



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

Facilities Planning

Meeting Minutes

Lee High School

MEETING NO.: 001

LOCATION: Lee High School

DATE / TIME: April 26, 2013, 3:30 pm

ATTENDEES: Dawn Dunn, YMCA; Alyvon Clarke, Lee Instructional Specialist; Monica Quintero, Principal; Celinay Guillen, Science Instructional Specialist; Kimberly Benitez, 10th grade student; Dana Carmouche, CTE Dept. Chair and Instructional Coach; Gilbert Sosa, 9th grade student; Trint Conrad, JROTC Instructor; Kamdoun Marcelin, 9th grade student; Samuel Maldonado, 12th grade AP; Sue Robertson, HISD-Facilities Planning; LaJuan A. Harris, HISD Facilities Planning

PURPOSE: The purpose of this meeting was to review the purpose and duties of the Project Advisory Team (PAT) and to begin the development of the team.

AGENDA ITEMS:

- Introductions
- Project Advisory Team Defined
 - Roles and responsibilities
- Team Building Activity
- What to expect at next Project Advisory Team Meeting

NOTES:

Discussion

1. Team reviewed the Project Advisory Team Handbook.
 - a. Roles and responsibilities for each team member.
 - i. Teachers are to provide input related to the classrooms and how learning will take place in the new building.
 - ii. Students were encouraged to provide input on how they learn best and what would make the school user friendly to the students of the future.
 - iii. Community members were encouraged to provide input on how the community should and would perceive the school as a part of their neighborhood.

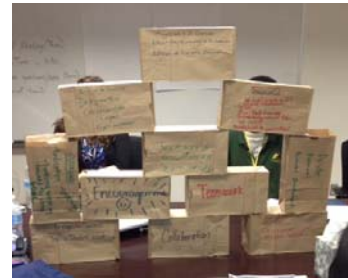
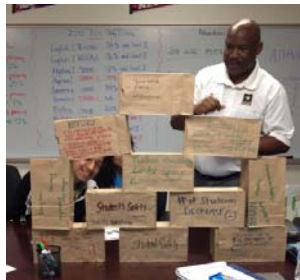
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2. Team Building Activity

- a. Each team member identified what they perceived to be barriers or challenges to the project.
- i. Housing during construction (T-buildings)
 - 1. Safety
 - 2. Disconnect
 - ii. Different opinions
 - iii. Attitudes / Frustration
 - iv. Disruptions during interim and final move into new building
 - v. Money
 - vi. Unforeseen conditions
 - vii. Time
 - viii. Amount of flexibility
 - ix. Limited space during transition / construction
 - x. Reduction in number of students during transition phases
 - xi. Transferring students' perceptions during construction
 - xii. Process during construction
 - xiii. Type of directions going forward to avoid confusion
 - xiv. Maintaining equipment during transition
 - xv. Possible change of leadership
 - xvi. Politics (everyone wants to be heard)
 - xvii. Weather
 - xviii. Noise
 - xix. Time for construction
 - xx. Communication (Single Point of Contact)
- b. Each team member identified what they perceived could be bridges to success
- i. Motivational tools
 - ii. Sense of pride
 - iii. Parental involvement
 - iv. Community
 - v. Effective Communication
 - vi. Commitments
 - vii. Team work
 - viii. Flexible attitudes
 - ix. Encouragement
 - x. Input from teachers / students
 - xi. Patience
 - xii. Understanding
 - xiii. Collaboration among all



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3. Sue Robertson, General Manager for Facilities Planning assured the team that the following items would be taken care of:
 - a. Hazardous materials are regulated and controlled by government legislation and HISD adheres to those requirements.
 - b. HISD provides for student safety through physical barriers from construction sites and through background checks of contractors workers.
4. Questions:
 - a. Which architectural firm has been assigned to Lee High School?
 - i. WHR Architects has been assigned to Lee High School.
 - b. What is the Master Schedule for the project?
 - i. Planning has begun and construction is scheduled to begin Mid/Late 2014.
5. What to expect at the next PAT meeting:
 - a. Development of the guiding principles.
 - i. Everyone is to bring an idea which relates to the educational side for use in developing the guiding principles.
 - ii. Teachers are to come with a vision of their classroom.
 - b. Begin to discuss the capacity model.

ACTION ITEMS:

1-01 Develop Guiding Principles. (PAT)

NEXT MEETING: May 31, 2013 3:30 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
Facilities Planner, Facilities Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9329

Attachment:

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