



**Project Advisory Team (PAT) Meeting Minutes**

**Sterling High School**

**MEETING NO.:** 010

**LOCATION:** Sterling High School, 11625 Martindale Road

**DATE / TIME:** February 20, 2014, 9:00 am

**ATTENDEES:** E. Dale Mitchell, Sterling HS –Principal; Ashlea Hogancamp, SHW Group – Design Team; Troi Taylor, HISD/Heery – Program Management Team Member; David Funk, HISD – Planning; Marvin Stone, HISD/Heery – Program Management team Project Manager; Clay Clayton, HISD – Planning; Joshua Harris – Student /ROTC Off.; Bob Bedrich, Cadence McShane; Norris Groves – PAT/Alumni; Rev. A.L. Hickman, Sr., HISD – N.C.C.F.; Constance Camron – HOHHS; Shane Dobbs – Sterling Student; Ebony Kelly – Sterling Student; Craig R Johnson, Sr, HISD – DADS for Education; Justin Fuentes – HSO/SSO.

**PURPOSE:** The meeting discussions focused on the recent School Tours by the PAT and Principal Mitchell.

**AGENDA ITEMS:**

- Introduction of the project CMAR – Cadence McShane
- Provide a photo report on the Seattle, Washington field trip to see 21<sup>st</sup> Century Schools in action – PAT Tour Participants
- Review Design Review Comments (from the Hattie Mae white poster boards)
- Reaffirm the focus of aviation program and the proposed revisions to the hangar section – Principal Mitchell
- Discuss the scope and timeline for the next Community Meeting – Troi Taylor
- What to Expect at the next PAT Meeting – Troi Taylor

**NOTES:**

**Discussion:**

1. Troi Taylor opened the meeting and updated the PAT on the current status of the project. He explained that the Schematic Design was under review with HISD to confirm program and budget compliance.
2. Troi introduced Robert Bedrich with Cadence McShane who gave a brief introduction of the company and experience.
3. Troi introduced Marvin Stone, HISD Program Management team's Project Manager, as the new point of contact for the project.
4. Principal Mitchell discussed some of the items from his tours and the things he likes about the current design including flex spaces outside of classrooms and the separation of the Auditorium/Gymnasium (loud spaces) from the educational portion (Learning Centers/quiet areas) of the building.
5. Troi Taylor gave a photo report of Seattle, Washington field trip to see 21<sup>st</sup> Century Schools in action:
  - a. Raisbeck Aviation High School: The group liked the following elements at the school:
    - i. The exterior "looks like a terminal"; the polished grey concrete floors on the interior; colored graphics of Aviation elements – runways, wings, engines, etc. on many of the walls and doors; miscellaneous Engineering Graphics – i.e. Leonardo Di Vinci sketches; Retractable bleachers (with chairs) for the gymnasium/auditorium combination space. (This space contained portable basketball goals.); furniture on wheels with adjustable heights; water fountains with bottle refill incorporated; Large

White Board at the ends of corridors/flex spaces which is “used as scratch paper by students during an exam;” “Consistent system” to display announcement / messages and time; Plane hung from the structure above – for decorative purposes; Dry-erase mobile partitions to divide spaces & activities; Fritted or frosted glass to use as a writing surface.

