



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

**MEETING #:** 008

**LOCATION:** Sharpstown International School Library

**DATE / TIME:** April 7, 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 Huezo	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
✓	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 review the progress of the design refinement based on the PAT Workshop input.

### AGENDA:

- Introductions of the PAT members, HISD, Rice & Gardner and Autoarch representatives
- Review progress of design refinement from PAT Workshop input
- Confirm the design of the main entrance, vestibule and flex labs
- Review the program schedule to confirm upcoming schematic drawing submittal
- 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 and Mrs. Lina Sabouni, Principals of Autoarch Architects, and Mr. Miguel Salazar, Project Architect with Autoarch Architects. Mr. Sabouni presented an update of the three main improvements requested by the PAT. Those improvements are as follows:
  - a. Upgrade Life Safety and Security:

- i. Provide a new two-story curtain wall and doors at main entry. This will replace the existing gates and glass block.
  - ii. Provide a new main entry vestibule with an intercom and camera system at the exterior curtain wall and door.
  - iii. Provide new doors and RFID access hardware for all other entries into building.
- b. Additional Educational Wing, 11,600 SF:
  - i. Eight new flex labs: 850 SF each
  - ii. Upgrade existing restroom ventilation and exhaust
  - iii. Hallways circulation and student's collaboration space
  - iv. Redirection of roof drains and roof drain connection to storm drain
- c. Enclosure of Main Lobby from exterior air space:
  - i. Provide new 50 ton HVAC system
  - ii. Provide new ceiling clouds and light fixtures
  - iii. Paint walls and stain concrete floor
  - iv. Provide international graphics to create international theme
- 3. Mr. Sabouni also presented to the PAT possible options for ceiling cloud assemblies and light fixture plans for the entrance and lobby areas.
- 4. Mr. Sabouni plans to submit the Schematic Design documents to HISD on Friday, April 10, 2015.
- 5. Mr. Wingate commented that construction is expected to start at the end of the fourth quarter in 2015. He also noted that the geotechnical evaluation and site survey are expected to be submitted within the next two weeks.

#### QUESTIONS/ANSWERS:

- Q1 Mr. Sabouni asked the school administration the following questions:
  - a. What is the quantity of current student population?
  - b. What is the quantity of students driving, riding buses and walking?
  - c. What is the quantity of current parking spaces available for student and staff?
- A1 Ms. Cayton, Dean of Students, stated that this information would be provided to Autoarch before the next PAT meeting.
- Q2 Ms. Cayton asked if it would be possible to stage the construction entry at the north end of the building where the basketball court is located.
- A2 The construction staging and access will be determined by the contractor and their respective coordination with the school principal.
- Q3 Who pays for the relocation of temporary buildings if this activity is necessary?
- A3 Mr. Wingate stated that these costs would be supported by the construction budget.
- Q4 A PAT member asked what was the status of our budget vs. estimate of construction costs.
- A4 Mr. Sabouni stated that the schematic design submittal will include a cost estimate. Currently, we do not have an assessment of the estimate-to-budget relationship. However, because we have a protocol in place to produce an estimate at each phase of the document development, we will be able to make revisions as needed to ensure that our planned scope of work does not exceed the established budget.

#### ACTION ITEMS:

- SIS administration will provide student and teacher population counts along with current available parking spaces to Autoarch.



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

1. A detailed discussion of the proposed schematic design presented by Autoarch Architects and further discussion from items discussed during this PAT meeting.

**NEXT PAT MEETING:** Tuesday, May 5, 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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