



## CONSTRUCTION AND FACILITY SERVICES (CFS)

3200 Center Street, Houston TX 77007-5909

### Facilities Planning

#### Meeting Minutes

#### Jack Yates High School

**MEETING NO.:** 001

**LOCATION:** Jack Yates High School

**DATE / TIME:** May 29, 2013, 3:30 pm

**ATTENDEES:** Ray Gatlin, Assistant Principal; Ava Howard, Parent/Alumni; Carl Davis, Alumni; Princess Jenkins, HISD-Facility Planning, Kedrick Wright, HISD-Facility Planning

**PURPOSE:** The purpose of this meeting was to focus on establishing the Guiding Principles for Jack Yates High School which will be used to "test" the decisions that are made throughout the design process.

#### AGENDA ITEMS:

- Introductions
- Overview of the process
  - Planning, Design and Construction for New Schools and Renovations
  - Roles and Responsibilities
- What is an Educational Specification?
  - District-Wide Educational Specification
  - Site Specific Educational Specification
- Creating Guiding Principles
- What to expect next Project Advisory Team Meeting

#### NOTES:

##### Discussion:

1. PAT has some concerns about the local architect assigned to Yates HS. The PAT feels they were rushed in the architect selection process
  - a. The PAT was expecting the opportunity to interview more architects prior to an architect being assigned.
2. The PAT also feels there has been some miscommunication between HISD and the community.
3. HISD Facilities Planning will work with the Jack Yates High School PAT through the entire project for continuity.
4. PAT members were reminded they each represent a stakeholder group. The purpose of this PAT is not to make decisions just among ourselves. The purpose of these PAT meetings is for each member to take information back to their respective stakeholder group and obtain feedback.
5. HISD is currently working on the District Wide Educational Specifications (Ed Specs) which are the requirements for achieving 21<sup>st</sup> Century Learning Spaces. Site Specific Ed Specs will be created to fit the educational program at Jack Yates HS.
  - a. Ed Specs include a Capacity Model, Space Requirements and Room Descriptions. Room Descriptions include users, activities and lists of furniture, fixtures and equipment.
6. The 2012 Bond Scope of Work for Jack Yates HS is: a new facility with a capacity of 1,300 – 1,500 students.
7. Developing Guiding Principles
  - a. The PAT presented a "Wish List" for the new building.
    - i. The PAT will work on revisions to the "Wish List" and use the Creating Guiding Principles handout to develop their Guiding Principles.

#### Question and Answer

1. What influence does the local architect have on the project?
  - a. Typically, the local architect is relied on for their knowledge and understanding of local Building Codes.
2. Who has the power to stop construction on the project if there is an issue that needs to be corrected?
  - a. HISD Construction Project Managers are responsible for making sure construction goes according to the approved design developed with input from the community and PAT.

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

**What to Expect Next Project Advisory Team Meeting**

1. Continue the discussion about Guiding Principles.

**ACTION ITEMS:**

---

1-01 Complete Guiding Principles. (PAT)

**NEXT MEETING: TBD**

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

Sincerely,

Princess Jenkins  
Facilities Planner - Facility Planning  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9333

attachment:



**JACK YATES HIGH SCHOOL  
PROJECT ADVISORY TEAM MEETING  
SIGN-IN SHEET**

May 29, 2013  
3:30 pm

[illegible]

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

Office: 713-556-9299

**Fax: 713-676-9582**