



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

Facilities Planning

Meeting Minutes

Lee High School

MEETING NO.: 002

LOCATION: Lee High School

DATE / TIME: May 31, 2013 / 3:30 pm

ATTENDEES: Tom Behrman, Lee alumni/ Community Member ; Kimberly Benitex, Student; Katherine Villegas, Student; Alfiee Herran, Lee Staff Member; Trid Conrad; JROTC; Dawn Dunn, Community Member; Gilbert Sosa, Student; Marcelin, Kamdoun, Student; Samuel Maldonado, Lee Staff Member; Monica Quintero, Principal;; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to focus on establishing the Guiding Principles for Lee High School which will be used to “test” the decisions that are made throughout the design process.

AGENDA ITEMS:

- Welcome
- Community Builder – Lee HS 21st Century School
- Architect Guidebook
- Instructional Areas / Centers for Learning
- Guiding Principles Core Themes
- Lee Bond Project Schedule

NOTES:

1. Community Builder – Lee HS 21st Century School
 - a. Fortune cookies were distributed to the team. Each cookie had a fortune that each member read and expounded upon. The fortunes read were:
 - i. Make It Happen
 - ii. A golden egg of opportunity falls into your lap this month
 - iii. Embrace Change
 - iv. Domestic conditions demand your attention
 - v. Don't behave with a cold manner
 - vi. Everything you are empowers you
 - vii. Emotions hinder your true self
 - viii. Everything you are empowers you
 - ix. Emotions hinder your true self
 - x. Everything you are against weakens you
 - xi. A danger foreseen is half avoided
 - xii. Doing what you love is freedom. Loving what you do is happiness.
2. The Architect assigned to Lee HS is WHR Architects. A pamphlet from the architect was presented to the team members to familiarize them with the architects.
3. Lee HS Project Schedule:
 - a. The Master Schedule including major milestones is being developed and will be shared as soon as it is done.
 - b. The target dates for all school openings are in August and January.
4. Guiding Principles – rubric that tells us where we are in the project. The Guiding Principles tell the architect what is important to the school and how they will interact with the community and others. The focus of the Guiding Principles will be on education, not on the spaces. The following are brainstorming ideas for the Lee Guiding Principles:
 - a. We believe it is important to support the whole student.

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- b. We believe that our students should be supported to become global leaders.
 - c. We believe it is important to showcase the wide variety of students' talents.
 - d. We believe it is important that Lee High School allows students to be creative with new and future activities.
 - e. We believe it is important that flexibility and adaptability are provided to prepare students to meet rapid change.
 - f. We believe that having people gather and appreciate nature is important.
- 5. District-Wide Educational Specifications (Ed Specs):
 - a. The District-Wide Ed Specs. have been divided into five brackets based on program capacity.
 - b. Lee High School's planned program capacity is 1,700-1,900 students.
 - c. Site specific Ed Specs. will be derived from the District Wide Ed Spec.
 - d. The PAT along with HISD Facilities Planning will develop the draft space requirements, which include square footages, prior to meeting with the architect. These space requirements may be modified slightly as we go through the design process.
- 6. The PAT reviewed capacity calculations in preparation for calculating the capacity for Lee High School in the next meeting.
 - a. Definitions:
 - i. Teaching station – any place where you would regularly schedule a full-size class
 - ii. Students per Teaching Station – average number of students in a regularly scheduled full-size class
 - iii. Building Capacity – product of the number of teaching stations multiplied by the number of students per teaching station
 - iv. % utilization - percentage of the day that a teaching station is utilized. (This is a District level decision. The plan is for classes to share classroom and lab spaces as needed.)
 - v. Program Capacity – product of the building capacity multiplied by the per cent utilization
 - vi. Special Education Self-Contained Learning Center– students typically spend 85% or more of their time in this learning space
 - vii. Teaching Stations Specific to Program – Teaching Stations that are unique to each campus. This would include spaces such as JROTC and CTE courses.
- 7. Questions / Comments
 - a. Has any thought been given to the rapid decline in the number of students?
 - i. If the student population remains as is when the new building is complete the school will have room to grow.
 - b. Are any designs adaptable to having pods attached to existing buildings so they look like building instead of adding T-buildings?
 - i. All schools in the 2012 Bond will be master planned for future growth. Classrooms can be added in future bonds, but the concern is in the space requirements for core capacity in the Dining Commons and Library/Media Center, which cannot be increased incrementally to accommodate more students. To accommodate future growth the Dining Commons will be designed for 1/3 of the student body plus an additional 200 students. The square footage for the Library/Media Center will be increased to accommodate a potential addition of 200 students.
 - c. Will construction take away from learning, classes or extracurricular activities?
 - i. The intention is to not have the construction take away from any aspect of the students' experience at Lee. It is important to have stakeholders from all areas at the table to be certain that every possible issue is considered as we move forward.
 - d. Do outdoor spaces count in the square footage calculations?
 - i. No. Outdoor spaces will be maximized within the budget allocated for the school. The PAT will be a part of determining what those spaces will hold. The current size of the Lee High School site is approximately 19.7.
 - e. The existing swimming pool (8-10 lanes, competitive size) is used by the swim team and for swimming classes during P.E. Has the program included replacing the swimming pool?
 - i. The swimming pool will be considered with the other teaching stations specific to program.
 - f. What is the budget for Lee High School?
 - i. A maximum of \$73,801,000 has been allocated as the budget for the school.
 - g. Will students be housed in T-buildings during the construction?
 - i. The intention of the district is to minimize/eliminate the use of T-buildings for swing space during construction.
 - h. Are site tours to other schools a possibility?
 - i. Yes. The facilities planners will be organizing site tours in the Houston metro area this summer.
- 8. Next steps
 - a. Complete Lee's Guiding Principles (PAT)
 - b. Review course schedule for 2013-14 (HISD - Facilities Planning)

- c. Review the Capacity Model (PAT)

ACTION ITEMS:

- 1-01 Complete Guiding Principles. (PAT)
- 2-01 Complete 2013-14 Course Schedule (Lee Staff)

SUMMER MEETING SCHEDULE: June 27, 2013 @ 3 p.m.
 August 1, 2013 @ 3 p.m.
 August 15, 2013 @ 3 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
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Phone: (713) 556-9300

Attachments: Sign-in Sheet
 Draft Capacity Model

HISD Lee High School Capacity Model

	# Teaching Stations	Students per Teaching Station	Building Capacity	% Utilization	Program Capacity
Core Academic Learning Center (English, Math, Social Studies, World Language, ESOL, Health)	40	28	1120	85%	952
Science Learning Center/Wet Lab	10	28	280	85%	238
Special Education Learning Center	2	12	24	85%	20
Teaching Stations Specific to Program	14	28	392	85%	333
Visual Arts Learning Center	1	28	28	85%	24
Instrumental Music Learning Center	1	28	28	85%	24
Vocal Music Learning Center	1	28	28	85%	24
Gymnasium	2	32	64	85%	54
Auxiliary Gymnasium	1	32	32	85%	27
Total	72		1,996		1,697