



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

MEETING #: 018

LOCATION: Sharpstown International School Library

DATE / TIME: April 5, 2016 3:30pm

ATTENDEES: (those marked with a check were present)

✓	Thuy Le-Thai	Principal
✓	Robbin Green	Teacher
✓	Ashley Bailey	Teacher
✓	Katherine Olger	SIS
	Dan Bankhead	HISD
	L. Alfonso D.	PTO
✓	Spencer Wingate	RGCI
✓	Joshua Brown	Teacher
✓	Gerardo Mendoza	Teacher
✓	Junrui Garcia	Teacher
✓	Tiffany Sevier	Teacher
✓	Addi Huezo	PTO
✓	Joy Smith	Sp Ed Dept Chair
✓	Michael Sabouni	Autoarch Architects
	Lina Sabouni	Autoarch Architects

✓	Pam Hubbert	Assistant Principal
✓	Ida Platt	Dean of Students
✓	Susana Rodriguez	Teacher
✓	John V Sigren	Teacher
✓	Ana Gil-Mendoza	Teacher
✓	Karen Adams	Nurse
✓	Jacqueline Cayton	Dean of Students
✓	Berlinda Villanueva	Secretary
	Alexes Jennings	PTO
✓	Miguel Salazar	Autoarch Architects
	Cedrick Winslow	HISD Construction
	Dinah Eghan-Wiafe	HISD Design
✓	Don Thompson	DT Construction
✓	Stuart McLaughlin	DT Construction
✓	Jesse Fuzzell	DT Construction

PURPOSE: The purpose of this meeting was to provide an update of the construction progress

AGENDA:

- Introductions
- Construction Contract Status Update
- Construction Schedule review

DISCUSSION:

1. Principal Le-Thai welcomed the participants to the meeting.
2. Mr. Spencer Wingate, Sr. Project Manager for Rice & Gardner Consultants, asked for introductions of all present and introduced Mr. Don Thompson and Mr. Stuart McLaughlin with DT Construction.
3. Mr. Wingate explained that the construction contract was being finalized with HISD and as soon as all parties fully executed the contract, a Notice to Proceed would be issued.
4. The group discussed the process by which deficiencies observed during construction, would be addressed. These deficiencies will be conveyed to the Construction Superintendent, Architect and Program Manager.



5. A baseline schedule was distributed to the group along with a preliminary phasing schedule.
6. The group discussed the outlined activities and it was noted that the phasing schedule may be revised to better suit circumstances as they arise.
7. The group was also notified that the PAT meetings will be held once per quarter with the next meeting being scheduled for September 6, 2016.
8. Mrs. Le-Thai, Ms. Cayton, DT Construction and Spencer Wingate walked the areas of the courtyard, new courtyard, contractor staging and laydown and construction service entrance for mutual understanding of expectations.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Construction progress update

NEXT PAT MEETING: Tuesday, September 6, 2016 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

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HOUSTON INDEPENDENT SCHOOL DISTRICT

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