



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

**Facilities Planning**

**Meeting Minutes**

**Sterling High School**

**MEETING NO.:** 006

**LOCATION:** Sterling High School

**DATE / TIME:** August 17, 2013, 1:00 pm

**ATTENDEES:** David Funk, HISD – Facility Planning; Dale Mitchell, HISD – Sterling Principal; Ashlea Hogancamp, SHW Group – Design Team; Taryn Kinney, SHW Group – Design Team; Steven Gee, HISD – Program Management; Evette Mason Ferguson, HISD – Theatre Arts Director; Joseph Woodson, HISD – Instrumental Music; Craig R Johnson, Sr, HISD – DADS for Education; John Chilo, HISD – AutoTech; Rev. A.L. Hickman, Sr., HISD – N.C.C.F.; Ferrando Heyward, HISD – NJROTC.

**PURPOSE:** The meeting discussions focused on completing the space requirements and the room descriptions.

**AGENDA ITEMS:**

- Review of the Capacity Model
- Review of Space Requirements and discuss room descriptions
- What to expect at the next Project Advisory Team (PAT) Meeting

**NOTES:**

**Discussion**

1. The capacity model, space requirements, and room descriptions were presented for the PAT to review and provide comments.
  - a. The space requirements currently have 230,862 square feet (SF) of the proposed 252,000 square foot new facility allocated to programs.
    - i. Spaces included ROTC, Performing Arts, Visual Arts and Physical Education programs.
  - b. The goal is to ultimately have 600 students in the aviation program and the facility should be designed with the aviation program as part of the signature of the facility.
  - c. The cafeteria will be designed to accommodate 1/3 of the student population plus an additional 200 students in the new facility.
2. There is a need for a ticket and concession area for the Athletic and Performing Arts/Auditorium. If the auditorium and gymnasium are in close proximity, the lobby spaces can be combined, and the ticket and concession areas can be shared between the spaces. In the majority of instances, the two programs do not have over lapping events.
3. The team was split up into groups to review and provide feedback on room descriptions.
  - a. Teams were split into functional groups. For example, Arts areas were given to a group made up of an Arts teacher, parent and a community member.
  - b. The team provided their comments and edits of each room description to HISD Facility Planning.
    - i. Facilities Planning will incorporate the comments into the room descriptions.

**During the process, the PAT team asked several Questions:**

- 6.1 Will the practice rooms be inside the band hall?
  - a. This will be determined during the design phase. But there at this time, there doesn't appear to be any reason the practice room could not be.
- 6.2 Will adding more SF decrease school safety?
  - a. It should not. In addition, the new school will have much more glass and be much more of an open concept than the current school. This should help enhance safety.

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- 6.3 Can the school be physically set farther off the street than the current building?
  - a. This will be considered during the design phase and is part of the Guiding Principles for Sterling that is used by the design team during the design process. .
- 6.4 How many seats will be planned for the auditorium?
  - a. The auditorium has been programmed for a seating capacity of 500.

**What to expect next Project Advisory Team meeting:**

1. The PAT will review the completed Educational Specification at the September 19, 2013 meeting.
2. The PAT will participate in a Design Charrette workshop on September 26-27, 2013, to conceptualize the space program on a room layout diagram. The objective is, in addition to verifying the space fits on the allotted land space, to ensure the room relationships (location of each department) are consistent with the vision of the new school.

**ACTION ITEMS:**

- 6.5 Provide the number of students per sport in order to determine the quantity of gym lockers. (PAT)
- 6.6 Provide the number of anticipated students in the new school laboratories. (PAT)
- 6.7 The PAT should schedule a visit to the Texas Southern University (TSU) Aviation Center to better understand the required equipment and infrastructure. (HISD Program Management )
- 6.8 The team should complete the space program, capacity model, and room descriptions no later than Monday, September 16, 2013. (PAT)

**NEXT MEETING:** September 19, 2013 @ 9:00am.

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

Sincerely,

Troi Taylor  
Program Manager  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 588-4342

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