



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

Facilities Planning

Meeting Minutes

Lee High School

MEETING NO.: 003

LOCATION: Lee High School

DATE / TIME: June 27, 2013 / 3:00 pm

ATTENDEES: Tom Behrman, Lee alumni/ Community Member ; Alfiee Herran, Lee Staff Member; Trid Conrod; JROTC; Dawn Dunn, Community Member; Gilbert Sosa, Student; Marcelin, Kamdoun, Student; Samuel Maldonado, Lee Staff Member; Rebecca Savoy, Teacher; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning

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

AGENDA ITEMS:

- Developing Guiding Principles
- Capacity Model
- Space Requirements
- Next PAT Meeting

NOTES:

1. Developing Guiding Principles – The PAT set out to refine the draft of their guiding principles.
 - a. Video from March 19, 2013 site visit to Dubiski Career High School was reviewed for essential elements of 21st Century Learning Skills. The group observed the following:
 - i. The learning centers were larger than the teacher's spaces. This gave the group a feeling that the students were important at Dubiski.
 - ii. The learning centers varied from lecture or college style to a more casual setting. Students were being prepared to move into a college or university setting.
 - iii. The two story library was set up like a bookstore. Even though this library had many books, the group acknowledged electronic books may reduce the type and amount of books needed in the future. More independent learning spaces would be needed in the future.
 - b. Chalk Talk – Community Builder: 21st Century Learners – This section of the meeting was a brainstorming session that identified areas that needed to be included in the guiding principles.
 - i. The PAT was asked to list words or statements that answered the question “What are essential elements of 21st Century Learning Skills?”
 1. Facilities technology through the use of advance equipment.
 2. Sustainability for future innovations.
 3. Incorporation of multilingual learning.
 4. Advance level computers.
 5. Problem solvers with critical thinking skills.
 6. Social programming which fosters cooperative learning.
 7. Equalized equipped regular education should be available for high and “working-progress” students.
 8. Lee High School should be a working hub for students, parents, teachers, and others.
 9. Structured discipline JROTC facility.

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- ii. The ideas developed were consolidated into the following emerging themes:
 - 1. Technology – equipment and course work should close the teaching and learning gap.
 - 2. Use of spaces – Space should foster an environment that drives student and community learning.
 - 3. Programs – Educational programs relevant to 21st Century building should empower students as problem solvers and critical thinkers.
 - 4. Sustainability – Sustainability is important in the design of the new school.
- c. Guiding Principles are still being reviewed and revised. The draft of the Guiding Principles, shown below includes additions from this meeting in italics.
 - i. We believe it is important to support the whole student.
 - ii. We believe that our students should be supported to become global leaders.
 - iii. We believe it is important to showcase the wide variety of students' talents.
 - iv. We believe it is important that Lee High School allows students to be creative with new and future activities.
 - v. We believe it is important that flexibility and adaptability are provided to prepare students to meet rapid change.
 - vi. We believe that having people gather and appreciate *learning and* nature is important.
 - vii. *We believe technology is a way to foster education.*
 - viii. *We believe our community should connect to the school.*

2. The capacity model for Lee High School was revised as shown below:

HISD Lee High School Capacity Model

	# Teaching Stations	Students per Teaching Station	Building Capacity	% Utilization	Program Capacity
Learning Center (English, Math, Social Studies, World Language, ESOL, Health)	43	28	1204	85%	1,023
Science Wet Lab	9	28	252	85%	214
Special Education Learning Center	3	12	36	85%	31
Junior ROTC Large Learning Center	1	28	28	85%	24
Junior ROTC Small Learning Center	1	28	28	85%	24
CTE: Law Enforcement	1	28	28	85%	24
CTE: Stem Lab	1	28	28	85%	24
CTE: Digital Media	1	28	28	85%	24
CTE: Technology	1	28	28	85%	24
CTE: Welding	1	28	28	85%	24
CTE: Construction	1	28	28	85%	24
CTE: Child Development	1	28	28	85%	24
CTE: Business	3	28	84	85%	71
Visual Arts Wet Lab	2	28	56	85%	48
Instrumental Music Learning Center	1	28	28	85%	24
Vocal Music Learning Center	1	28	28	85%	24
Theatre Arts Learning Center	1	28	28	85%	24
Dance Learning Center	1	28	28	85%	24
Gymnasium	2	32	64	85%	54
Auxiliary Gymnasium	1	32	32	85%	27
Swimming/Natatorium	1	32	32	85%	27
Multipurpose Activity Room	0	32	0	85%	0
Total	77		2,124		1,805

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3. Stations Specific to Program that must be discussed further are:
 - a. YMCA Day Care Program
 - b. Additional PE station for freshman classes
 - c. JROTC rifle range (The rifle range can be accommodated using the spaces listed above).
 - d. Natatorium - Swimming pool is used for a P.E. course and for the swimming team.
4. Questions / Comments
 - a. Will Lee High School add any new academies?
 - i. There is a possibility that five new academies might be added. The Principal will update on this as more information becomes available.
 - b. Lee High School is a Humanities Magnet. How many are in the magnet program presently?
 - i. The Principal will provide this information at the next meeting.
5. 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)
- 3-01 Provide Facilities Planners with 2012-13 Course Schedule (Lee Staff)
- 4-01 Determine number of students in the Humanities Magnet (Principal)

SUMMER MEETING SCHEDULE: 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
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HISD – Construction & Facility Services
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