



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

Facilities Planning

Internal Planning Meeting Minutes

Waltrip High School

MEETING NO.: 003

LOCATION: Waltrip High School, Library

DATE / TIME: September 16, 2013, 4:30pm

ATTENDEES: Debbie Adams, Alumni; Gloria Barrera, HISD Planner; Deborah Clancy, Teacher; Rebecca DeLaRosa, Teacher; Kevin Dunn, PTA; Dr. Jon Enloe, Alumni; Jesse Espinosa, Band Director; Scott Fendrick, HISD Project Manager; Kristian Flores, Student; Mary Gibson, Teacher/Alumni; Ashley Gover, LaJuan Harris, HISD Planner; Kimberly Hickson, Architect; Delinda Holland, Community; Dorinda Lisico, Parent; Aly Morrell, Teacher; Cindy Reibenstein, Alumni; Emily Roberts, Student; Jane Ann Roberts, Parent/Community; Frank Salinas, Asst Principal; Andria Schur, Principal; Mark Sullivan, Architect; Stan Terry, Community; Jeff Turner, Staff Member; Nita Velarde, Teacher; Jagdeep Verma, Staff Member; Stephanie Witherspoon, Teacher.

PURPOSE: The purpose of this meeting was to have a preliminary discussion regarding the needs of the campus, explain the capacity model and develop the Guiding Principles for Waltrip HS.

AGENDA ITEMS:

- Create Guiding Principles
- Discuss scope of 2012 Bond Project
- Review/prioritize identified PAT & Campus Requests
- What to expect at next Project Advisory Meeting

NOTES:

1. The meeting started with each person introducing themselves and their interest in the project.
2. Scott F. offered to provide the link to HISD's 2012 Bond Information. <http://www.houstonisd.org/Page/94110>
3. HISD Facilities Planning personnel explained the concept of Guiding Principles and why they are important. The Guiding Principles would be used in the decision making process during the design of the project. HISD Planner, LaJuan Harris, showed the PAT examples of Guiding Principles from other HISD high schools.
4. One PAT member requested information regarding the incomplete scope and finances from the 2007 Bond project. The message from HISD regarding this issue is that the 2007 scope will be completed. Any 2007 scope of work that may affect or be affected by 2012 scope will be re-evaluated. The 2012 project funds will not be used to complete 2007 scope of work.
5. The PAT then brainstormed Guiding Principles and what defines Waltrip HS:
 - a. Be known as "the best, most comprehensive high school in HISD";
 - b. Develop leaders of tomorrow, and provide spaces for leadership in action.
 - c. Incorporate the concepts of service and leadership to encourage involvement in community.
 - d. Be designed to accommodate community leadership activities on campus, possibly including real business meetings on campus and allowing students to view these actual business meetings taking place.
 - e. Develop a technology based approach and a facility and that supports it.
 - f. Provide a path for both career and college minded students; prepare the students for their potential future.

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- g. Consider how the magnet program relates to their long term goals. What would a magnet program look like if it was to be considered?
 - h. Continue to support the HISD zoning which allows transfers to Waltrip as a school of choice.
 - i. Continue to build bridges with other campuses. Strengthen current relationships between feeder schools and support feeder patterns to Waltrip HS.
 - j. Create a secure, but open, campus that will be inviting to the community.
 - k. Consider transitional spaces to encourage community partners to invest in the campus's goals of developing tomorrow's leaders.
 - l. There are many passionate educators at Waltrip HS. Many of them are 2nd and 3rd generation alumni.
 - m. Finalize the question, "How should Waltrip preserve their identity of the past?"
 - n. Waltrip HS should do what it takes to continue to be sought after by students and parents. Waltrip HS is chosen by students because they have more options within the program. Waltrip HS is comprehensive.
 - o. The campus should develop their vision and best ideas for how the learning environments can support 21st Century needs.
 - p. Evaluate the current configuration of the building entrance and office location versus a secured vestibule and develop access control for the entire site.
6. After this discussion, PAT member Kevin D. proposed the following guiding principles to the group as a draft;
- Learning in the 21st Century is collaborative, experiential and student-centered, using state of the art technology while honoring the traditions of comprehensive learning.
 - A supportive environment of trust, safety and flexibility enhances citizenship, service and leadership opportunities and interpersonal relationships of students, faculty and staff.
 - Waltrip HS is welcoming for students of all interests and is prepared to offer comprehensive education to prepare the student for the college or career of their choice.
 - The student-centered learning experience, paired with high expectations, develops the students' knowledge and skills and provides an inclusive collaboration among the community, student, faculty and staff.
7. Kevin D. committed to distribute to all PAT members for review and revise as agreed.
8. Discussion of campus needs and requests:
- a. Athletic programs are popular and athletic facilities need improvement. They do not function as well as they could.
 - b. Preserve and enhance the Fine Arts especially Band. The Waltrip HS band is award winning and provides leadership opportunities for many students.
 - c. Provide transitional spaces for changing programs.
 - d. Consider re-configuring the Fine Arts wing to a different purpose and build a new Fine Arts facility.
 - e. Improve the way that visitors are welcomed into the school. Improve safety and access.
 - f. Consider providing new façade facing 34th Street.
9. The group requested additional tasks to expedite the programming. They agreed that more frequent meetings would be required and also agreed to host campus meetings to expedite the planning process.
10. Next PAT Meeting planned for 9/30/2013, 4:30pm. Teachers and students are encouraged to attend. At this meeting the working session(s) to expedite the planning process will be scheduled.

ACTION ITEMS:

- 1-01 Send Principal Schur the room descriptions the campus can provide information on activities that the room needs to support as well as equipment requirements and room size. – Gloria

NEXT MEETING: Discuss the Room Description information provided by the campus and discuss the adjusted capacity model and space requirements.

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

Sincerely,

Scott Fendrick
Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300
sfendric@houstonisd.org

Attachment: Sign In Sheet 9-16-2013