



Meeting Minutes

2012 Bond Project Advisory Team (PAT) Meeting

Wharton Dual Language Academy K-8

MEETING #: 1

LOCATION: Wharton Dual Language Academy- 900 West Gray

DATE / TIME: September 17, 2014, 4:00 – 5:30 pm

ATTENDEES: Jennifer Day, Principal; Patricia Selin, IB/GT Coordinator; Raul Ramos, PTO President; Martha Rangel, Teacher; Cynthia Rangel, Teacher; Taryn Kinney, Parent; David Funk, HISD Facilities Planning; Clay Clayton, HISD Facilities Planning; Design; Albert Wong, Heery- Project Manager

PURPOSE: Introduce PAT members to the HISD staff assigned to this Project and discuss the overall process and responsibilities of all participants

AGENDA:

- Make Introductions
- Explain Planning/Design/Construction Process
- Discuss Roles/Responsibilities of all participants
- Briefly review 21st Century Educational Facilities
- Discuss what are this school's Guiding Principles
- What to expect at the next PAT meeting

DISCUSSION:

1. All attending PAT members introduced themselves and indicated what their current involvement was with the school. David Funk, HISD Facilities Planner, Clay Clayton, HISD Facilities Planner, and Albert Wong, HISD Project Manager, introduced themselves to the PAT members and briefly described their backgrounds and roles on the Project.
2. Patricia Selin briefly explained that the school was currently part of the International Baccalaureate Program.
3. When asked, Principal Day responded that there were currently 488 students in their school and, of that number, 50 students were "Zoned" to attend the school.
4. It was noted that there is currently no music program but there is a visual arts program.
5. With a PowerPoint presentation on the projection screen, Mr. Clayton described the planning, design and construction process, starting with the development of site specific Educational Specifications and its intended purposes. Mr. Funk and Mr. Wong briefly described the various design and documentation phases (Concept Development, Schematic Design, Design Development, Construction Documents) that would result in drawing and specification documents that would be permitted and used for construction purposes.
6. It was explained that the Educational Specifications will include identification of the school's Guiding Principles, Capacity Model, Space Requirements and Descriptions, along with a Finish, Fenestration and Infrastructure Matrix.

7. A brief discussion ensued, explaining the roles and responsibilities of the PAT members, including the Principal, who is the leader of the PAT, along with teachers, staff and the School Support Officer as well as parents, community and student representatives.
8. The roles and responsibilities of the Project's Program/Project Manager were explained. Mr. Wong, as the designated HISD Program PM for Wharton Dual Language Academy, will be the primary contact person for any questions or issues regarding the Project. His responsibilities will be to manage and coordinate with all the various entities involved with the Project, from the Architectural/Engineering (A/E) Team and Construction Manager at Risk (CMAR) to the HISD Facilities Planning, Design and Construction staff. From HISD Construction Facilities Services (CFS), there is a Facilities Planner (David Funk) and Facilities Design Manager (TBD) who will both be involved for the entire duration of the Project. A Facilities Construction Manager will also be assigned to the Project when the design construction documents become more developed, prior to bidding and the beginning of construction.
9. With regards to the Consultants for the Project, several qualified, prospective Design Professionals/Architects will be interviewed and selected by HISD in consultation with the PAT. The Construction Manager At Risk (CMAR) will be selected in a similar process. The contracted Architectural firm (A/E) will have their own team of consultants which typically include engineers, landscape architects and any other consultants, on an as-needed basis. The CMAR is also interviewed and selected by HISD, based upon their submitted qualifications. Once authorized, they will become involved and interact with the Facilities Design and A/E Teams throughout the Project duration primarily to assist in keeping the Project on budget.
10. A brief explanation was given by Mr. Funk, regarding the concept of "Guiding Principles" and how they would be utilized throughout the Project's design process to provide insights into what is important to this school's program, culture and legacy. Mr. Clayton logged onto the HISD website and was able to show some of the earlier Groups 1 and 2 projects that have already determined their unique list of "Guiding Principles". These are used, in some instances, for making or confirming design and program decisions when there are conflicting choices to consider.
11. At the end of the meeting, PA Handbooks were issued to all the attending members to review and, at a later time, will be requested to turn back in a signed agreement page to continue to be a part of this Project's Project Advisory Team (PAT).

QUESTIONS/ANSWERS:

- a. A member of the PAT asked about the lease with the Little League and how that might impact the ability to expand the school. Mr. Funk and Mr. Wong noted that they would research and respond.

ACTION ITEMS:

- 1-1 Develop list of potential Guiding Principles to review/confirm at next PAT Meeting. (PAT)
- 1-2 Schedule User Group Meetings to begin process of determining school's Capacity Model. (Funk, Wong)
- 1-3 Determine lease requirements (Funk, Wong)

WHAT TO EXPECT AT THE NEXT PROJECT ADVISORY TEAM MEETING

1. Review and confirm the Project's Guiding Principles.
2. Review/confirmation of the capacity model.

NEXT PAT MEETING: Monday, October 6, 2014 3:45 PM to 5:00 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,

Albert Wong, AIA
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