



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

Facilities Planning

Project Advisory Team Meeting Minutes
Waltrip High School

MEETING NO.: 008

LOCATION: Waltrip High School, College Prep Room

DATE / TIME: November 25, 2013, 4:30-6:30pm

ATTENDEES: Gloria Barrera, HISD Planner; Catherine Clay, Teacher; Daisy Cnagcya, Student HOSA; Condor, Lucero, HOSA PAT Rep.; Kevin Dunn, Waltrip PTA; Ken English, AECOM; Jesse Espinosa, Band Director; H. Sonny Fletcher, RGCI/Vanir Project Manager; Kristian Flores, Student; Eric Ford, HISD-Facilities Design; David Funk HISD – Facilities Planner; Mary Gibson, Teacher/Alumni; John Marshall, Satterfield & Pontikes; Aly Murrell, Student; Nina Murrell, Gensler; Jane Ann Roberts, Parent/Community/PTA VP; Darcy Ruffino, Athletic Coordinator; Brandon Salinas; Andria Schur, Principal; Gary Sullivan, Alumni; Mark Sullivan, Gensler Architects; Stan Terry, Community; Jeff Turner, Staff Member; Elizabeth Villareal, Parent; 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:

- Review progress with Milestone Schedule
- 2007 Bond Project Update
- Announcements: Tours of other campuses Date/Time TBD
- Design Charrette, Dates/Time TBD
- Façade Presentation - Gensler
- Presentation of Space Requirements, including CTE changes.
- Determine action items to complete before next meeting.
- Next Project Advisory Team meeting January 27, 2013, 4:30pm (4th Monday)
(December 23, 2013, 4:30pm is during Holiday Break)
- What to expect at next Project Advisory Team meeting.

NOTES:

1. Mr. H. Sonny Fletcher opened the meeting with a review of the milestone schedule
2. Mr. Fletcher introduced Ken English of AECOM to update the PAT on the recent progress of the 2007 Bond work.
3. Mr. English made a brief presentation to the PAT of high level items in the 2007 bond that are proceeding.
 - a. Satterfield & Pontikes have put together and received bids for their first pricing package that includes:
 - i. Completion of electrical upgrades;
 - ii. Window replacement (this scope of work to begin first);
 - iii. Athletic field buildings;
 - iv. Construction of temporary swing space for the 2012 renovations to take place.

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- b. Pool renovation work is on-going and should be complete by the end of the year.
 - c. All 2007 work will be coordinated with the 2012 work to minimize any duplication of efforts.
4. A question was asked "When will the technology replacement be completed? Mr. English responded that a majority of the 2007 work has been completed and that the district has additional technology work as part of the One to One computing and the 2012 bond that is yet to be complete.
 5. Ms. Nina Murrell made a presentation of the proposed glass for the exterior glass façade replacement. The proposed glass along with a "blue glass" and a "gray glass" were shown to the group. The group preferred to have a sample of each and let the PAT come view the glass during the day.
 6. A question was asked what warranty would be provided with the glass. That information will be provided back to the PAT
 7. Mrs. Gloria Barrera, Facilities Planner reviewed the Capacity model and Space Requirements. The individual areas were reviewed, minor changes were noted and the PAT confirmed the items below reflect the priorities for new or renovated spaces.

Program Area and Priorities	
Neighborhoods	Right size learning centers, except where already renovated. Provide 12 Science Wet labs. Provide extended learning areas.
CTE	Provide/update support space for all CTE programs inside the building.
JROTC	Provide for program needs inside the building.
Visual Arts	Locate both art rooms on the first floor with courtyard access.
Performing Arts	Increase size and functionality of spaces for comprehensive Performing Arts Program.
Physical Education - Athletics	Expand gymnasium to allow for seating entire student body at one time. Improve functionality/size of spaces to support all PE and Athletic programs.
Administration Guidance	Reconfigure and re-organize spaces to improve functionality. Provide building entry security vestibule.
Food Service	Update Food Service preparation area including providing food court. Increase visibility in cafeteria area for better supervision.
Custodial Maintenance	Provide additional custodial support space throughout building.
Childcare	Relocate Child Care facility for easier access for parents/children.
Technology	Provide Technology Support space for one-to-one computing.

8. The Principal noted there are spaces in the existing facility that are occupied by groups not tied to Waltrip.
9. Fine arts requested an extended learning area in close visual proximity to the classroom.

ACTION ITEMS:

- Gensler to acquire and provide to campus glass samples of the gray, blue and proposed glass samples.
- HISD Facilities Design to set date for design charrettes.
- HISD Facilities Planning to arrange tours to other facilities.

NEXT MEETING:

- Presentation of initial design and scope concepts as by Gensler Architects.

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
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Attachment: Sign In Sheet 11-28-2013