- ii. The Airframe Pathway contained a combination of uses & equipment which Principal Mitchell liked.
    1. The group liked the storage cabinets and shelves in the wall.
    2. The team liked the air and electrical at the ceiling (HISD prefers NO floor outlets.)
  - iii. Plastic Laminate or Phenolic Panels were used for durability at the corridors. It was thought that this had an MDF core with a plastic laminate.
  - iv. Storage space at Classrooms which contained sliding white boards, with shelving & TVs behind. Drawers and cabinets below. Principal Mitchell stated that Sterling’s could be smaller, possibly only 3 bays, compared to the entire wall at Raisbeck.
  - v. Dining ideas:
    1. Counter along corridor walls (café style) where majority of the students would eat, sit/stand, or socialize.
    2. Dining areas were dispersed throughout the school.
  - vi. Raisbeck partnered with private sector donors to fund portions of the building – i.e. the Boeing Auditorium, or a funding family’s name for a classroom wing.
  - vii. Raisbeck has a ‘wind tunnel’ machine which Sterling currently does not have. If they obtained this machine in the future, Sterling would use outdoors since the program currently does not provide a space for this unit.
  - viii. Only the ‘wet areas’ of the building contained ceramic tile on the walls.
  - ix. Clay Clayton from HISD Facilities Planning stated that HISD Technology and HISD Curriculum groups are meeting to determine the needs for all new Learning Centers. This will be presented to the PAT & Design Teams for what HISD desires to be used.
  - x. Clay Clayton asked Principal Mitchell about the idea of having all furniture for storage, in lieu of fixed cabinets. Principal Mitchell stated he prefers some “cubby holes” for storing materials permanently in that space.
- b. University of Washing Research Commons: The group liked the following elements at this facility:
- i. Book stacks area now converted and used for collaboration with the use of moveable/flexible furniture; mobile white boards are used to partition the space for various activities and uses; tables have white board tops that can be written on; combo water bottle refill and water fountain; long power & a/v chords at TV’s for plug-in for presentations; lots of projectors in the school, primarily at the “Resource Center”; 2 or 3 rooms for “quite” that could be “checked out” for use for small group activities; spaces along the corridor walls for “quiet / alone time”; furniture (conference tables) that contain plug-ins for presentations with small groups with TV screens. Resource Center has carpeted floor with lay-in acoustical ceilings
- c. Valley View Middle School: The group liked the following elements at the school:
- i. Wide corridors with benches at the edges to maximize the use of all spaces; colors are used as a way of identifying the specific areas of the school; operable glass panels at select classrooms. Not all classrooms had sliding glass panels, but did have transparency between flex area and classroom to increase supervision; classrooms had microphones for teachers to present; display cubbies with glass out to the corridor side of classroom for presenting student work ;; the school had the dining commons with a stage off of this space;

1. The group was unsure if table/chair storage was available at the dining commons.
- d. Marysville Getchell: The group liked the following elements at the school:
- i. All buildings (college-like setting) were the same for a total of 4 buildings; retractable bleachers at the gymnasium; the stage had an operable wall at the front of the stage to partition from the dining area; there was 1 main gymnasium with a second level track surface that doubled as 'circulation' space/corridor surrounding the gym; the dance/wrestling space was combined with what appeared to be a polished concrete floor; extended Learning Spaces/Flex Spaces from Classrooms; 2<sup>nd</sup> level "Stairs" (3 platform risers) for presenting to 1<sup>st</sup> floor dining space; dining 'kiosks' at each building to provide students the opportunity to either go to the main dining/food service area or grab a lunch at their current building quickly.
  - ii. Library dispersed throughout all 4 buildings.
    1. The campus told the PAT that books are not lost any more than when they had a Central Library. This was the case because most kids didn't want to bring back the book and pay the fine. The campus didn't have a 'check out' requirement. They took a book they wanted to read and brought it back when they wanted to.
    2. It was discussed that Lamar HS checks out Kindles and has few books to physically check out.
    3. Principal Mitchell prefers paying for online licenses to allow student access to the most current information available, in lieu of spending the same amount on physical books that become outdated.
  - iii. Overhead Garage Doors that still matched the window system at the exterior with glass panels. (Doesn't look like your standard residential garage door.)
    1. Clay Clayton prefers these types of doors at the Hangar and 'Stage Platform'.
6. Miscellaneous Discussions:
- a. A committee within HISD is being formed soon to determine the budget for FF&E at Sterling and other campuses.
  - b. The PAT requested Color Coding or Way-Finding for each neighborhood at Sterling to help students understand which areas are which.
  - c. Principal Mitchell requested an elevated space at the hangar to view the Hangar from above. It can either be a "balcony" within the Hangar or an adjacent corridor outside of the Hangar at the second level.
  - d. The PAT likes the idea of having visibility/glass at doors into the Mechanical and Electrical rooms for students to learn about the building systems.
    - i. It was also requested to have "Did you Know?" signs next to each of these rooms to further explain the systems.
  - e. Principal Mitchell requested multiple 'copy' areas throughout the building for added flexibility. Most of the offices and Teacher Planning areas are comparable in size and will accommodate printers/copiers.
  - f. The AP Offices are intended to have a desk, back wall of shelves, plus a small conference table to seat 4 people.
  - g. Sterling student Joshua Harris suggested having 'chalkboard' painted walls to encourage students to use the walls during their studies. The PAT agreed that whiteboard walls would suffice.
  - h. Troi Taylor mentioned a "Dress Rehearsal" presentation at 3200 Center Street to be scheduled soon.
  - i. Joshua Harris requested Fruit Trees to be planted at the new Sterling.

