



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

Project Advisory Team Meeting Minutes

Sterling High School

MEETING NO.: 006

LOCATION: Sterling High School

DATE / TIME: October 17, 2013, 9:00 am

ATTENDEES: David Funk, HISD – Facility Planning; Dale Mitchell, HISD – Sterling Principal; Ashlea Hogancamp, SHW Group – Design Team; Taryn Kinney, SHW Group – Design Team; Jennifer Henrikson, SHW Group – Design Team; Christian Owens, SHW Group – Design Team; Scotty Denney, SHW Group – Design Team; Raechel Schneider, SHW Group – Design Team; Troi Taylor, HISD - Program Management; Victor Fleming, HISD – Program Management;

PURPOSE: The meeting discussions focused on the design progress.

AGENDA ITEMS:

- **Presentation of the 2-Day Design Charrette and Design Results**
- **Presentation of the progression of Site and Building Design**
- **PAT to provide feedback to Design Team**

NOTES:

Discussion

Subject: Project Advisory Team (PAT) Meeting

-
1. SHW Architects began with introductions and description of the 2-day Design Charrette and the results that were achieved.
 2. SHW Architects explained that they had a follow up meeting on October 9, 2013 with Sue Robertson, General Manager of Facilities Planning and Dan Bankhead, General Manager of Facilities Design to review two plan options. SHW Architects took the feedback from that meeting and developed a "hybrid" plan that will be presented today.
 3. SHW presented design concepts from the 2-Day Design Charrette:
 - a. Review of the Site Plan
 - i. The Site Analysis was reviewed to show the "buildable area" and existing building. The existing buildings will remain while the new construction occurs. Once the new construction is complete, the campus will move into the new building, and the existing building will be demolished.
 - ii. The proposed orientation of the building and the location of the front door provides visibility as one approaches the site on Martindale.
 - iii. A Softball program is in place at school. There is a definite need for at least a softball field, regulation size if possible.
 - iv. The Coach prefers not to have a baseball field because they use the Boys & Girls Club field across Martindale.
 - v. The PAT agreed that football, soccer/band field, tennis courts, JROTC drill practice area need to be included on site. Baseball field will not be included on site.
 - vi. The tennis courts and football fields need to be regulation size since competitions for these sports are hosted on campus. The campus / PAT would like for the softball field to be regulation size, but since they do not host games on campus, it isn't a requirement.
 - vii. The PAT requested restrooms and a concession building be provided adjacent to athletic fields.

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582

- b. Review of Floor Plans:
 - i. SHW Architects explained that the new building will be 3-stories high to minimize the building footprint and maximize green space. It will also allow for the new building to be constructed around the existing building.
 - ii. The Hangar is currently planned to be in the center / heart of the campus – to inspire interest in aviation and learning.
 - iii. The Dining / Learning Commons spaces will be dispersed throughout the entire school, indoors and outdoors, all 3 floors.
 - iv. A 3rd large group instruction room is being proposed at the first floor with stairs / step seating, and can be used for dining, gathering, socializing, and presentations. It would be an ideal space to have aviation professionals present to a large group, with the Hangar space as the backdrop.
 - v. Two large group instruction rooms are doubling as balcony seating for the Auditorium. The PAT expressed concerns that even with the large group instruction rooms there will still not be enough seating in the auditorium.
 - vi. Principal Mitchell stated there needs to be a separate community room that isn't shared with other spaces.
 - 1. The Community room should be on 1st floor with a separate entrance from the exterior to allow access to the space without the need to enter the building.
 - 2. The PAT likes having the community room located near administration area, so that during school hours visitors can be cleared through the security vestibule and then have easy access to the community room.
 - a. The campus needs to define after hours use and whether access is unrestricted.
 - vii. Ticket booths need to be added at the Auditorium / Gymnasium Lobby.
 - viii. The design team discussed the design for learning centers including movable walls for maximum flexibility.
 - ix. The design team stated that the goal for the building is to have every aspect and square foot of the school be a learning environment.
 - x. The design team presented the "Control Tower" on the 3rd floor which is a flexible area with a view towards Hobby Airport. This space could have communications channels to enable students to listen to the Hobby Traffic Control Tower.
 - xi. The PAT questioned the transparency of the learning centers from the hallways.
 - 1. The group discussed touring facilities that have this level of transparency to gain a better understanding of how it has been successful.
 - xii. The district is requesting the PAT take a field trip to see some 21st century learning environments. The design team will provide suggestions to HISD for schools that are great examples.

4. Feedback Provided by PAT:

- a. A PAT Member requested that some memorial bricks be salvaged from the existing building. The Design Team will indicate that bricks are to be salvaged during the demolition phase for the Owner's use.
- b. Joshua (JROTC student) expressed the concern that the JROTC area wasn't large enough. The design team explained that this area will be defined further as the design develops.
- c. Joshua questioned the location of the learning commons and said that now students don't use the existing library space. The design team explained that the library function (learning commons) will be located within neighborhoods and will be distributed throughout school for student access.
- d. Joshua questioned the student's commute throughout the school. The design team explained that stairs help with the vertical connections and that the organization of classes and neighborhoods will minimize traveling too far between classes. The compactness of the 3-story building will make it more accessible..
- e. Shane (student) likes the learning center arrangement with passive supervision by teachers, the observation deck, and the outdoor dining at 3rd and 1st floor.
- f. Ebony (student) likes the college-like setup, supervision by teachers for safety and the small group areas.
- g. The Community Meeting is set for November 18th at 6:30 pm. Student participation is needed. Shane, Josh and Ebony have volunteered to help present the proposed plan to the community.

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582

What to Expect at Next Meeting

1. The design team will update the PAT on the design progress and will seek feedback from PAT / Campus.

ACTION ITEMS:

1. The design team will make suggestions to HISD for schools that are great examples to tour with PAT.
2. SHW will send Principal Mitchell a copy of the presentation for the PAT to reference and provide feedback to design team.
3. The design team will generate some site layout options regarding the athletic field location. These options will be emailed to Victor and Principal Mitchell for review and comments.

NEXT MEETINGS:

1. There is a community meeting scheduled for November 18, 2013 @ 6:30pm.
2. The next meeting PAT Meeting is scheduled for November 21, 2013 @ 9:00am

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

Sincerely,

Victor Fleming
Construction & Facility Services, Project Management
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 588.4342

attachment: Agenda and Sign-In Sheet