



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

**Facilities Planning**

**Project Advisory Team Meeting Minutes**  
**Waltrip High School**

**MEETING NO.:** 007

**LOCATION:** Waltrip High School, College Prep Room

**DATE / TIME:** October 28, 2013, 4:30-6:30pm

**ATTENDEES:** Debbie Adams, Alumni; Gloria Barrera, HISD Planner; Craig Campbell, Satterfield & Pontikes; Catherine Clay, Teacher; Kevin Dunn, Waltrip PTA; Dr. Jon Enloe, Alumni; Jesse Espinosa, Band Director; Scott Fendrick, HISD Project Manager; Kristian Flores, Student; Eric Ford, HISD-Facilities Design; Mary Gibson, Teacher/Alumni; LaJuan Harris, HISD Planner; Kimberly Hickson, Gensler Architects; Delinda Holland, Community; Jerry Johnson, Staff Member; John Marshall, Satterfield & Pontikes; Aly Murrell, Student; Cindy Reibenstein, Alumni/Chamber; Jane Ann Roberts, Parent/Community/PTA VP; Darcy Ruffino; Andria Schur, Principal; Gary Sullivan, Alumni; Mark Sullivan, Gensler Architects; Jeff Turner, Staff Member; Jagdeep Verma, Staff Member; Stephanie Witherspoon, Teacher.

**PURPOSE:** The purpose of this meeting was to present and gain approval of the proposed Capacity Model and begin discussion of space requirements.

Programming/ Capacity Model/ Ed. Specs.	Community Meeting 1	Schematic Design/ Design Charette	Design Development	Community Meeting 2	Contract Documents	Permitting	Community Meeting 3	Construction
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**AGENDA ITEMS:**

- Present 2012 Bond Capacity Model for Waltrip High School.
- Compare Existing Spaces at Waltrip High School to a newly designed High School.
- What to expect at next Project Advisory Meeting

**NOTES:**

1. Mr. Scott Fendrick opened the meeting with a review of the milestone schedule and a brief update of the 2007 Bond Project. He mentioned that the 2012 Bond project is still in the planning stage. He further commented that pricing proposals have been received by HISD from Satterfield & Pontikes, Construction Manager at Risk (CMAR). The CMAR has been contracted to complete the 2007 Bond scope of work. These proposals are under review. HISD expects this review to take several weeks.
2. Mr. Fendrick also called attention to the upcoming 21<sup>st</sup> Century Furniture Expo on Nov. 5, and the Community Meeting on Nov. 7.
3. Ms. Gloria Barrera, Facilities Planner provided an overview of the next steps in the planning process including the process to determine the space requirements. Mr. Scott Fendrick explained that defining the square footages required by each area was the goal for this meeting. He also reminded the PAT group that there will be a two day design charrette to develop design options and concepts. He noted that the Design Charette has not yet been scheduled. This will be scheduled as soon as the planning process is complete.
4. Mrs. Barrera explained the capacity model and space requirements and showed how a new High School's room descriptions and square footages compare with the existing Waltrip High School. The goal is not to design the space, but to verify what spaces are needed and could be provided in the existing facility. If a space cannot be accommodated in the

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existing facility, additional square footage would be added. The space requirements is a living document and may be modified throughout the schematic design process as the architect validates the program.

5. The PAT Group again requested additional clarity on what 2007 Bond scope of work remains to be complete and stressed that as the design develops a comparison of potential conflicts must be performed. The design team agreed. Mr. Fendrick relayed that HISD is prepared to provide a FAQ document to assist with these questions. Mr. Kevin Dunn provided a rough draft of questions the PAT would like answered.
6. A PAT member requested information on who is responsible to be sure the ideas presented during a PAT are responded to later in the process. Mrs. Andria Schur responded that, as the Principal, she will address this and Mr. Fendrick confirmed the PAT meeting minutes will be reviewed so that all items are addressed one way or the other. The Educational Specification will also include this information.
7. The Educational Specifications consist of the Capacity Model, Space Requirements, Room Descriptions and the Finish, Fenestration and Infrastructure Matrix. PAT members were asked to review and edit the draft Room Descriptions that have been sent to them or given to them by HISD Facilities Planning and to send to Mrs. Barrera. This task must be complete so the Educational Specifications can be completed. Mrs. Barrera urged the PAT members to assist with editing the room descriptions.
8. Next PAT meeting will be Nov. 25, 2013, from 4:30 pm to 6:00 pm. Teachers and students are encouraged to attend. The space requirements and room descriptions will be finalized.
9. A Community Meeting will be held on Nov. 7, 2013, at 6:30 pm. This is an opportunity for the community to be informed about the status of the 2007 project and the upcoming 2012 Bond project at Waltrip HS. A presentation will be made regarding the progress to date on both 2007 and 2012 projects. There will also be an opportunity to address any questions the community may have concerning the project.

**ACTION ITEMS:**

- Finalize the space requirements for CTE and review with the PAT. (Facilities Planning)
- Provide revisions to the draft space descriptions (PAT)

**NEXT MEETING:**

- Review space requirements that were provisionally approved, and adjust as necessary to stay within square footage budget.

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  
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Attachment: Sign In Sheet 10-28-2013

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