



**Facilities Planning**

**Meeting Minutes**  
**Bellaire High School**

**MEETING NO.:** 004

**LOCATION:** Bellaire High School

**DATE / TIME:** December 17, 2013, 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; Carl Casteel, Librarian; Judy Long, Community Member; Todd Blitzer, Community Member; Steven Gee, Program Manager, TCM; Troi Taylor, Program Manager, TCM; Dan Wilkes, Teacher; Debra Campbell, Communications; Sue Robertson, HISD-GM Facilities Planning; Melissa Turnbaugh, PBK – Architect; Sandi Johnson, PTO-Parent; Andrew Monzon, Asst. Principal; Dave Funk, HISD-Facilities Planning, Gloria Barrera, HISD-Facilities Planning; Tracy Christie, Parent; Rachel Crochet, Community Leader; Joel Leagans, Teacher; C.H. VanLand, Parent, Ashley Heng, Teacher

**PURPOSE:** The meeting focused on the Guiding Principles, Capacity Model and the Space Requirements for Bellaire High School which will be used throughout the planning and design process.

**AGENDA ITEMS:**

- Action Items from the previous meeting
- Final Approval of the Guiding Principles
- Planning will review the Master Schedule Analysis
- Planning will start on the Capacity Model and Space Requirements.
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

1. Introduction by HISD
2. Sue Robertson presented the 2012 Bond budget for Bellaire High School. The discussion included:
  - a. The breakdown of the budget and cost allocation.
  - b. New furniture and equipment for the school will have its own budget separate from construction cost.
  - c. Technology – Wires, pathways, servers, equipment/devices will also have a separate budget from the construction cost.
3. Steven Gee reviewed the status of the leftover Trustee funding from the science addition.
  - a. Once the 2012 Bond was approved the remaining funds were transferred back to the trustee to be used within the district
  - b. Sue Robertson noted that the Trustees promised a science wing to the school and a science wing was built.
  - c. Several PAT members felt the answer was not sufficient and asked for more information. Steven Gee took note of the concern and will confirm with HISD and report back to the PAT at the next meeting.
4. The PAT asked how quality issues are going to be dealt with in the new 2012 Bond program.
  - a. Melissa responded that PBK has an in-house team that exclusively monitors job sites and making sure the building is built correctly. In addition, PBK will have a series of meetings with the district and each department to make sure everyone is included in the process.
  - b. During construction PBK issues weekly progress reports including outstanding items, progress and images.
  - c. The Program Managing responded they would have a part in inspecting the building construction as well.

5. Guiding Principles were distributed to the PAT.
  - a. The PAT made one change concerning the language about community involvement.
  - b. The Guiding Principles were then approved. They are now posted on the 2012 Bond website.
6. Gloria Barrera with Houston ISD Facilities Planning presented an analysis of the Master Class Schedule that documented the existing campus classroom utilization.
  - a. The Master Schedule Analysis assists with determining the number of teaching stations and leads to a capacity model. The Library was used as an example of a non-programmed class space.
  - b. Gloria Barrera explained how the document is used as a starting point to understand where Bellaire High School is today.
  - c. Sue Robertson explained that a teaching station is a place that is scheduled for a class 85% of the day.
  - d. Principal McDonough mentioned that when the school had to make budget cuts a few years ago, the decision was made to not cut programs, but just increase the numbers in the existing classes. Bellaire currently has 35-38 students per classroom.
  - e. Many teachers offer tutorials during their lunch hour. The one lunch period is "organized chaos". Many clubs meet at lunch and this gives many students that do not live close to the school the opportunity to participate.

#### **.ACTION ITEMS**

1. Program Manager will email all PAT members a copy of the revised Master Schedule Analysis for the current semester.
2. Guiding Principles will be emailed to PAT members.
3. Program Manager will pursue a response from HISD on the issues related to the Science Wing, in addition to funding from the 2007 Bond and Trustee allocated funds.

**NEXT MEETING: January 21, 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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