



Project Transition Meeting Minutes

Sterling High School

MEETING NO.: 008

LOCATION: Sterling High School, 11625 Martindale Road

DATE / TIME: December 19, 2013, 9:00 am

ATTENDEES: David Funk, HISD – Facility Planning; Dale Mitchell, HISD – Sterling Principal; Ashlea Hogancamp, SHW Group – Design Team; Jonathan Fountain – Design Team; Troi Taylor, HISD – Program Management; Kedrick Wright, HISD – Facility Planning; see attached sign-in sheet for additional attendees.

PURPOSE: The meeting discussions focused on the design for the public common areas.

AGENDA ITEMS:

- **Provide update on the current status of the project**
- **Design Team will briefly explain Schematic Design submission on December 2, 2013**
- **Discuss the public spaces in the design:**
 - ❖ **Outdoor Courtyard**
 - Use during school hours
 - Use during non-school hours
 - Necessary items to support uses
 - ❖ **Dining/Media Main Area + areas distributed throughout the building**
 - Lunch period operation ideas
 - Kiosks/Distribution of food
 - Uses during community events/public after hours
 - ❖ **Gymnasium/Auditorium public plaza (public entry area)**
 - Ideas for use & gathering
 - Necessary items to support use
 - ❖ **Community Room**
 - Use during school hours
 - Use during non-school hours
 - Necessary items to support uses
- **What to Expect at the next PAT Meeting**

NOTES:

Discussion

Subject: Project Advisory Team (PAT) Meeting

1. Troi Taylor with HISD opened the meeting and updated the PAT on the current status of the project. He explained that the Schematic Design was submitted and is currently under review with HISD to confirm program and budget compliance.
2. Review of Outdoor Courtyard:
 - a. Use During Schools Hours:
 - i. To be used for breakfast / lunch, gathering and hangout for students.
 - ii. To be used for any 'outside' classroom gathering events. No special items are needed to support this.
 - b. Use After School Hours:
 - i. To be used for a variety of community events, including their School Festival.
 1. The back of the 'open' stage could host the DJ / MC.
 - ii. Some events could be organized to have a performance indoors on night #1 and outdoors on night #2.
 - iii. The PAT agreed that for majority of events, the public will park in the main parking area (near the front entry) and enter the building at the 'Public' entrance near the gymnasium and auditorium.

- iv. The building will need a "partition" (sliding or overhead grilles) at the west side of the 'Main Dining' space to limit access to the Academic portions of the building that will not be used for Public events.
 - c. Concrete Benches were agreed to work great for the variety of uses in this courtyard. They would be oriented parallel with the back of the stage as currently designed for viewing of performances.
 - d. The group would like a variety of landscaping, to be native and "sustainable."
 - e. A lawn was discussed to that would ideal for classroom gathering, 'hangout' situations, but agreed to require more maintenance and would not be as durable.
 - f. It is preferred not to have any gravel, but the PAT liked the idea of decomposed granite with native landscaping.
 - g. It was suggested by a PAT member to have artificial turf, so that it is aesthetically pleasing and wouldn't require any mowing.
 - h. The PAT requested a walkway covering from the Bus Drop Off to the Dining Door. The Design Team will review how this can be achieved without blocking the view of the stage.
 - i. The PAT wants the courtyard to be secured (either with a fence or similar) and have a large gate for 'cart' or 'mower' entrance.
 - j. The PAT wants the courtyard to feel natural, and green, with little maintenance.
 - k. The group would like portions of the area to be paved for walkways and gathering areas.
 - l. The courtyard will require trash cans to be provided.
 - m. Principal Mitchell referred to a courtyard visited at another school that had large boulders and natural terrain that was a nice space for how Sterling's will be used.
3. Review of Dining + Learning Commons / Media:
- a. Dining:
 - i. For new student population, will likely have 2 of 3 lunch periods of 30 – 40 minutes each.
 - ii. The current population has 1 lunch period of 40 minutes.
 - iii. The group liked the idea of food kiosks to help provide a variety of food options and locations for students to access the food within the Main Dining area.
 - 1. The concern was how this will be staffed with the current Food Service personnel quantity of (6).
 - 2. The quantity of Food Service personnel needs to be confirmed with HISD whether it will increase with the increased population.
 - 3. Kedrick mentioned that many 'Students Clubs' have meetings during lunch period, and kiosks may help give them a dining option quicker than the standard Serving Line method.
 - 4. Principal Mitchell mentioned that in the future the Kitchen will not open for Breakfast, so the kiosks may help facilitate providing breakfast to kids at the entrance so that they can eat and walk to class. (This is primarily due to the bus schedule and tardiness.)
 - iv. Principal Mitchell would like for the kids to be able to choose where they eat – either in the outdoor courtyard or another space within the school.
 - v. The High School feeds approximately 100 people each evening around 6:00 pm. The dining area will need to accommodate this event and the partition will be needed to limit access to the remainder of the Academic portions of the building.
 - vi. The PAT mentioned possibly having a 'temporary' divider wall if the overhead grille won't work with the ceiling heights – divider will require storage room however.
 - vii. Dining (eating areas) are currently designed to be distributed throughout the school, on the first, second and third floors. This will provide students with a variety of dining options that could accommodate dining while studying, time preferred alone / studying, small group gathering, etc.
 - b. Learning Commons / Media:
 - i. Books stacks are currently designed to be distributed throughout the school, on the first, second and third floors. This will move the resources to the students, in lieu of the 'traditional' method of containing these resources within one, large dedicated space / sf.
 - ii. The group discussed how books would be checked in / out. The idea of having a 'kiosk' at areas of book stacks would make it convenient for students to check themselves in / out.
 - iii. HISD is to confirm whether a media 'kiosk' scanner would be provided outside of the construction budget.
 - iv. The HISD Library Services Representative raised concern about 'accounting' and managing the books.

