



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

**MEETING #:** 007

**LOCATION:** Sharpstown International School Library

**DATE / TIME:** March 3, 2015 3:30pm

**ATTENDEES:** (those marked with a check were present)

|   |                    |                     |
|---|--------------------|---------------------|
|   | Thuy Le-Thai       | Principal           |
|   | Clay Clayton       | HISD                |
| ✓ | Princess Jenkins   | HISD                |
|   | Voltaire Archelus  | IT                  |
|   | Dan Bankhead       | HISD                |
|   | Sue Robertson      | HISD                |
| ✓ | Spencer Wingate    | RGCI                |
|   | Joshua Brown       | Teacher             |
|   | Shannon Frank      | Teacher             |
|   | Junrui Garcia      | Teacher             |
|   | Abelardo Jaramillo | Teacher             |
|   | Addi Huevo         | PTO                 |
| ✓ | Lora Smith         | Teacher             |
| ✓ | PingYu Adams       | Dean                |
|   | Alice Retuer       | Teacher             |
|   | Lina Sabouni       | Autoarch Architects |
| ✓ | Michael Sabouni    | Autoarch Architects |
| ✓ | Kedrick Wright     | HISD Design         |
| ✓ | Jennifer LeGrue    | Teacher             |

|   |                       |                     |
|---|-----------------------|---------------------|
|   | Janice McCarthy       | Teacher             |
|   | Mayra Muller-Schmidt  | Teacher             |
|   | Susana Rodriguez      | Teacher             |
|   | John V Sigren         | Teacher             |
| ✓ | Elaine White          | Teacher             |
|   | Karen Adams           | Nurse               |
| ✓ | Jacqueline Cayton     | Dean of Students    |
|   | James McSwain         | Support Officer     |
| ✓ | Berlinda Villanueva   | Secretary           |
|   | Alexes Jennings       | PTO                 |
| ✓ | Marienne Phillip      | Library Clerk       |
| ✓ | Lindsey Baker         | Teacher             |
|   | Pam Hubbert           | Dean                |
|   | Niftalem Tedest       | Student             |
|   | Ida Platt             | Dean of Students    |
| ✓ | Nicci Cole            | Teacher             |
| ✓ | Miguel Salazar        | Autoarch Architects |
|   | Matisia Hollingsworth | HISD Sr. Manager    |

**PURPOSE:** The purpose of this meeting was to further refine the prioritized renovation objectives with suggestions by PAT, Autoarch Architects and HISD Design.

### AGENDA:

- Introductions of the PAT members, HISD, Rice & Gardner and Autoarch representatives
- Review progress of design refinement and get feedback and input from HISD Design department
- Discuss planned program for flex labs
- Coordination of adjacencies related to the new construction flex lab spaces
- Set date for the Design Charrette / PAT workshop
- What to expect at the next Project Advisory Team meeting

### DISCUSSION:

1. Mr. Spencer Wingate, Rice & Gardner Consultants Senior Project Manager, welcomed the participants.
2. Mr. Wingate introduced Mr. Michael Sabouni, Principal of Autoarch Architects, and Mr. Miguel Salazar, Project Architect with Autoarch Architects, who presented the top five improvements requested by the



PAT team. The presentation was designed to assist the PAT with the final prioritization of the proposed scope of work. Those improvements are as follows:

- a. Additional Educational Space, 11,600 SF of new construction:
    - i. (8) New Flex-labs @ 850 SF each
    - ii. (2) Students' meeting rooms
    - iii. Circulation and students' collaboration space
    - iv. Reconfiguration of the roof drain to accommodate increased drainage
  - b. Security and enhancements upgrade at main entrance and building exterior:
    - i. Main entry:
      - Provide a two story new curtain wall and doors
      - Replace exiting gates and glass block
      - Create a new vestibule with a front desk
      - New metal veneer, metal soffit, light fixtures, stainless steel school signage and metal column wraps for the main entry canopy
    - ii. New doors at the south side entrances
  - c. Main Lobby improvements:
    - i. Close exposure to outside air and provide conditioned air
    - ii. New ceiling and lighting fixtures
    - iii. Paint the walls and stain the concrete floor
    - iv. Provide environmental graphics to create an international theme
    - v. Upgrade the planter in the middle of the lobby
  - d. Create a main pedestrian plaza in front of the main entry:
    - i. Provide texture and color to the concrete plaza
    - ii. Reconfigure storm sewer drainage
    - iii. Replace the temporary construction plastic barrels with new concrete bollards to re-direct the vehicle traffic in front of the main entrance and define the pedestrian plaza at the school main entrance.
  - e. Cafeteria Improvements:
    - i. Replace A/C air handler units
    - ii. Re-design the cafeteria interior to café/mall style
    - iii. New paint, new ceiling and light fixtures
    - iv. Sound control panels
3. Mr. Kedrick Wright, HISD Design Senior Project Manager, explained the purpose and expectation of the design charrette and asked the PAT team to schedule and plan their participation to engage the student body.
  4. Mr. Sabouni left the presentation / design board with the PAT and the students. He asked the PAT to review and make preparation to present their input at the design charrette.
  5. The PAT noted that they are pleased with the proposed design for the school addition and renovation and they have received positive feedback from students and staff.



6. The charrette date and location was discussed and was agreed to be: Thursday, March 12, 2015, from 1:00- 5:00pm in the main Library, Sharpstown International School.
7. Mr. Wingate thanked everyone for attending and participating.

#### **QUESTIONS/ANSWERS:**

A PAT member noted that the existing restroom near the cafeteria has ventilation problems.

- Q1 Can the ventilation issue be addressed in this renovation and will increased restroom space be needed as determined by the increased occupancy?
- A1 Mr. Sabouni answered yes. We will review the existing ventilation conditions and will add it to the scope of work. The potential for increasing the restroom size will be determined by the final occupancy calculations.
- Q2 Will the 2<sup>nd</sup> floor balcony railing at the main entrance be removed once the new front entry curtain wall is added?
- A2 Mr. Sabouni answered no. The existing railing will remain and likely be painted.
- Q3 Will the corridors adjacent to the new flex lab space remain open to the elements?
- A3 Mr. Sabouni answered no. All corridors surrounding the flex lab space will be enclosed and air-conditioned.

#### **ACTION ITEMS:**

- None at this time

#### **WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. A detailed discussion of the proposed schematic design present by Autoarch Architects and further discussion from issues discussed during the design charrette.

**NEXT PAT MEETING:** Tuesday, April 7, 2015 3:30 pm, 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,

**Spencer M. Wingate**

Program Manager

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