



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

---

**Facilities Planning**

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

**MEETING NO.:** 005

**LOCATION:** Washington High School

**DATE / TIME:** August 13, 2013, 4:00 pm

**ATTENDEES:** LaShonda Bilbo-Ervin, Principal; Kathy Moreland, Dean; Barbara J. Pierce, Parent; Ryan Cozad, Teacher; Martin Lavergne, Parent; Carona Burns, Teacher; Nghia Le, Teacher; Frank North, Alumni; Lorraine Gibbs, SDMC; Noe Resendiz, Student; Freddy L. Holland, Alumni; Sue Robertson, HISD-Facility Planning; Princess Jenkins, HISD-Facility Planning; Clay Clayton, Heery International; Michael Garfield, RPH/Kwame Building Group; Jim Lebbetter, RPH/Kwame Building Group; Amanda Goodie, RPH/Kwame Building Group; Stephanie Nellons-Paige, FH/HP; Jim Hepburn, FH/HP; Ed Schmidt, FH/HP; Tara Manning, Employment Specialist

**PURPOSE:** This meeting will focus on finalizing Draft Space Requirements to resolve square footage for Booker T. Washington High School and reviewing and discussing Schematic Design (SD) options with the Architect.

**AGENDA ITEMS:**

- Architect Schematic Design Presentation
- Finalize Space Requirements
- Room Description
- What to Expect at the next Project Advisory Team Meeting

**NOTES:**

**Discussion:**

1. HISD Facilities Planning Staff introduced the Program Manager, RPH/Kwame Team.
2. Fanning Howey House Partnership (FHHP) presented the draft Schematic Design Presentation.
  - a. The Architect discussed Site Plan Configuration.
  - b. The Architect is making the assumption that the current track and athletic field will not be relocated.
  - c. The Architect provided their reasoning for the proposed orientation of the new building.
  - d. The major face of the building will be North and South, because of that helps to decrease energy load.
  - e. The construction of the new school will allow for the current school to remain in operation during construction. It is possible that 41<sup>st</sup> Street will be the dividing line between the existing school and the new school site.
  - f. The PAT has expressed the desire for a well-defined entry to the new school. This may be best accomplished with an entry on Yale Street.
  - g. The new gym will be on the side of the outdoor athletics' current area location.
  - h. The architects presented three different schemes for the new building. In Scheme 1:
    - i. The courtyards in-between the 15% buildings for academic usage
    - ii. External courtyards for Engineering and CTE Labs
  - i. Scheme 2:

**Customer Focused . . . Always Responsive!**

**Office: 713-556-9299**

**Fax: 713-676-9582**

- i. Administration area is located in the center of the new building.
  - ii. Athletic/Physical Education is still located on the far right side of the building.
  - iii. There are two neighborhoods on the left side of the Administration area with 1 neighborhood on the right side of administration and the gym is on the end of the building.
  - iv. This scheme separates the CTE Learning Centers from the Learning Centers.
- j. Scheme 3:
- i. The administration area is located next to the gym and on the far right side of the building.
  - ii. The neighborhoods are all located in one area keeping the Engineering Learning Centers together
3. HISD Facilities Planning Staff discussed the HISD policy to connect the CTE to the daily class room environments, while also allowing for separation of projects.
  4. The Child Care Area has been created on the plans with the same footprint as other CTE spaces.
    - a. It is located in the far left building on all the plans.
    - b. This would allow the Child Care rooms to be flexible and possibly serve as pathway in the future.
    - c. The location will provide for separate drop off, and playground equipment and works with all 3 of the presented schemes.
  5. The Building Commons includes large spaces such as the cafeteria, gym and auditorium.
    - a. Auditorium - The architects suggested combining the cafeteria and auditorium space to provide a 500 fixed seat venue.
    - b. There are large windows in the auditorium. One PAT member asked if the windows add heat load. The architect responded that skylight technology is much improved and the heat load is minimal.
    - c. The architect explained Fire Code restrictions and the limited amount of seats for the different areas.
  6. The principal stated that each Dean/ AP should be located in the different neighborhoods.
    - a. The principal's office will be an Office C.
    - b. Deans/AP along with clerical space in each Neighborhood will have an Office B.
    - c. The Reception area has an Office A. -
    - d. HISD Facilities Planning Staff will work with the school to evaluate the need for additional office space
    - e. Special Education requires a separate office for physiologist and counselor.
    - f. HISD Facilities Planning Staff will edit the space requirements and send back out to the school for final review prior to releasing to architect.
  7. Room Description Review – The PAT planned for a 2 hour working session to review and discuss Draft Room Descriptions.

**Question and Answers:**

1. What are the areas of study to be covered in the construction lab?
  - a. The Construction Lab will be a comprehensive lab that offers training in electrical, plumbing, masonry, general construction, etc. These various trades are taught concurrently.
2. Where would the entrance to the gym be?
  - a. There could be two entrances to the gym, one via the administration, and one from Courtland Street for community access after school hours.
  - b. The gym will be the largest academic space.
3. Will the community have to come through the administration area for community events, when using the Gym?
  - a. No, the separate gym entry will have a foyer area as well.

4. Where is the front of the school?
  - a. The building will face Yale Street.
5. Why is the school single story?
  - a. The site is large enough for the school to be one story.
  - b. Benefits of a single story facility include the opportunity to use more natural light through skylights and elevated windows.
  - c. There is also the possibility of designing each building to highlight a different facet of sustainability. For example:
    - i. One building could possibly be used to generate turbo energy
    - ii. Another building could be used for solar energy
6. How feasible is it for Washington High School to implement grant programs?
  - a. It is very possible to use current HISD relationships for grant funding.
  - b. Faculty and staff might be working on other opportunities to see about available grants.
7. How does the design show separation along with connection?
  - a. The location of core academic neighborhoods near CTE spaces provides the opportunity for collaboration.
8. Why can't we flip the neighborhoods to have the labs facing the same courtyards?
  - a. This was separated so that each lab can have its own courtyard to provide sufficient space for each.
9. What is the approximate capacity of the dining commons
  - a. The dining commons will be able to accommodate 400 to 450 people at one time.
10. Could the dining commons expand with outdoor seating?
  - a. Yes, the architects plan to use the outdoor area adjacent to the building for outdoor seating and dining area.

**What to Expect Next PAT Meeting:**

1. 100% Schematic Design Presentation
2. Finalized Space Requirements
3. Finalized Room Descriptions

**ACTION ITEMS:**

- 2-001 Space Description Meeting/Review  
2-002 100% SD Design Review

**NEXT MEETING:** September 10, 2013 4:00pm.

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

Sincerely,

Amanda Goodie, PMP, AVS  
Director, Program Management and Strategic Planning  
**RPH Consulting Group**  
Direct 713.504.8606  
Office 713.275.4200  
Fax 866.704.8917  
agoodie@rphconsultinggroup.com

**Customer Focused . . . Always Responsive!**

---

**Office: 713-556-9299**

**Fax: 713-676-9582**