



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

MEETING #: 37
LOCATION: Lee High School
DATE / TIME: August 18, 2016, 1:30 PM
ATTENDEES: **Jonathon Trinh**, Lee HS Principal; **Joseph Mata**, Lee HS AP; **Melanie Hauser**, Alumni – Community Member; **Gregg Kalba**, WHR Architects; **Brent Oldbury**, WHR Architects; **Rebecca Kiest**, HISD – Communications; **Steven Redmond**, HISD – Program Manager (URS)

PURPOSE: To present project status and updates.

AGENDA:

- Introductions
- Discussions with the Program Manager (PM)
- What to expect at the next Project Advisory Team Meeting

DISCUSSION:

1. The Program Manager updated the PAT on the status of construction activities.
 - a. Construction progress is substantial over the past three months. Anticipated substantial completion on the building is March, 2017.
 - b. The construction team will be prepared to move into the existing building as soon as classes are finished to begin abatement in the “T” wing. As soon as abatement is complete, demolition will start on the existing structure.
 - c. The Principal was concerned that alumni would have an opportunity to come in and rescue any artifacts or memorabilia that they want saved. The program team will work with the campus to schedule time within the construction sequence.
 - d. Summer School should be scheduled elsewhere for the summer transition period. AP will look into other campuses where classes can be held.
 - e. The program team will have movers here to assist with the transfer to the new facility. Faculty and administration should begin the process of purging documents and files in preparation of the move. Personal items should be returned home. The AP stated that they have already started tagging equipment for return to the HISD warehouse.



- f. The program team will arrange to have the furniture and move coordinator at our next PAT Meeting to discuss the particulars of the new furniture and the move preparation.
2. Principal Trinh announced a significant program change for the campus. Wisdom HS will become an intake center for newcomers to our country. English as a second language will become the primary thread in the education curriculum. As such, it creates issues with classroom assignments, faculty demands and other issues not addressed in the program for this campus, and specifically the way the new campus was designed. The new campus is designed for 1,700 students. The district has informed Mr. Trinh to expect 1,800 students by 2017. This creates shortages in classrooms that the program did not address.
 - a. We can provide utility service for the placement of T-Buildings.
 - b. The Program Manager will look into what, if anything, can be done about the program and the anticipated shortage of classrooms.
3. The weather today is not going to be conducive to a site tour. The team will look for an opportunity with good weather in the coming weeks to arrange for a tour of the new facility. The team meets weekly on Thursdays, and we will notify everyone in advance of the tour opportunity.

ACTION ITEMS:

- 32.02 Develop an informal presentation for the community meeting/Food Bank Distribution for a Saturday after the first of the year. (Program Manager & PAT) **PROGRESS**
- 33.01 Develop an agenda and planning for the "Topping-Out Ceremony" (PAT) **COMPLETE**

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Project status and updates on construction progress.

NEXT PAT MEETING:

The next meeting will be on November 10, 2016 @ 1:30 PM.

Please review these meeting minutes and submit any changes or corrections to Steven Redmond. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Steven Redmond, R.A., Program Manager (URS)
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HOUSTON INDEPENDENT SCHOOL DISTRICT

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