



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

Facilities Planning

Meeting Minutes

Lee High School

MEETING NO.: 004

LOCATION: Lee High School

DATE / TIME: August 1, 2013 / 3:00 pm

ATTENDEES: Tom Behrman, Lee alumni/ Community Member; Dawn Dunn, YMCA; Gilbert Sosa, Student; Marcelin, Kamdoun, Student; Monica Quintero, Principal; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning; Marie Hoke, WHR Architects; Greg Papay, Lake/Flato Architects; Alfiee Herran, Lee AP; Warner Strang, URS; Karen Becerra and Raynese Edwards, Principle Partnering Group; Michael Webster, HISD Director of CTE; Brian Pereira, Lee Staff member

PURPOSE: To complete the review of Guiding Principles, review the Capacity Model, and to introduce the architects for the project.

AGENDA ITEMS:

- Review and Approve Guiding Principles
- Review Career Track programs for the Capacity Model
- Complete Review of the Capacity Model
- Architects presentation of 21st Century Schools

NOTES:

1. Guiding Principles

The principles drafted in the previous meeting were organized into two sections, Educational Program and Educational Practice, and approved by the group. The Principles are:

Educational Program

- We believe educational programs should be relevant to the 21st century and empower students as problem solvers and critical thinkers
- We believe that technology fosters education
- We believe our community should connect to the school
- We believe that student learning opportunities should generate inquiry and creativity among students
- We believe that our diverse population should be supported to become global leaders

Educational Practice

- We believe it is important to support the whole student to achieve success
- We believe it is important to showcase the wide variety of students' talents
- We believe it is important that flexibility and adaptability are provided to prepare students to meet rapid change.
- We believe that having people gather and appreciate learning and nature is important

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2. CTE

Michael Webster explained that Career and Technical Education planning focused on areas in which there were a growing number of good jobs for graduating students. Current examples are Geographic Information Systems (GIS), law enforcement, welding, cabinetwork, healthcare assistance, and fire and EMT training. Currently basic business training and media production are declining in job opportunities. In response to a question from Tom Behrman, Michael Webster and Sue Robertson explained that most HISD high schools have significant Career Track programs, and that Lee will continue to be a full spectrum high school.

3. Capacity Model:

Sue Robertson and LaJuan Harris led a discussion of the draft Capacity Model.

- a. CTE: Child Development was felt to be declining. The school does have a child care program which is used exclusively by the students; however, this is not a teaching station. A childcare center will be added to the space requirements.
- b. CTE: STEM Lab was determined to be another science learning center. The STEM Lab was renamed to CTE: Science / Forensic Lab.
- c. The three CTE: Business spaces were reduced to one space.
- d. Three teaching stations were added to the Capacity Model:
 - a. CTE: Fire / EMT
 - b. CTE: Digital Photography
 - c. CTE: Design / CAD
- e. CTE: Technology was revised to CTE: Technology /GIS. The Geographic Information Systems (GIS) specialty was identified by Michael as one of the growing number of good jobs for graduating students.
- f. The square footage for the Learning Commons / Information Center will be increased by 500 to accommodate the graduate lab and a court room for the school.
- g. Principal Quintero and Assistant Principal Herran felt that a dedicated space was needed for a GRAD lab. The GRAD lab is a space monitored by a teacher and used by the students for online learning. A GRAD lab has been added to the program under the Neighborhoods section.
- h. A teaching theater was added to the program under the Neighborhoods section. This space will be used for lectures and school court sessions which are run by the students.

The completed Capacity Model is shown below:

HISD Lee High School Space Requirements Detail				
Neighborhoods	Teaching Station(s)	Quantity	Square Feet	Net Area
Learning Center	43	43	850	36,550
Wet Lab	9	9	1,650	14,850
Wet Lab Storage		5	150	750
Flex Lab		1	950	950
Grad Lab	1	1	900	900
Teaching Theatre		1	1,725	1,725
Learning Commons/Information Center		varies		5,994
Learning Commons/Information Center Storage		varies		1,998
Special Education Learning Center	3	3	850	2,550
Kitchen/Restroom/Changing Room/Storage		1	450	450
Small Group Room		8	120	960
Storage		1	650	650
Total	56			68,327
Space Allocation Specific to Program	Teaching Station(s)	Quantity	Square Feet	Net Area
Junior ROTC Large Learning Center				
Learning Center A	1	1	1,200	1,200
Learning Center B	1	1	850	850
Arms Storage		1	200	200
Uniform & Supply Storage		1	350	350
Administrative Space		1	120	120
CTE: Law Enforcement	1	1	1,400	1,400
Storage		1	200	200
CTE: Fire / EMT	1	1	1,400	1,400
Storage		1	200	200
CTE: Science / Forensic Lab	1	1	1,650	1,650
Tools Room		1	400	400
Wet Lab Storage		1	200	200
CTE: Digital Media	1	1	1,400	1,400
Storage		1	200	200
CTE: Digital Photography	1	1	1,400	1,400
Storage		1	200	200
CTE: Design / CAD				
CAD Lab	1	1	1,400	1,400
Storage		1	200	200
CTE: Technology/ GIS	1	1	1,400	1,400
Storage		1	200	200
CTE: Welding	1	1	1,400	1,400
Storage		1	200	200
CTE: Construction				
Construction Lab	1	1	2,500	2,500
Finishing Room		1	300	300
Lumber Storage		1	300	300
Storage		1	200	200
CTE: Business	1	1	1,400	1,400
Storage		3	200	600
Total	12			21,470

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4. Due to time constraints, the architects' presentation will be shown at the next meeting, and will be more specifically directed to Lee's program.

ACTION ITEMS:

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|------|--|
| 1-01 | Complete 2013-14 Course Schedule (Lee Staff) |
| 2-01 | Provide Facility Planners with the 2012-2013 Course Schedule (Lee Staff) |
| 3-01 | Complete Lee Space Requirements (Facilities Planner) |

SUMMER MEETING SCHEDULE: August 15, 2013 @ 3 p.m.

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

Sincerely,

Warner Strang
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