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- v. There is not concern for some of the loose materials being accounted for – such as college prep material, etc.
 - vi. At Sterling HS, they allow the community members to check out books from the school.
 - vii. It was discussed having microchips within the books to scan. The main scan system will need to be 'housed' in a more central 'library' area.
 - 1. It was agreed to modify some furniture layouts to have a more 'central' area for learning commons / media at the Second Floor, East bridge.
 - viii. The primary concern for the books is to provide them to the students, and by pushing them into the neighborhoods gives them greater access to the resources.
 - ix. The campus is to confirm the quantity of books currently available. HISD is to confirm if the resources will increase in the new building.
 - x. There will be an area to distribute & repair computers to the students.
4. Review of Gymnasium / Auditorium Entrance for Public:
 - a. Benches are not necessary at the exterior entrance area.
 - b. The Reverend stated that the majority of the public will enter and find their seats near friends. They do not anticipate having much gathering in the interior commons or exterior plaza area.
 5. Review of Community Room:
 - a. The PAT prefers for the Community Room to be within the Administration Suite, near the Gymnasium / Auditorium.
 - b. This room will not be used for the Community services on a daily basis, either during school hours or after.
 - c. The request for (6) computers to be provided in a smaller room, at the east end of the Administration area, to provide Adults with computer access and also provide 'hospitality' needs for Public Events. I
 - d. It does not need an exterior accessed door.
 - e. The access will be from the Administration area during school hours.
 - f. The access will be from the Administration area and 'public' common corridor after school hours.
 6. Principal Mitchell wants to review the quantity of exterior doors at the new campus. There is a request to limit the quantity of exterior doors to ensure the school is secured to the greatest extent possible.
 - a. The design team explained that most exterior doors are required by Code for Egress and will require Panic Hardware, which will not allow locking from the inside.
 - b. The design team will ensure no additional exterior doors are provided that are not required by Code, or requested by PAT / HISD / or Campus.
 - c. The current campus has (67) exterior doors and makes it very difficult to monitor and secure.
 7. David Funk with HISD notified the PAT of an upcoming CPTED Clean-Up Initiative to clean up and improve the southwest 'wooded' area adjacent to the High School site. The event will occur on Monday, January 20, 2014 from 10:30 am – 3:00 pm.

What to Expect at Next Meeting

1. The design team will continue to present the design progression and seek feedback from PAT / Campus.

ACTION ITEMS:

2. The Design Team will review how the Community Room can accommodate approximately (6) computers and be located within the Administration area, near the 'Public' side of the gymnasium / auditorium.
3. The campus is to confirm the quantity of books currently available.
4. HISD is to confirm whether the resources will increase in the new building.
5. HISD is to confirm whether a media 'kiosk' scanner would be provided outside of the construction budget.

NEXT MEETINGS:

1. The next meeting is the PAT Meeting scheduled for January 16, 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.

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Sincerely,

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attachment: Agenda and Sign-In Sheet

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