



Meeting Minutes
Bellaire High School

MEETING NO.: 006

LOCATION: **Bellaire High School**

DATE / TIME: **February 21, 2014, 4:00 pm**

ATTENDEES: Michael McDonough, Principal; Diana Leeson, School Business Manager; Allen Scarrow, Technology; Jay Stubbs, Teacher; Amy McIntyre, Teacher/ Dept. Chair; Swati Narayan, Parent; Judy Long, Community Member; Steven Gee, HISD Program Manager; Joel Leagans, Teacher; Sue Robertson, HISD-GM Facilities Planning; Clay Clayton, HISD Facilities Planning; Dave Funk, HISD Facilities Planning; Melissa Turnbaugh, PBK – Architect; Rick Blan, PBK - Architect; Richard Chi, PBK – Architects; Sandi Johnson, PTO-Parent; Andrew Monzon, Asst. Principal; Tracy Christie, Parent; Zachary Wood, Student; Leisa Lovy, Community member/Parent; Albert Wong, HISD-Facilities Design; Carl Casteel, Librarian, Debra Campbell, Communications; Ashley Heng, Teacher, Biana Rubio, Student

PURPOSE: The purpose of the meeting was to review the PAT's recent trip to other campuses and Seattle, review the Capacity Model and discuss the Educational Specifications.

AGENDA ITEMS:

- PBK Architects- Bellaire High School Seattle Tour
- HISD Facilities Planning will review the existing Bellaire High School building and current Capacity Model.
- HISD Facilities Planning will discuss the process for developing Site Specific Space Descriptions.
- What to expect at the next Project Advisory Team Meeting
 - o Next PAT Meeting is March 25, 2014

NOTES:

1. PBK Architects opened the meeting with a quick synopsis of features that make up 21st Century Schools.
2. PBK Architects then gave a presentation on 21st Century Schools and shared photographs taken during the site tours in Seattle, WA
3. Capacity Model and Site Specific Space Descriptions
 - a. HISD Facilities Planning reviewed the capacity model they presented at the last Bellaire High PAT meeting and communicated that the intent of model was for HISD to understand Bellaire's current campus and guide the planning of the future campus.

b. The Educational Specification will be used as a guideline by PBK Architects throughout the design phase of the new Bellaire High School.

c. The total building square footage is a fixed number established by the bond program. However, the PAT will be able to determine how that square footage allotment is subdivided for classrooms and program.

d. HISD Facilities Planning distributed drawings of the existing Bellaire High School for the PAT members to review and to facilitate better understanding of square footage allotment.

e. HISD Facilities Planning explained that in the coming weeks the school would receive a Room Description outline. The Room Descriptions are a starting point to determine the users, activities, design considerations, furniture, fixtures and equipment that will go into each space in the new building.

f. With the help of the PAT and school administrators, the Room Description forms will be completed by the end users for each area.

ACTION ITEMS

6.01 Program Manager will work with HISD Facilities Planning and the Bellaire High School Principal to schedule working sessions for completion of the Room Descriptions.

What to Expect at the Next PAT Meeting:

- HISD Facilities Planning will review the Room Descriptions and receive feedback from the PAT.

NEXT MEETING: March 25, 2014, at 4:00 - 5:30PM.

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

Sincerely,

Steven Gee
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