



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

Facilities Planning

Meeting Minutes

Lee High School

MEETING NO.: 008

LOCATION: Lee High School

DATE / TIME: November 22, 3:30 PM

ATTENDEES: Melanie Hauser, Lee alumni/ Community Member; Marcelin, Kamdoun, Student; Monica Quintero, Principal;; LaJuan A. Harris, HISD-Facilities Planning; Marie Hoke, WHR Architects; Joseph Benjamin, Lake/Flato Architects; Alfee Herran, Lee AP; Warner Strang, URS; Vergel Gay, VGA and Associates; Clay Clayton, HISD Facilities , Dana Carmouche CTE Department Chair, Gilbert Sosa, 11th grade student, Mel Butler, URS, Steve Redmond, URS.

PURPOSE: To review design progress since the October 24 meeting.

AGENDA ITEMS:

- Review of the development of the schematic design
- Discussion of design questions, including:
 - Access to gymnasium
 - Parking area
 - Materials
 - Other questions
- Topics for next meeting, December 19..

NOTES:

1. Joseph Benjamin lead a presentation of the development of the design, including building orientation and the location of each of the functions, and images of the various elevations of the proposed plan.
2. Ms Quintero expressed a desire for an entrance off Beverly Hill, and a discussion followed about the characteristics of entrances from Unity or Skyline. The architects were asked to prepare a plan for an entrance from Beverly Hill to a secondary entrance to the building from the North, leaving the main entrance on the East.
3. The group discussed access to the gymnasium from the interior of the school. In addition to the interior path through the administration area, the architects were asked to prepare options for a secure path to the north of the building, and one outside and south of the building.
4. The relative positions of the auditorium and the gymnasium were discussed. The use of the food court to provide refreshments for auditorium events lead to approval of the current arrangement.
5. The location of the child care unit was discussed. The architects were asked to examine moving it east to the main entrance from Unity, so that children could be easily dropped off by students on the way into school.

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6. Lee currently has a contract with the Baylor College of Medicine for a health clinic program. Locations for it were discussed. One possibility would be the CTE space which may ultimately be used for Wood Shop and Welding, which for the immediate future will remain east of Unity. The Lee staff will discuss the requirements for the space with Baylor, and report at the next meeting.

ACTION ITEMS:

- 1-01 Architectural suggestions to LaJuan Harris and Clay Clayton as soon as possible
- 2-01 Possible interim PAT meeting to review suggestions, which must be agreed prior to the completion of the Schematic Design Package, now set for December 16.
- 3-01 Scheduled PAT meeting December 19 at 4:30.

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
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9250
Cell (713) 962-1805
Warner.strang@urs.com