- j. Joshua Harris requested rock gardens in lieu of shrubs and lawn. He stated this will help with the 'green' aspect of the design and provide increased durability.
7. Review Design Review Comments (from the Hattie Mae white poster boards):
- a. *Design Comment: "Where is the library? Aren't schools required to have a library?"*
    - i. David Funk from HISD Facilities Planning explained that there is dedicated square footage for Library/Media spaces at the new Sterling to meet or exceed TEA requirements. However, there is not a 4-walled library that encompasses this entire square footage in one central area, as typically seen in the traditional school model. How this space is dispersed and arranged is a decision made by each campus' PAT team and specific needs of that individual campus.
    - ii. The goal and PAT agreed upon design is to disperse the library / media reading, research, stacks and circulation into the Neighborhoods to enable students easier access to the material from their learning centers.
    - iii. Three student representatives on the Sterling PAT were polled on this issue, with two of the three stating they preferred strictly digital and the other stated he prefers a physical book.
      - 1. This reinforces that the PAT's 'design goal' to provide a variety of material (digital and physical) for student access is optimal.
    - iv. Clay Clayton requested that the campus identify their current library collections & inventory. Principal Mitchell believes there are currently 7- 8,000 books with an average date of 1976.

#### **WHAT TO EXPECT AT THE NEXT PAT MEETING:**

- 1. Cadence McShane will do a presentation for their company, firm history, experience, et cetera.
- 2. Principal Mitchell will share information regarding recent tours of Aviation Schools and how these ideas & requirements for Michigan Institute of Aviation Technology (MIAT) will be incorporated into the new Sterling HS.
  - a. At this meeting, we will formally introduce Cadence McShane via a presentation.

#### **ACTION ITEMS:**

- 10-01 Bring 'Hattie Mae White' boards to Sterling for their use at the Gospel Performance (HISD Program Management)
- 10-02 Identify their current library collections & inventory. This quantity and sizes will be needed for the new book stack space, quantity and shelf sizes (Sterling).
- 10-03 Schedule a "Dress Rehearsal" presentation at 3200 Center Street (HISD Program Management).
- 10-04 Confirm with Raisbeck the type of corridor wainscot panels used. (HISD Planning)
- 10-05 Water Fountains with Bottle Refill is to be reviewed / coordinated with HISD standards and budget (HISD Program Management).
- 10-06 Display announcement / messages + time to be reviewed / coordinated with HISD standards and budget (HISD Program Management).
- 10-07 The quantity of projectors provided by the HISD Technology is to be reviewed / coordinated with HISD standards and budget (HISD Program Management).
- 10-08 Review the cost differences between Deco-Pour versus Polished (grey / unstained) concrete with Cadence McShane. (Architect/CMAR)

#### **NEXT MEETINGS SCHEDULED:**

- 1. Thursday, March 27, 2014 at 9:00am.
- 2. The Community Meeting #2 is scheduled for April 8<sup>th</sup> at 6:30 pm at Sterling HS.

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

Sincerely,

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

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