



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

Facilities Planning

Project Advisory Team Meeting Minutes
South Early College High School

MEETING NO.: 008

LOCATION: Houston Community College South Campus, Gay Hall

DATE / TIME: June 13, 2013, 10:00 am

ATTENDEES: Bessie Swindle, SECOC; Charles Whingham, HCC; Debra McGaughey, HCC Central; Bill Cabrera, Smith & Co. Arch.; Charles Herbert, Community Member; Dr. Mary Addison, HISD; Linda Scurlock, SHCCC; Wilma Jordan, TX State Representative; Samantha Brooks, HISD; Jean Brooks, HISD; Derrick Sanders, HISD-Sr. Mgr Construction; Sizwe' Lewis, HISD-Project Manager; Sue Robertson, HISD-Facility Planning; Princess Jenkins, HISD-Facility Planning; Kedrick Wright, HISD-Facility Planning

PURPOSE: The purpose of this meeting was to focus on the Revised Space Requirements for South Early College High School and review a draft of the Site Specific Educational Specifications.

AGENDA ITEMS:

- Review Revised Space Requirements
- Review Draft Site Specific Educational Specifications
- What to expect at the next PAT Meeting

NOTES:

Discussion

1. HISD will host a furniture fair this fall to allow PAT members the opportunity to view and "test drive" various furniture options that may be used in the new schools.
2. Draft Site Specific Educational Specifications (Ed. Specs.) Discussion
 - a. The PAT was given a draft copy of the Site Specific Ed. Specs. which contain the Capacity Model, Space Requirements and Room Descriptions. The Room Descriptions include lists of users, activities and furniture, fixture and equipment. Members were asked to review the draft and make comments and ask questions.
 - b. The questions and answers below are from the dialogue about the Site Specific. Ed. Specs.:
 - 1) In looking at the Site Specific Ed. Specs., are there more restrooms in the design?
 - a. Yes. The Building Code determines the number of toilets needed in the new building.
 - 2) Will there be a private restroom in the Principal's Office?
 - a. Yes, the Principal's Office will have a private restroom.
 - 3) How flexible are the Site Specific Ed. Specs.?
 - a. This document is very flexible. The reason the document is currently in draft form is to get feedback from the PAT.
 - 4) What kind of area is the "Learning Commons"?
 - a. This area used to be referred to as the Library. The Learning Commons will have an area with some books, circulation and enough tables and chairs to hold a full sized class. Some of that square footage will be put into extended learning areas located in the Neighborhoods where students can gather to do group work.
 - 5) Where will the students store their belongings?
 - a. The One to One Computing initiative will eliminate the need for lockers to store bulky text books. Students' personal belongings may be stored in their homeroom or the first class period of each day.
 - b. For security reasons, some high school principals do not want lockers.
 - 6) What is the purpose of the outdoor area adjacent to the Visual Arts Learning Center?
 - a. This space can be used for art projects that may be too messy for indoors. This area can also be used as extra work space or to just have an outside environment to creatively work.

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- 7) Where is the teacher's lounge located?
 - a. There is a Teacher's Work Center located in each of the Neighborhoods. The Teacher Work Centers include a cubicle for each teacher, meeting space, a copier, and a kitchenette.
- 8) Will there be enough storage for the Wet Labs?
 - a. Yes. There are (3) Wet Labs. Two of the Wet Labs will share one storage and preparation room and the other will have its own storage and preparation room.
 - b. There will be continued discussion about how HISD and HCC will both have access to and use of the Science Wet Labs.
- 9) Will there be some differentiation in the CTE space definitions?
 - a. Yes, the room descriptions for CTE are still being developed.
 - b. The spaces however, will include proper wiring and FF&E to accommodate change over time.
- 10) Will the building be wired for monitoring and networking?
 - a. Networking technologies for current and future use will be built into the school.
- 11) Where are the faculty restrooms?
 - a. Faculty restrooms are included in building support. The number of faculty restrooms is driven by Building Code.
- 12) Will the student restrooms be unisex?
 - a. No. There will be separate boys and girls restrooms.
- 13) Where is the square footage for the stage?
 - a. The square footage for a stage is included in the Multi-purpose Space.
- 14) Will there be a projector in the Dining Commons?
 - a. Yes. There will be a projector, maybe two depending on site lines in that space.
- 15) What type of flooring will be on the stage?
 - a. The flooring for the stage will be discussed in more depth. The flooring needs to be durable and look nice. More than likely, the stage will be functional flooring for multipurpose use.
- 16) Will the new building have carpet?
 - a. There may be carpet in some areas such as offices and the Learning Commons. However, VCT will more than likely be used in most areas of the building. In the areas where carpet is used, carpet tiles will be used for easy replacement in case they are stained or damaged.

What to Expect at the Next PAT Meeting

1. Next meeting the architect will present site layout options.
2. Discussion will focus on day lighting and the impact of orientation.

ACTION ITEMS

- 8-01 Create draft Room Descriptions for Artificial Intelligence CTE space. (HISD-Facility Planning)
- 8-02 Update Bubble Diagrams in the Room Descriptions (HISD-Facility Planning)
- 8-03 Prepare site layout options (Smith & Co. Architects)
- 8-04 Send comments back to the PAT that were made regarding the Draft Space Requirements (HISD-Facility Planning)

NEXT MEETING: July 18, 2013 at 10:00 am.

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:

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