



Meeting Minutes

Sharpstown High School

MEETING NO.: 001

LOCATION: Sharpstown High School

DATE / TIME: June 25, 2013 / 2:30 pm

ATTENDEES: Robert Gasparello, Principal; Natalie Adams, Teacher; Julio Morales, Teacher; Kaala Hentz, Teacher; Samuel Spiller, Teacher; Michael Mitchell, Teacher; Gina Sabol, Teacher; Rev. Morris, Parent; Muhammad Veair, Student; David Funk, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to discuss the status of the 2007 Bond work and establishing the 2012 Bond Guiding Principles for Sharpstown High School which will be used to “test” the decisions that are made throughout the design process.

AGENDA ITEMS:

- Introductions
- Overview of the process
 - Planning, Design and Construction for New Schools and Renovations
 - Roles and Responsibilities
- What is an Educational Specification
 - District-Wide Educational Specification
 - Site Specific Educational Specification
- Creating Guiding Principles
- What to expect next PAT meeting

NOTES:

1. Overview of the process
 - a. Planning, Design and Construction phases
 - i. The Planning phase will be headed by a staff member from the Facilities Planning Department. A staff member from this department will remain with the school through the construction phase. The planner will work with the PAT to determine what unique program requirements that must be considered.
 - ii. During the Design Phase an HISD Facilities Design staff member will be assigned to the project. The designer will oversee the development of the plans for the school. Staff members from HISD Facilities Planning and Design will meet with the architects on a weekly basis to assure that the design agrees with Sharpstown High School's Guiding Principles. As the designs are being developed, options will be brought to each PAT meeting for the group's review and feedback.
 - iii. Construction will be overseen by and HISD Construction Manager. This person will work with the planner and designer to assure that the construction meets code and agrees with the school's Guiding Principles, the HISD Design Guidelines, and the School's Site Specific Educational Specifications.
 - iv. Three community meetings will be scheduled prior to or during each of the phases to keep the public informed of all aspects of the project.
 - v. The scope of this project is a new school facility for Sharpstown HS.
 - b. Roles and Responsibilities
 - i. The School Principal and staff are responsible for providing input about issues that are specific to the educational program delivery and organization.
 - ii. Other PAT Members will be responsible for providing feedback about issues specific to the groups they represent.
 - iii. Other roles and responsibilities are as defined in the PAT Handbook.

2. Sharpstown HS is currently in the planning and design phase. Construction is scheduled to begin mid to late 2014.
 - a. The Master Schedule is being developed and will be shared as soon as it is complete.
3. What is an Educational Specification
 - a. District-Wide Educational Specification – a general specification, prepared by the Facilities Planners, lists the standards for the District in all areas of the new facility. The standards include lessons learned in other Districts as well information from internal sources and subject matter experts.
 - b. The HISD District Wide Educational Specification lists what it takes to achieve 21st century learning space. It includes:
 - i. The Capacity Model
 - ii. Space Requirements
 - iii. Adjacency Diagrams
 - iv. Room Descriptions
 - c. HISD is also in the process of developing Design Guidelines which identify the technical requirements for building systems and materials.
 - d. Site Specific Educational Specification – Using the District-Wide Educational Specification as a guide, the Sharpstown PAT will work with the Facilities Planners to determine specific needs for the school. Once developed this information will be used by the design team to develop the plans for the new school.
4. Creating Guiding Principles
 - a. The Guiding Principles will articulate the school's vision, values, hope and ideals to the design team. These principles will be used to "test" the decisions that are made throughout the design process.
 - b. Sharpstown High School is a Leadership and Service Magnet. The PAT will develop 3-5 principles (sentences/statements/etc.) that clearly define the school's values and vision for the future.

Question and Answer

1. Are the Educational Specification guidelines a district requirement?
 - a. The Educational Specification (Ed. Spec.) is developed by the HISD Facility Planning Staff, based on TEA standards, educational program delivery, and best practice.
2. Sharpstown High School has already done away with some of the desk students are accustomed to using. The school wants to use tables to promote group learning / collaboration. Is that the plan?
 - a. Yes.
3. Will there be individual learning stations?
 - a. Individual learning stations will still be needed. They may not be an isolated area and may even be located or viewed differently than the traditional model. .
4. In the past, community feedback hasn't been taken into account when building schools. Is community feedback truly going to be heard in this program?
 - a. Yes. The role of the PAT is to be that voice. The Guiding Principles and involvement of the PAT throughout the entire process is meant to ensure community/stakeholder input is received. This does not mean that all wants and desires of all stakeholder groups will be met, but they will be heard, and a mutually satisfactory solution will be achieved.
 - b. The community-wide meetings will also be held to obtain feedback from the wider community and the neighborhood surrounding the school.
 - c. The Sharpstown PAT is establishing additional meetings and has been tasked by the Principal with engaging the community and gathering additional input and bringing the feedback to the regularly scheduled PAT meetings.

ACTION ITEMS:

- 1-01 Guiding Principles. (PAT)
- 1-02 Space Capacity (Facilities Planner)

NEXT MEETING: July 29, 2013 4:30 p.m.

Please review the meeting minutes and submit any changes or corrections to David Funk.

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Office: 713-556-9299

Fax: 713-676-9582

After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

David Funk
Facilities Planner, Facilities Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300

Attachment:



SHARPSTOWN HIGH SCHOOL
PROJECT ADVISORY TEAM MEETING
SIGN-IN SHEET

NAME	ORGANIZATION / ROLE	PHONE	EMAIL	SIGNATURE
Robert Gasparello	Principal, Sharpstown HS			
Natalie Adams	Sharpstown HS	281-658-8959	Nadams@houstonisd.org	Natalie Adams
Julio Morales	Sharpstown HS	832 661 4160	jmorale7@houstonisd.org	Julio Morales
Kaala Hentz	Sharpstown HS	901-570-0084	khentz@houstonisd.org	Kaala Hentz
Samuel Spiller	Sharpstown HS	281-881-7587	sspiller2@houstonisd.org	Samuel Spiller
Michael Mitchell	Sharpstown HS	(713) 5056652	mmitchell@houstonisd.org	Michael Mitchell
Wayne Hughes	Sharpstown HS			
David Dusebout	Sharpstown HS			
Gina Sabol	Sharpstown HS	804-335-4680	gsabol@houstonisd.org	Gina Sabol
Joe Mumbach				
Rev. Morris	Parent	832-606-6039	revmorris58@yahoo.com	Rev. Morris
Dave Funk	HISD Facility Planning	713-556-9307	dfunk@houstonisd.org	Dave Funk
Kedrick Wright	HISD Facility Planning	713-556-9329	Kwright7@houstonisd.org	
Sue Robertson	GM, HISD Facility Planning	713-556-9250	brober12@houstonisd.org	
Muhammad Uddin	Sharpstown HS		MuhammadUddin15@gmail.com	Muhammad Uddin

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