



**Project Advisory Team**  
**Meeting Minutes**  
**Sharpstown High School**

**MEETING NO.:** 003

**LOCATION:** Sharpstown High School

**DATE / TIME:** August 14, 2013 / 4:30 PM

**ATTENDEES:** Robert Gasparello, Principal; Samuel Spiller, Jr ROTC; Michael Mitchell, Dean of Students; Gina Sabol, Dean of Students; Julio Morales, Teacher; Kaala Hentz, Teacher; Wayne Hughes, Teacher; Jason Thomson, Teacher; Rev. Morris, Community Member; Muhammad Uzair, Student Representative; Joe Mumbach, Community Member; Douglas Lacy, HISD – Project Manager; David Funk, HISD – Facilities Planning; Gloria Barrera, HISD Facilities Planning; Daniel Alvarez, Student Representative; Sue Robertson, GM, HISD Facility Planning; Michael Sabouni, Principal Partner, Autoarch Architects; Lina Sabouni, Principal Partner, Autoarch Architects; Ronald Biediger, Principal, Kell Munoz & Co., Architects

**PURPOSE:** The purpose of this meeting was to finalize and provide approval of the Guiding Principles for Sharpstown High School and continue the PAT team's discussion of the Capacity Model. The PAT will also be introduced to the Space Requirements portion of the Planning Phase.

**AGENDA ITEMS:**

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

**NOTES:**

1. Guiding Principles were presented by Dave Funk for final review and were accepted by the PAT. Principal Gasparello expressed his acceptance with emphasis that the theme of success is carried throughout.
2. Dave Funk presented Facilities Planning's Analysis of the Master Schedule (submitted by Sharpstown) compared to the Capacity Model. Mr. Funk noted HISD standard utilization for the Capacity Model is set at 85% which results in a programmed student capacity of approximately 1500 students with a total building capacity of approximately 1800 students.
3. Based on the Master Schedule analysis performed by Facilities Planning and the curriculum and programs planned for the school as outlined by the Sharpstown's Administration, the PAT team developed and agreed to the teaching stations (number of Learning Centers that will be used a majority of the day) as outlined in the table below to complete the Capacity Model.
  1. The below Capacity Model was agreed to by the PAT:

## HISD Sharpstown 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)	34	28	952	85%	809
Science WetLab	10	28	280	85%	238
Special Education Learning Center	6	10	60	85%	51
Teaching Stations Specific to Program	8	28	224	85%	190
Junior ROTC	2	28	56	85%	48
Visual Arts Wet Lab	2	28	56	85%	48
Instrumental Music Learning Center	1	28	28	85%	24
Theater Learning Center	1	28	28	85%	24
Dance Learning Center	1	28	28	85%	24
Gymnasium (Main Gymnasium counts as 2 teaching stations)	2	32	64	85%	54
Auxiliary Gymnasium	1	32	32	85%	27
Multipurpose Activity Room	0	32	0	85%	0
<b>Total</b>	<b>68</b>		<b>1,808</b>		<b>1,537</b>

- a. Dave Funk led the PAT Team in a more detailed discussion of space requirements for the core curriculum areas, which are described as Neighborhoods. These are the areas in which the school's core curriculum (English, Math and Science) is taught and comprises a large portion of the facility. A Neighborhood is made up of Learning Centers, Wet Labs, Learning Commons/Information Centers, Special Education, Small Group Rooms, Shared Teacher Centers and Storage. Sue Robertson, General Manager of Facilities Planning, explained that Learning Centers are linked learning clusters, which allow for five different organizations or combinations depending on how the school wishes to be organized. Mainly, the Neighborhood concept gives the administration the ability to focus along pathways that can be sorted by grade level or other combination as determined by the school's administration
- b. The team began outlining the needed areas of the new facility. Below is the initial summary of identified spaces which will continue to be reviewed and refined by the PAT Team at the next meeting:

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## HISD Sharpstown High School Space Requirements Summary

	Teaching Stations	Total
Core Academic Area	50	61,353
Space Allocation Specific to Program	8	15,500
Visual Arts	2	2,730
Performing Arts	3	6,050
Physical Education/Athletics	3	29,853
Junior ROTC	2	2,790
Welcome Center/Administration Space Requirements		9,390
Food Service Space Requirements		15,455
Custodial/Maintenance Space Requirements		1,575
<b>Total Net</b>	<b>68</b>	<b>144,696</b>
<b>Building Support</b>	<b>38%</b>	<b>54,985</b>
<b>Total Gross</b>		<b>199,681</b>

4. The team discussed several specific spaces during the meeting.
  - a. Multi-Media / Broadcast-Media Hub Center – The PAT determined that book shelves may be a thing of the past. A Multi-Media Center is a space the current school does not have. The Principal envisions a space that is an open area that is a commons style space used by all.
  - b. Flex Lab – As described by Dave Funk and Sue Robertson, this lab is a multipurpose space or an extended learning area for small groups for study or research. Currently there is one identified for the school at 950 square feet.
    - i. The Pat Team discussed using this space for their Grad lab area.
    - ii. The Flex lab could also be used in the evenings for the Twi-Light Evening Program, which is a program for over age students seeking to complete their diploma requirements.
5. Performing Arts / Visual Arts (Instrumental/Dance/Vocal) The PAT noted the Space requirements in its current form did not have performing and visual arts spaces that they feel were needed. Dave Funk explained that certain spaces are considered in the initial draft, but the PAT team works to fill in the spaces needed to meet a school's specific programs.
  - a. The PAT requested an auditorium sized to fit the entire planned student body of 1,500 students. The current Auditorium capacity is for 1,000 students.
    - i. A "Black Box Learning Center" was also requested by the PAT for their Drama/Theater program
  - b. Sharpstown does not currently have a Vocal program; however, the Principal suggested including a space that would allow for this program. This requires further discussion and a decision by the PAT to create a separate space or leverage other spaces within the current program that could be shared and accommodate this type of program if it is added in the future.
6. Land Acquisition was briefly discussed by Dave Funk, identifying the adjacent property to the left of the site (when viewing the school from Bissonett). Further updates regarding land acquisition will be provided as the information comes available.
7. Additional meeting sessions were discussed and set to accelerate progress on completing the planning phase in preparation for the design phase which is scheduled to begin in mid-September.
  - a. Additional Working Session Date – August 21, 2013 @ 4:30 PM

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**ACTION ITEMS:**

- 1-01 Finalize and accept Capacity Model (PAT team)
- 1-02 Review Room Descriptions – Equipment Needs – What currently is in use (PAT team)
- 1-03 List of current staff members to be provided to HISD Facilities Planning. Which of these requires an office? (Sharpstown Staff)
- 1-04 Power Point Presentation of future spaces. Principal Gasparello requested visual aids to enhance discussions (HISD Facilities Planning)
- 1-05 Gather existing plans of the site and facility for comparison of the Design Capacity Model of 210,000 square feet (HISD Project Manager)

**NEXT REGULAR MONTHLY MEETING:**

August 21, 2013 @ 4:30 PM

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,

Douglas Lacy  
2012 HISD Bond Program, Project Manager  
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