



## Minutes 2012 Bond Project Advisory Team (PAT) Meeting Young Women's College Preparatory Academy

**MEETING #:** 4

**LOCATION:** Young Women's College Preparatory Academy

**DATE / TIME:** December 8, 2014; 3:45 pm

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

	Delesa O'Dell Thomas	Principal
✓	Tabitha Davis	Dean of Students
	Susan Deison	Advisory Council
✓	Mitchell Hatter	Teacher
✓	Mariela Niland	Teacher
	Sarah Campbell	Teacher
✓	Lauren Sims	Student
	Aaron Horst	Teacher
✓	Princess Jenkins	HISD
	Michelle Cloud	School Support Officer
✓	Carolina Weitzman	Natex Architects
✓	Albert Wong	HISD
✓	Erica Simms	Parent
✓	Jordan L.	Student

✓	Monica Bowes	Dean of Instruction
	Craig Taylor	Community
	Michael Harris	Advisory Council
✓	Nelva Williamson	Teacher
	Jeremy McGrath	Teacher
	Jose Guevera	Teacher
✓	Joel Richards	Parent
✓	Anthony Payne	Natex Architects
✓	Tiffany Burrell	Parent
✓	Dr. Polly Turner	Advisory Council
	Frank Jones	Advisory Council Member
✓	John Haugen	Natex Architects
✓	Jasmine Burrell	Student
✓	Juliette C	Student

**PURPOSE:** The purpose of this meeting was to review and discuss the Space Descriptions.

**AGENDA:**

- Review and discuss Educational Specification Space Descriptions
- What to expect at the next PAT meeting

**DISCUSSION:**

1. The meeting began with an overview by Princess Jenkins, HISD Facilities Planner, of the draft Educational Specification (Ed. Spec.) binder and the contents of the Binder. Once all of the notes are incorporated, this binder will remain at the school for review as needed and will be updated as the contents are customized to fit Young Woman's College Prep's Ed. Specs.
2. The requirement is to have the Draft version of the Ed Specs finalized and approved by the Principal by the end of January 2015.
3. Ms. Jenkins requested that the Guiding Principles developed by YWCPA be emailed to her.
4. A request was made to have the draft Ed Specs document emailed by Dr. Turner. Ms. Jenkins replied that it is a large file but she will split it up to allow for emailing purposes.



5. PAT was divided into 5 different sub groups to review separate sections of the Ed Specs: Neighborhoods / CTE / Visual & Performing Arts / Site & PE / Administration-Guidance.
6. Each group reviewed the descriptions and lists of Users, Activities, Design Considerations and Furniture, Fixture and Equipment list.
7. Some preliminary comments included:
  - a. Consider splitting certain functions into Middle school and High School such as Science since they have different requirements.
  - b. Robotics competitions space requirements need to be discussed in detail
8. Ms. Jenkins requested that each group leader review the section of the Space Descriptions with the group of teachers that serves that program and to gather comments by December 18. It was agreed that all comments would be sent to Ms. Baker for her to deliver to Ms. Jenkins before the Holiday break.
9. Mr. Wong, HISD Project Manager noted an email that had been issued by Clay Clayton regarding upcoming tours to two schools in the Cy-Fair area: Pope Elementary School and Anthony Middle School. Tours will start 12/9/2014 at 9 am leaving from the Hattie Mae White Educational Support Center. There are additional tours scheduled for 12/11/2014 and 12/17/2014. Anyone that can make it, please be at Hattie Mae White by 8:45 on 12/9 or 12/17 and by noon on 12/11 for a prompt departure.

#### **ACTION ITEMS:**

- 4-01 Review and comment on each space noted in the Space Requirements (YWCPA)
- 4-02 Provide Project Budget vs. Construction Budget information. (Wong)
- 4-03 Copy and return any remaining signed original PAT Agreements. (Wong)

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

1. Finalize Educational Specification

**NEXT PAT MEETING:** Monday, January 26, 2014 3:45 pm, Young Women's College Preparatory Academy

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,

**Albert Wong, AIA**

Project Manager

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