



CONSTRUCTION AND FACILITY SERVICES (CFS)
3200 Center Street, Houston TX 77007-5909

Facilities Planning

Project Advisory Team Meeting Minutes
Waltrip High School

MEETING NO.: 010

LOCATION: Waltrip High School, Library

DATE / TIME: February 24, 4:30-6:30pm

ATTENDEES: Gloria Barrera, HISD-Facilities Planning; Catherine Clay, Teacher; Kevin Dunn, Waltrip PTA; Dr. Enloe, Waltrip Alumni; Jesse Espinosa, Band Director; Michael Evans, Teacher; Scott Fendrick, HISD Project Manager; Sharon Gerstacker, Teacher; Mary Gibson, Teacher/Alumni; Kimberly Hickson, Gensler Architects; Delinda Holland, Community; Nina Murrell, Gensler Architects; Jim Rice, RGCI Consultants; Jonathan Santos; Kenneth Shaw, AJROTC; Ken Smith, CMAR S&P; Gary Sullivan, Alumni; Jeff Turner, Staff Member; Jagdeep Verma, Staff Member; Elizabeth Villareal, Parent; Stephanie Witherspoon, Teacher;

PURPOSE: The purpose of this meeting was to discuss 21st Century Learning and review the current schematic design status. Ideas and concepts for 21st Century Learning will be identified.

Programming/ Capacity Model/ Ed. Specs.	Community Meeting 1	Schematic Design/ Design Charette	Design Development	Community Meeting 2	Contract Documents	Permitting	Community Meeting 3	Construction
--	------------------------	--------------------------------------	-----------------------	------------------------	-----------------------	------------	------------------------	--------------

AGENDA ITEMS:

- Review progress with Milestone Schedule
- 2007 Bond Project Update/Summer Package-Scope & Phasing
- Determine action items to complete before next meeting.
- Next Project Advisory Team meeting March 24, 2014, 4:30pm (4th Monday)
- What to expect at next Project Advisory Team meeting.

NOTES:

1. Mr. Scott Fendrick opened the meeting with a review of the milestone schedule.
2. Scott confirmed the Architect has recompiled the 2007 Contract documents. These documents describe the scope remaining to be completed. The scope and phasing for an early package is being determined. The project manager and the General contractor will define additional packages of work to expedite completion. The work is anticipated to begin during the Spring Semester with the bulk of the expedited package completed over the summer. This is to avoid disrupting class and allow time for the scope definition and pricing to be prepared in a thoughtful manner and verify it does not conflict with improvements that are planned for the 2012 project.
3. The PAT expressed concern regarding 2007 scope that is not functioning or performing satisfactorily. Scott Fendrick responded that HISD has committed that incomplete work will be completed. He offered to evaluate the non-performing systems or conditions to confirm that they will be addressed in the early work package. If the issue will not be addressed by the 2007 work package, HISD will look into alternative solutions.
4. Nina Murrell, Gensler Architects, reported on the design charrette and some of the outcomes. The feedback from the PAT participants was that the design charrette was very helpful in getting many of the considerations on the table. Gensler has worked diligently to incorporate as many of these items into the Schematic Design package for review by the PAT.

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582

5. Nina Murrell summarized the progress to date in a Schematic Design presentation. The presentation included floor plans and several renderings of Waltrip HS. There was general discussion per instructional area that included functional needs and design changes. At the end of the discussion, the group requested an additional option for the front entry.
6. Dr Enloe suggested there might be a road widening project that could assist with vehicular access on and off site.
7. The potential of relocating the school's mascot to the 34th Street frontage was discussed.
8. There was general discussion on safety and security issues. Gensler and HISD will coordinate to be sure district standards are maintained and a safe environment is provided to the campus.

ACTION ITEMS:

- HISD Facilities Planning may arrange tours to other local facilities.
- HISD will work with CMAR to prepare a phasing plan to identify what work can occur and identify when that work can be accomplished..

NEXT MEETING:

- Presentation of further developed design and scope concepts by Gensler Architects.

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

Sincerely,
Scott Fendrick
Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9322
sfendric@houstonisd.org