	<input checked="" type="checkbox"/>	Berlinda Villanueva	Secretary
<input type="checkbox"/>	Sue Robertson	HISD	<input checked="" type="checkbox"/>	Alexes Jennings	PTO
<input checked="" type="checkbox"/>	Doug Walker-Rice	RGCI	<input checked="" type="checkbox"/>	Marienne Phillip	Library Clerk
<input checked="" type="checkbox"/>	Joshua Brown	Teacher	<input checked="" type="checkbox"/>	Voltaire Archelus	IT
<input checked="" type="checkbox"/>	Shannon Frank	Teacher	<input checked="" type="checkbox"/>	Addi Huevo	PTO
<input type="checkbox"/>	Junrui Garcia	Teacher	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Abelardo Jaramillo	Teacher	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Janice McCarthy	Teacher	<input type="checkbox"/>		
<input type="checkbox"/>	Mayra MullerSchmidt	Teacher	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Susana Rodriguez	Teacher	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	John V. Sigren	Teacher	<input type="checkbox"/>		

PURPOSE: The purpose of this meeting was to provide an overview of the planning, design and construction process, as well as introduce the Project Advisory Team to their responsibilities.

AGENDA:

- Introductions
- Planning/Design/Construction Process
- Roles/Responsibilities
- 21st Century Educational Facilities
- Guiding Principles
- What to expect at the next PAT meeting

DISCUSSION:

1. Principal Thuy Le-Thai welcomed the participants and introduced Ms. Princess Jenkins, HISD Facilities Planner.
2. Ms. Jenkins introduced herself and requested that everyone else do the same. She then began her presentation with a 2012 HISD Bond video that described the overall bond program and the Project Advisory Team's role in it.
3. Ms. Jenkins presented the planning, design and construction process.
4. Ms. Jenkins and Mr. Claude Yoas described the various roles of the Project Advisory Team, HISD Construction and Facility Services staff and various consultants for the project.

5. Ms. Jenkins described how the 21st century classroom environment is changing. Multimedia devices are being used more and more in the classrooms. Students will be issued a laptop for their schoolwork. Along with the advances in technology, classroom space is being used differently than it was in the past. Furniture that is easily moved and able to create a more open and collaborative learning environment is being used. This mimics what the students can expect in college and career settings.
6. Ms. Jenkins reviewed the reasoning behind creating Guiding Principles. Due to the nature of the project, it was decided that the guiding principles will be more of a priority list for Sharpstown International School. Questions/comments poised to the PAT in the development of the Guiding Principles were:
 - a. What are the goals and expectations?
 - b. What are the greatest needs of the campus?
 - c. What needs to be accomplished?
7. Each PAT member received the PAT handbook. PAT members were asked to review the material and sign that they are committed to assist in seeing this project through to its completion.
8. There was a concern expressed about the quality of materials and construction. Principal Le-Thai noted that with previous projects she noticed poor craftsmanship and quality control. She said she did not want quality of material to be compromised Mr. Yoas noted that in addition to assuring that the design meets HISD's Design Guidelines, he and the Architect will be responsible to see that the construction is of good craftsmanship.

QUESTIONS/ANSWERS:

1. A member of the PAT asked how it was determined whether they renovate the current school or build a new one. Ms. Jenkins was unable to answer this question during the meeting, however subsequent research has shown that the 2012 Bond program was developed based upon a facilities analysis that included educational adequacy, safety and security, life cycle of building systems, etc. Based upon the assessment, it was determined that renovations and site improvements were called for at Sharpstown International School.

ACTION ITEMS:

1. Send out meeting invites for the next PAT to all members. (Program Manager)
2. Develop draft of Guiding Principles (PAT)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. The PAT will review and accept Guiding Principles.
2. The PAT will review the Capacity Model

NEXT PAT MEETING: The next PAT meeting will be held on Tuesday, October 7, 2014 at 3:30pm in the Sharpstown International 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,

Claude Yoas

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