



## **Project Advisory Team**

### **Meeting Minutes**

#### **Sharpstown High School**

**MEETING NO.:** 007

**LOCATION:** Sharpstown High School

**DATE / TIME:** October 16, 2013 @ 4:30 PM

**ATTENDEES:** Robert Gasparello, Principal; Julio Morales, Teacher; Wayne Hughes, Teacher; Rev. Morris, Community Member; Samuel Spiller, Teacher; Michael Mitchell, Teacher; Jason Thomson, Teacher; Gina Sabol, Teacher; Daniel Alvarez, Student Representative; Natalie Adams, Teacher; Douglas Lacy, HISD – Project Manager; David Funk, HISD – Facilities Planning; Robert Myers, HISD – Design Manager; Kedrick Wright, HISD – Senior Design Manager; Lina Sabouni, AUTOARCH, Architects; Ronnie Biediger, Munoz & Co., Architects; Casey Annuzio, Munoz & Co., Architects; Michael Sabouni, AUTOARCH, Architects; Vergel Gay, Vergel Gay & Associates; Darryl Samuels, D. Samuels & Associates; Geoff

**PURPOSE:** The purpose of the meeting was to review the progress of the design schematics developed from the recent Design Charrette and to begin discussion of the Community Meeting for presentation of the Schematic Design.

#### **AGENDA ITEMS:**

- A. Advisory Team Meeting Dates.
- B. Community Meeting Preparation – Date: 06 November 2013
- C. Health Clinic
- D. Program Assessment
- E. Munoz & Company Presentation

#### **NOTES:**

1. All dates presented for consideration for the Project Advisory Team Meetings were accepted except for the meeting date of November 27, 2013. This meeting date shall be pushed up one day to the 26<sup>th</sup> of November to accommodate the Thanksgiving holiday schedule. The upcoming PAT Meeting dates are as follows:
  - a. Wednesday, October 30, 2013
  - b. Wednesday, November 20, 2013
  - c. Tuesday November 26, 2013 (Again, is this correct, no outlook, no bond website entry)
  - d. Wednesday, December 11, 2013 – No outlook invite, no bond website entry for this date
2. The upcoming Community Meeting for the new Sharpstown HS was discussed. The Community Meeting is scheduled for November 6, 2013 at 6:00PM in the school Library.
  - a. Confirm existing equipment (Microphones. Speaker, projection screen) are available and functional.
  - b. Publicize the meeting (Flyers printed at HISD print shop – Distributed in the neighborhoods – homes – businesses and churches – Distribution outsourced by HISD)
  - c. Invitations by Internal Staff - CFS (Cheryl Hughes)
  - d. Sylvia Wood will post information through the 2012 Bond & HISD Websites
  - e. Principals will be given a script to read to send out to the community

- f. Program Managers will notify the school to post meeting information on the School Marquee
- g. Light refreshments shall be provided by CFS - Cheryl Hughes

3. Sharpstown HS and Memorial / Herman Hospital had previously received a federal grant for the installation of a community health clinic on the campus. The proposed location must have water, electric and gas for set up. The utility work will begin in early 2014. The clinic will be in place prior to the construction of the new Sharpstown HS. The clinic must be visible from the street and be in place by mid - year 2014.

- a. Midway Landscaping, the landscaper for the adjacent apartment complex under construction to the East of the school have offered to landscape the clinic at their cost.

~~4.~~ Munoz & Co., the Architects contracted for Sharpstown HS, has requested clarification on the requested stage and lighting requirements for the Cafeteria/Dining Commons space. The educational specifications suggest a small 1200 s.f. stage with lighting be located in the Cafeteria/Dining Commons area. The PAT team had requested this space for more informal presentations or performances during the school day. Munoz was unclear on the need for this space and expressed concern with the costs associated with the stage and lighting requirements. Per Munoz, it is more cost effective if the stage could be a platform or portable stage with simple track lighting.

~~5.4.~~

- a. Per the PAT, the Cafeteria shall have a built-in platform with track lighting but no theatrical stage with formal lighting and curtains.

~~6.5.~~ Munoz & Co., Architects, has requested clarification on the required lighting and layout requirements for the CTE Lecture Hall. The educational specifications suggest a tiered seating arrangement with stage and lighting. Munoz and Co, requested of the PAT the intent of the program for lighting and a stage as requirements of the CTE Lecture Hall for the program?

- a. Per the PAT, the CTE Lecture Hall shall have flexibility as a classroom with retractable seating. There shall be no fixed tiered seating for the Lecture Hall. However, the retractable seating must have a flip up table so it can be used for lecture and testing.
- b. There will be a clearly defined lectern area with control room for minimal lighting package and a sound system.

~~7.6.~~ Munoz & Co., Architects presented two design schematics for consideration for acceptance by the PAT. The two schemes presented were two three level schemes and one two level scheme each with a mall concept as was initially introduced at the Design Charrette. The three level schemes as presented have two components the PAT prefers for the school, which are courtyards and an amphitheater near the music program. The two level scheme appears to be a preference of the PAT, however, the presentation from Munoz & Co of the two level scheme indicates the new building may not be able to have the elements the PAT would like to have regarding outdoor learning, natural light and an amphitheater.

#### ACTION ITEMS:

- 1-01 Continue with design process of three level schematic scheme as directed by the PAT.

#### NEXT REGULAR MONTHLY MEETING:

Wednesday, October 30, 2013 @ 4:30 PM at the Library of Sharpstown High School

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  
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