



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

Facilities Planning

Meeting Minutes

Waltrip High School

MEETING NO.: 001

LOCATION: Waltrip High School

DATE / TIME: May 29, 2013 / 4:00 pm

ATTENDEES: Andria Schur, Principal; Cynthia Krohn, Staff Member; Jeff Turner, Staff Member; Jagdeep Verma, Staff Member; Elizabeth Villarreal, Parent; Delinda Holland, Community Representative; Dr. Jon Enloe, Community Representative; Stan Terry, Community Representative; Ken English, CM-PA Project Manager; Debbie Adams, Alumni; Jane Ann Roberts, Parent / Community; Michael Janicek, Teacher; Dorinda Lisko, Parent; Jonathan Santes, Student; Brandon Salinas, Teacher / Coach; Rebecca DelaRosa, Teacher; Jesse Espinosa, Band Director; Stan Terry, Community Representative; Dan Kelly, Teacher / Coach; Darcy Ruffino, Teacher / Athletic Director; Azeneth Ceuiroz, Student; Joseph Meza, Student; Milton L. Dailey, Teacher / Coach; Rebecca Alexander, Student; Elizabeth Lenich, Student; Rosy Ruedas, Student; Martha Fuentes, Student; Nicholas Davis, Student; Mary Gibson, Teacher; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to discuss the status of the 2007 Bond work and the next steps in the 2012 Bond Program. These next steps include establishing the Guiding Principles for Waltrip High School which will be used to “test” the decisions that are made throughout the design process.

AGENDA ITEMS:

- 2007 Bond
- 2012 Bond
- What to expect next PAT meeting

NOTES:

1. 2007 Bond
 - a. The classroom renovations in the West Wing have been approved by the City and work will begin late July.
 - b. HVAC work:
 - i. Work begins June 10, 2013
 - ii. Work includes:
 1. Normalizing A/C controls across the campus
 2. Control work on new renovation work
 - c. New intrusion alarm will be installed this summer.
 - d. AECOM is working with HISD on the transition of work from the 2007 Bond to the 2012 Bond. Additional work that might be done this summer is still under negotiations with HISD.
2. 2012 Bond
 - a. PAT members should be representatives from all stakeholder groups, i.e., students, teachers, parents, administration, community members, alumni, etc.
 - b. All team members will have an opportunity to create a new environment for the school.
 - c. Meeting minutes will be posted online so everyone can know what transpires.
 - d. Everyone's job is to communicate with their respective stakeholder groups concerning the progress of the project and obtain feedback to bring back to the PAT meetings.
 - e. Project Advisory Team Handbooks have been issued to the school
 - i. If more handbooks are needed please contact the Facilities Planning Department.

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582

- f. Three community wide meetings will be held. The purpose of the community meetings is to engage, inform, and obtain feedback from all of the critical stakeholder groups.
 - i. 1st meeting after the architect has done some preliminary analysis of the site and scope of the project
 - ii. 2nd meeting during Design Development
 - iii. 3rd meeting prior to the start of construction.
 - g. Safety is very important
 - i. Construction workers are screened prior to starting work on an HISD campus
 - ii. A hard physical separation will be maintained between the construction work and the students
 - h. What is the substance of the Waltrip High School project?
 - i. No pre-conceived ideas
 - ii. Same architect (2007 Bond and 2012 Bond)
 - iii. Vision set by PAT
3. Questions / Comments
- a. How do we know that 21st Century technology will not be distracting?
 - i. The building needs to be flexible to handle what the teachers and administration identify as the best teaching methods. Designing to allow teaching methods to change in the future.
 - b. How will this 21st Century Learning style get U.S. back to 1st place in the world?
 - i. We are about teaching technology; teaching students to focus even in a distracted area. If we do this well, students will be more prepared for college level work.
 - ii. More dialogue is needed with the PAT to determine what 21st Century Learning means for Waltrip. This dialogue will include discussions on what are good and bad designs for Waltrip.
 - iii. Discussions must include dialogue about the variety of activities that needs to occur.
 - c. Will Waltrip's PAT have site tours to other schools?
 - i. Yes, and the tours will be videotaped for members who cannot attend the tours. Some videos are on the HISD Bond website now for viewing.
 - d. During construction where will students be housed?
 - i. Specifics still have to be worked out, but the goal is to avoid disruptions of learning and to keep the occupants safe.
 - e. Is everything back on the table even though work might have been done in that area?
 - i. The PAT, along with the Facilities Planners and architects, will look at all areas of the existing building and determine where the focus of the work should be for the 2012 Bond.
 - f. What is the timeline for new construction?
 - i. Planning and design were scheduled to begin early to mid- 2013 and is on schedule.
 - ii. Construction is scheduled to begin mid to late 2014.
 - g. How do we proceed with minimal disruptions?
 - i. HISD is in the process of hiring a Construction Manager at Risk (CMAR). This type of construction contracting method will allow HISD to hire a firm early in the design phase of the project. The construction company will evaluate the best sequence of events to allow minimal disruptions to the learning process and provide an analysis of how to maximize the money that is allocated for Waltrip.
 - h. How will the CMAR be selected?
 - i. HISD issued advertisements for CMAR's
 - ii. HISD received proposals from interested firms.
 - iii. HISD is in the process of evaluating the firms based on their qualification statements.
 - iv. HISD will evaluate the firms based on their qualifications and pricing.
 - i. How will the work be overseen?
 - i. HISD is staffing this Bond program differently than in the past. There will be multiple levels to oversee things are going as planned.
 - ii. HISD Facilities Planners will be involved with PAT to determine site specific educational specifications and to be certain that the specifications are carried out during the design and construction phases.
 - iii. HISD Design Professionals will review the architect's designs and assist Planners in reviewing and explaining designs to PAT.
 - iv. HISD Construction Managers/Program Managers will oversee the construction of the project, review contractor's logistical layout and assure that occupants remain safe during the construction phase.
 - j. Will construction take away from learning, classes, and extracurricular activities?
 - i. It is important to have people from all areas at the table to make sure every possible issue is considered as we move forward. The intention is not to have the construction take away from any aspect of the students' experience at Waltrip. Everyone will have a voice.

Next steps

- a. Develop Waltrip's Guiding Principles
- b. Review the Capacity Model
- c. Review Space Requirements
- d. Develop Design Guidelines

ACTION ITEMS:

1-01 Complete Guiding Principles. (PAT)

NEXT MEETING: June 24, 2013 4:00 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
Facilities Planner, Facilities Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300

Attachment:

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582