



Project Advisory Team Meeting Minutes
Lee High School

MEETING: 18

LOCATION: Lee High School

DATE / TIME: September 25, 2014, 4:30 PM

ATTENDEES: **Alfiee Herron**, Lee HS AP; **Tammie Moran**, Lee HS AP; **Esther Omogbehin**, HISD SSO; **Dawn Dunn**, YMCA; **Dahirou Ndiaye**, Faculty; **Tamara Tisdale**, Faculty; **Conrad Trint**, JROTC; **Adrian Corona**, JROTC; **Debbie Lee**, Community Member; **Melanie Hauser**, Alumni – Community Member; **Bob Myers**, HISD-Facilities Design; **Gregg Kalba**, WHR Architects; **Tony Martin**, WHR Architects; **Brent Oldbury**, WHR Architects; **Andrea Salazar**, WHR Architects; **Steven Redmond**, HISD – Program Manager (URS)

PURPOSE: To provide project updates and discuss schedule.

AGENDA ITEMS:

- Introductions – Esther Omogbehin, HISD School Support Officer
- Project status and updates
- WHR Architects – Monument Sign studies

NOTES:

1. Steven Redmond, HISD Program Manager, updated the PAT on the status of the project:
 - a. Lee High School is currently submitted for Design Development Review and has received comments from the District. Those are being incorporated into the documents; the estimates from the architect, the program manager and the construction manager have all been submitted, reconciled and released for the development of construction documents. As soon as the documents are collected and submitted back to the District for signature, a booklet will be provided for the school's information.
 - b. A meeting has been scheduled with HISD's Assistant Superintendent for Career Readiness and Lee's Principal to discuss and resolve the relocation of the Construction Technology shops into the main structure of the new school.

- c. The District is under contract to purchase the 5 acres across the street on Unity Drive and Skyline. As soon as the apartments are vacated, escrow will close and demolition can begin. As part of that transaction, the District has applied to the City for the abandonment of Unity Drive between Beverly Hill and Skyline, incorporating that property into the campus, while allowing access via easement to all the existing utilities under the street. Meetings with the City are ongoing.
 - d. The school has experienced growth this fall, with more than 350 new students. This growth requires the hiring of 7 new faculty and restructuring classroom assignments. Among the affected spaces are the Teen Clinic and YMCA Childcare facility, which were scheduled to be relocated over the summer into classroom spaces refitted to their needs. Those classrooms will instead be reassigned. Discussion is underway to identify new spaces and refit the identified spaces.
 - e. Demolition is scheduled to commence in November, kicking off the construction activities on campus. Demolition is intended to include the apartment property purchased by the District as well as the Technical Education wing of the high school. Demolition will begin once escrow closes on the apartments and the Tech Ed wing is vacated including the Teen Clinic and YMCA Childcare facility.
2. Gregg Kalba, WHR Architects, updated the PAT on the development of the plans:
 - a. The Dance Learning Center will include dressing rooms immediately adjacent to the Dance Room, and the storage room has been moved across the hall.
 - b. JROTC classroom configuration remains as discussed at our last meeting.
 3. Andrea Salazar, WHR Architects, presented design studies for a monument sign for the new campus (see attached).
 - a. The architect proposed two locations for monument signs; one at the corner of Skyline and Hillcroft, the other at the corner of Beverly Hill and Hillcroft.
 - b. The sign would be comprised of steel plate fins, 12 feet in height, with the "Lee High School" plasma cut out of the material. The steel plates would be finished in the school colors and staggered so that the colors provide the lettering with contrasting read-ability.
 - c. Adjacent to the vertical elements would be a masonry base with the school logo and mounting space for a digital message board.
 - d. These studies will be further refined, priced and confirmed that they are affordable within the project budget before presenting to the PAT for their agreement with the plans.

ACTION ITEMS:

- 14-02 Architect will prepare questions, comments or suggestions for updating the Educational Specifications and forward to Ms. Harris. (WHR)
- 15-01 Architect will respond with alternatives for Science Demonstration Tables (WHR)
- 15-02 Architect will provide add alternates for the field lighting (Soccer), seating, restrooms and snack bar / concession stand in the bid package drawings. (WHR)
- 15-03 Architect will review safety fencing at the pool perimeter. (WHR) **ON HOLD**

- 17-01 Architect will report back to the PAT on the pricing and budget for laminate flooring in the Administration area. (WHR)
- 17-02 Program Manager will report back to the PAT on the progress of the Construction Technology move. (URS)
- 18-01 Determine locations for Teen Clinic and YMCA Childcare (Lee/URS)
- 18-02 Refine monument designs and prepare cost estimates (WHR)
- 18-03 Provide final DD submittal package to Lee High School (URS)

NEXT MEETING:

The next meeting will be on October 23, 2014 @ 4:30 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, AIA, Program Manager
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