



**SOUTH EARLY COLLEGE HIGH SCHOOL
PROJECT ADVISORY TEAM
MEETING MINUTES**

MEETING NO. 006

LOCATION: Houston Community College System
South Campus, Gay Hall

DATE/TIME: April 25, 2013 at 10:00am

ATTENDEES: A sign-in sheet was provided and is attached to these minutes.

This meeting is held in accordance with the requirements of the HISD Bond Program. The following summarizes the discussions and decisions reached during the above referenced meeting.

OLD BUSINESS:

- | <u>Item:</u> | <u>Discussion/Topics:</u> |
|---------------------|--|
| 2-07 | HISD is in the final selection stage of an A/E for the project. 12/13, HISD's A/E RFP is currently active to select the architect. 2/21, HISD selected Smith & Company Architects, Inc. and their A/E contract is currently being drafted up by HISD. Smith & Company should be present at the next PAT meeting. HISD is currently exploring site utility development options with WGA civil engineers in order to begin work this summer. 3/21, Also exploring parking lot and building pad packages. 4/25, A coordination meeting with HCC is scheduled for next week so that a site survey can begin for utility design. |
| 3-02 | The first draft of the lease agreement is being reviewed by HISD and HCCS. 2/21, The HISD board approved the authority to negotiate and execute the lease agreement with HCCS at it's December board meeting. The second draft of the lease agreement is at HCCS for review. 3/21, The lease has been executed by HISD and is at HCCS for execution. The lease agreement should be fully executed next week. 4/25, The lease agreement has been fully executed. |
| 5-02 | Sue Robertson introduced the facility planning role and goal to establish the program. She will present 21st Century Schools demo at the next PAT meeting. 4/25, PGAL, consultant to Smith & Company, gave a 21st Century Schools presentation. |
| 5-08 | Sue Roberston will meet with Food Services to reviw kitchen/serving needs/plans. 4/25, This will be reviewed again during the development of the education spec. |
| 5-09 | School bus needs and student dining options need to be focussed on, especially HCCS potential need for student dining space. 4/25, In progress. |
| 5-10 | Ms. Swindle wants to make sure that HCCS is involved in all project meetings. The March Bond Symposium literature will be e-mailed to the team. 4/25, Please visit the following links; http://www.houstonisd.org/Page/77736 and http://hisdtv.org/category/hisd-bond-projects/. |

NEW BUSINESS:

<u>Item:</u>	<u>Discussion/Topics:</u>
6-01	The Guiding Principals were reviewed and discussed. The PAT broke up into separate groups to collaborate and then compare notes/interpretations of the Guiding Principals. Interpretations included; access to technology, independent learning and trust, different learning styles/paces need to be accepted, create excitement about learning, create flexible spaces, cooperation and open spaces, trusting environment and create student on student learning/teaching/mentoring. Cheryl Peters and Justin Fuentes will compare Guiding Principals notes and create one list for the next PAT meeting.
6-02	Dr. Harmon and Ms. Swindle requested that students attend the next PAT for input. Justin Fuentes will coordinate.
6-03	HCC announced the next HCC Community Dialog Bond Update Meeting as Wednesday May 1 st at 6:30pm at HCC West Loop Campus.

NEXT MEETING: PAT Meeting No. 07, will be Wednesday May 16, 2013 at 10:00am at Gay Hall/South Campus.

These minutes will be distributed to the attendees, committee members and other HISD/HCCS Personnel. Please review the meeting minutes thoroughly and submit any changes or corrections to Justin Kilbride. After five (5) days, the minutes will be assumed to be accurate and will become project record.

Sincerely,

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