

## **SPRING BRANCH ISD 2017 BOND PROGRAM**

### **SUPERINTENDENT PROJECT ADVISORY TEAM (PAT) CHARGE**

#### **OVERVIEW**

A Project Advisory Team (PAT) will be chartered for each new school construction or major renovation project in the 2017 Bond Program. Each PAT is an advisory ad hoc committee, representing the various stakeholders of a school community. As such, the PAT is chartered for a defined purpose and time and holds no statutory authority.

The goal of the PAT is to ensure that parents, staff and community members have the opportunity to take part in the planning and design of new schools. The PAT members will serve as communicators to and from the community during the schematic design and development phases of the project and participate in discussions that will lead to recommendations. The PAT concludes its work once construction begins.

#### **MEMBERSHIP**

Each project's PAT Membership will include:

- Campus Principal
- Campus Improvement Team Members in good standing at the time the PAT is launched
- Assistant Principal
- PTA President
- 2 parents drawn by lottery
- 2 staff members drawn by lottery
- 2 students drawn by lottery (middle /high school only)
- 2 representatives total from only Home Owners Association(s) (HOAs) bordering the school, if multiple HOAs bordering the school exist, then a lottery would occur
- 1 representative chosen by lottery from all Home Owners Association(s) (HOAs) served by the school
- 1 representative from the Village appointed by the Mayor or designee, if the school is located within a Memorial Village
- 1 local business representative

#### **CHARGE**

Each Project Advisory Team's (PAT) members are charged with providing input into planning and design development for their school's new construction or major renovation project in the 2017 Bond Program. The PAT will meet as needed throughout the project, from initial planning, through design to the start of construction. Meeting agendas and minutes will be posted on the school's bond project website.

At the start of the project, representatives of the project architectural firm and the SBISD Project Manager will inform the PAT of the general project scope (new construction or renovation) and the proposed schedule of the work.

The PAT will work collaboratively and cooperatively with the architect and SBISD Project Manager to conceptualize, develop and refine the project's goals and design. The PAT will work with the architect and the SBISD Planning & Construction staff to ensure meeting the project's scope and schedule as defined by the 2017 Bond Program. The PAT will reach proposed recommendations through consensus.

Any concerns identified by the PAT members should immediately be brought to the attention of the SBISD Project Manager.

The PAT will advise on recommendations regarding the interior and exterior appearance of the campus. These recommendations will be presented by the project's architects to the Superintendent of Schools, and based on approval from the Superintendent will then be presented to the Board of Trustees for their approval. Recommendations are subject to review and change by district administration and/or the Board of Trustees. All recommendations must be in alignment with the District's Educational Specifications and Design and Construction Standards.

The Board of Trustees may act upon the recommendations developed with PAT input by approving, amending, altering or not approving all or any part of the recommendations.

Areas of focus from which the PAT should refrain include recommendations regarding school programs, policies and procedures, boundaries of district facilities, instructional arrangements and/or educational pedagogy decided upon and/or subject to District, State and Federal laws.

Project Advisory Teams are essential participants in the planning and design process. Team members are asked to agree to participate in various meetings throughout the process.