



CONSTRUCTION AND FACILITY SERVICES (CFS)

3200 Center Street, Houston TX 77007-5909

Facilities Planning

Project Advisory Team Meeting Minutes

Washington High School

MEETING NO.: 002

LOCATION: Washington High School

DATE / TIME: May 14, 2013, 4:00 pm

ATTENDEES: Barbara J. Pierce, Parent; Ryan Cozad, Teacher; Noe Resendrz, Student; Martin Lavergue, Parent; Mannion Tara, Employment Specialist; Russell Sasin, Dean of Students; Rivin Williams, Student; Tanya Debose, I.H. Community; Frank North, Alumni; Sammy Dyer, Alumni; Esther Bernard, Alumni; Loraine Gibbs, SDMC; Carlos Phillips, Asst. Principal; LaShonda Bilbo-Ervin, Principal; Sue Robertson, HISD-Facility Planning; Princess Jenkins, HISD-Facility Planning; Kedrick Wright, HISD-Facility Planning

PURPOSE: The purpose of this meeting was to begin discussion about the Capacity Model and Space Requirements for Washington High School.

AGENDA ITEMS:

- Booker T. Washington Guiding Principles
- Discuss the Capacity Model - DRAFT
- Discuss Space Requirements
- What to expect next Project Advisory Team Meeting

NOTES:

Discussion:

1. Developing Guiding Principles
 - a. Principal Bilbo-Ervin will compile the ideas from the first PAT meeting and send them to HISD Facility Planning.
 - b. Guiding Principles should be a clear statement of values, mission and vision.
 - c. Ideas from the first discussion will be the basis for the Guiding Principles.
2. District Wide Educational Specifications (Ed Specs) have been drafted. The Ed Specs remain in draft form and will continue to be modified.
 - a. District Wide Ed Specs include Capacity Model, Space Requirements and Room Descriptions. Room Descriptions include users, activities and lists of furniture, fixtures and equipment.
 - b. There can be some give and take with square footage but bottom line will remain the same.
3. The total project budget for Washington High School is \$51,320,000.
 - a. The 2012 Bond lists the planned program capacity at 1,100 – 1,300 students.
 - i. 1,100 is the Program Capacity. 1,300 is the Building Capacity.
4. Capacity Model Definitions
 - a. Teaching Station – any place you would regularly schedule a full-size class.
 - b. Students per Teaching Station – average number of students constituting a full-size class.
 - c. Building Capacity – number of Teaching Stations multiplied by Students per Teaching Station.
 - d. Percent Utilization – percentage of time a learning space is occupied by a full-size class and instruction is taking place.
 - e. Net Square Footage – length multiplied by width of the inside of a space.
 - f. Teaching Stations Specific to Program – any place you would regularly schedule a full-size class in programs specific to your campus (i.e. CTE).
 - i. The PAT will decide how these spaces are allocated.

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5. Washington HS Planned Capacity Model Discussion
 - a. The Draft Capacity Model was reviewed and revised real-time by Sue Robertson. The current Master Schedule will be used to predict program capacity of the new campus.
 - b. The "currency" the Design Team is dealing with is square footage. The Bond was based on 140 square feet per student.
 - c. Washington's CTE programs will include Engineering, Agricultural, Construction and JROTC.
 - i. Engineering and Science offer an opportunity to explore the idea of "linked learning".
 - d. Washington HS daycare for teen mothers operates in accordance with the State of Texas Department of Family and Protective Services Child Care Licensing Division.
 - i. Request is for space to accommodate up to 35 infants, toddlers and 3-4 year olds to be included in the new building.

Question and Answer:

1. Why are we not seeing certain spaces in the Capacity Model, such as an auditorium or locker rooms?
 - a. The Capacity Model lists only those spaces where you would regularly schedule a full-size class.
2. Why does the Capacity Model consider class size at 28 students per teaching station?
 - a. This is a typical average class size for those teaching stations.
3. Is it possible to use the auditorium as a teaching station if the stage is used for instruction?
 - a. If a full-size class is regularly scheduled in the auditorium it would count as a teaching station.

What to Expect Next PAT Meeting:

1. Next meeting will continue the discussion about space requirements.

ACTION ITEMS:

- 1-01 Complete Guiding Principles. (PAT)
- 2-01 Update Capacity Model. (HISD – Facility Planning)

NEXT MEETING: June 11, 2013 4:00pm.

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

Sincerely,

Kedrick Wright
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HISD – Construction & Facility Services
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attachment:

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