



Project Advisory Team
Meeting Minutes
Sharpstown High School

MEETING NO.: 002

LOCATION: Sharpstown High School

DATE / TIME: July 29, 2013 / 4:30 pm

ATTENDEES: Robert Gasparello, Principal; Samuel Spiller, JrROTC; Michael Mitchell, Dean of Students; Gina Sabol, Dean of Students; Rev. Morris, Community Member; Muhammad Uzair, Student Representative; Douglas Lacy, HISD – Project Manager; David Funk, HISD – Facilities Planning; Wayne Hughes, Teacher; Clay Clayton, HISD Facilities Planning; Joe Mumback, Community Member

PURPOSE: The purpose of this meeting was to finalize the Guiding Principles for Sharpstown High School. These Principles will be used to “test” the decisions that are made during the design process.

AGENDA ITEMS:

- Introductions
- Review of the Sharpstown High School Guiding Principles
- Review of the Capacity Design Model
- What to expect next PAT meeting

NOTES:

1. The Project Advisory Team discussed some of the school's core values, administration's vision for the school and the school's position within the surrounding community.
2. As a result of the discussion held by the Project Advisory Team, the group drafted Sharpstown High School's Guiding Principles. The team's discussion centered around a focus on developing the whole student. The team felt it important to focus on preparing students for success. Students should leave Sharpstown prepared for the path of their choice. Based on this discussion, the PAT team developed the following Guiding Principles draft:

Sharpstown High School promotes:

A Culture of Success and Achievement–

We are a highly structured, focused, and accountable school whose culture drives student achievement. Our focus is on the complete development of young adults who embrace our creed:

Apollo Creed

I will respect myself and others.
I will do my personal best.
I will make good decisions.
I will honor myself, my family, and my school.

I will graduate prepared for college or the career of my choice.
Together We Can-Whatever It Takes-No Excuses!

An Environment of Success –

At Sharpstown High School every student will be inspired to develop academically, ethically, physically, and socially with the tools and knowledge needed for college and career readiness.

Collaboration for Success –

All spaces encourage the academic community (teachers/students, students/students, teachers/teachers, parents/teachers/students) to work collaboratively to facilitate a culture of high expectations. Physical space for both instruction and practice replicates real-life, professional settings.

Community Involvement for Success – Sharpstown High School is more than just a building for students. It's a neighborhood institution whose physical structure and open concepts offer opportunity and availability to the greater Houston community.

Safety Allows for Success – Sharpstown will have an open visible environment with a logical flow.

3. The PAT team, led by Dave Funk in Facilities Planning, began reviewing the Capacity Model which determines the number of Learning Centers required for the schools core academic and ancillary programs.
 - a. The PAT team determined the number of Teaching Stations (rooms in which classes are held a majority of the day) needed at the school is approximately 65.
 - b. A Program Capacity of 65 Teaching Stations equates to a student body of approximately 1,503 students at 85% of building capacity.
 - c. If the building was used at 100% capacity, Sharpstown's future enrollment could grow to approximately 1,750 students before building expansion would be needed.
 - d. Sharpstown's Administration will send Facilities Planning a copy of their master class schedule so Facilities Planning can analyze the actual class schedule against the Capacity Model developed by the PAT.
4. Additional meeting sessions were discussed and set to accelerate work progress on the building program in preparation of the start date for the A/E Transition. Summer timeline and team members' availability during the summer schedule, required adjustments to fast track the design program.
 - a. Additional Meeting Date – August 14, 2013 @ 4:30 PM
 - b. Additional Meeting Date – August 21, 2013 @ 4:30 PM

ACTION ITEMS:

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| 1-01 | Design Capacity Model (PAT) |
| 1-02 | Auditorium (PAT) – Future program requirement discussion for Capacity Model |
| 1-03 | Gymnasium (PAT) – Future program requirement discussion for Capacity Model |
| 1-04 | Send Master Schedule to Facilities Planning (Principal Gasparello) |

NEXT MEETING: August 14, 2013 @ 4:30 PM (Additional Working Session)
August 21, 2013 @ 4:30 PM (Additional Working Session)
August 28, 2013 @ 5:00 PM (Next Regular Monthly Meeting)

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

Respectfully,

Customer Focused . . . Always Responsive!

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