



**Project Advisory Team Meeting Minutes**

**Washington High School**

**MEETING NO.:** 003

**LOCATION:** Washington High School

**DATE / TIME:** June 11, 2013, 4:00 pm

**ATTENDEES:** Kathy Moreland, Dean; Barbara J. Pierce, Parent; Martin Lavergne, Parent; Carona Burns, Teacher; Nghia Le, Teacher; Lizanna Pierre, Parent; Freddy L. Holland, Alumni; Stag Pierson, Athletics Director; 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 revisions made to the Capacity Model at last month's PAT Meeting and to begin the discussion about the Space Requirements for Washington High School.

**AGENDA ITEMS:**

- Review Guiding Principles
- Continue the discussion about the Draft Capacity Model
- Continue the discussion about the Draft Space Requirements
- What to expect next Project Advisory Team Meeting

**NOTES:**

**Discussion:**

1. 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 in a regularly scheduled full-size class.
  - c. Building Capacity – number of Teaching Stations multiplied by Students per Teaching Station.
  - d. Percent Utilization – percentage of the day a Teaching Station is being used
  - e. Net Square Footage – length multiplied by width of the inside of a space
  - f. Teaching Stations Specific to Program – The District-Wide Ed. Spec. provides an allocation of teaching stations that can be identified by each campus to support the educational programs that are offered on that campus beyond Core Academic Learning Centers, Science, Art, Performing Arts, etc. Spaces that will comprise this “Specific to Program” allocation are typically Career & Technical Education Learning Centers and JROTC spaces
  - g. Building Support - amount of square footage needed for corridors, wall thickness, restrooms, electrical rooms, technology support rooms, stairs, elevators, mechanical, etc. Building Support is 38% of the Net Square Footage.
2. Draft Capacity Model Discussion:
  - a. The Draft Capacity Model was revised real-time by Sue Robertson at the previous PAT meeting and these revisions were reviewed.
    - i. The revised Capacity Model included 48 teaching stations to accommodate the 1,100 student Program Capacity.
3. Draft Space Requirements Discussion
  - a. HISD's District Wide Educational Specification is the foundation for the Space Requirements.
  - b. The “currency” the Design Team is dealing with is square footage. The dollars have been turned into square footage.
  - c. The Draft Space Requirements were reviewed and revised real-time by Sue Robertson.
    - i. Core Classrooms in existing building are about 800 square feet.
    - ii. Core Learning Centers in the new building will be 850 square feet.
  - d. Representatives from Washington's Athletics Department were present to provide more detailed program space requirements for the Athletic Program.
  - e. The PAT briefly discussed linked learning and Washington's current Pathways.
    - i. Ms. Kathy Moreland, Dean, will provide detailed information about the Standard HISD Pathways for the next PAT meeting.
  - f. Space Requirement Definitions:

- i. Learning Commons – A centralized area where hardcopy books are stored and circulated. Some of the square footage allotted to this area will satellite into the Neighborhoods.
- ii. Small group room – These rooms could be used as meeting rooms, Itinerant Offices or Workroom for students or teachers.
- iii. Professional Development/Data Center – This is a private space for student performance tracking and teacher training.
- iv. Teacher Work Station – The plan is for classes to share learning center and wet labs spaces. The Teacher Work Station is a shared area where teachers will be officed, have a conference room, copier and a kitchenette.
- g. The Engineering department will need a lot of space because of the projects and the instruction methodology.
  - i. The Space Requirements are a living document. Once the Architects are fully on-board, they will perform an analysis of the existing Engineering Classrooms/Labs.
  - ii. Alternative Energy Sources are a part of the current Engineering curriculum, so the PAT would like to include the use of Alternative Energy Sources in the new building.
- h. JROTC is a prescribed program and the new building will have whatever is required.
  - i. The JROTC Program at Washington HS is NAVY.
- i. There must be enough space in the Instrumental Music Learning Center to accommodate growth of the music department.
  - i. The PAT needs to determine the number of students currently in the band and the department's expected growth over the years.
- j. The swimming pool was added to the space requirements per the request of the PAT at the last meeting.
  - i. Swimming pools are very expensive to maintain and there is a lot of square footage allotted to that space in the current draft.
  - ii. The idea of shared regional pools was discussed.
    - 1). Similar to the manner in which regional athletic stadiums are currently used; regional pools would be located strategically to serve multiple schools.
    - 2). The operating costs could be mitigated if the pools were managed and operated by a Third Party, such as the YMCA or the Red Cross.
- k. Typically, Locker Rooms are collectively used by Athletics (various sports) and the Physical Education Department.
  - i. The PAT needs to look at number of students in each sport to help determine the required square footage of the Locker Rooms.
- l. The Washington HS Administrators were asked to look at the Office and Administration spaces to make sure there is enough space allocated in the new building.
- m. The new cafeteria will include a kitchen with full preparation facilities.
  - i. Student Commons sized to seat 1/3 of the students plus 200 students.
    - 1). There cannot be an incremental plan to increase the size of the cafeteria, thus growth must be planned for in the new design. The 200 student overage is designated for that growth.
- n. The IT Support square footage may have to increase for storing and working on laptops and tablets due to the one to one computing initiative.
- o. Square footage was allocated for the requested child care facilities.
  - i. There will be discussion with the child care director to talk about State Codes and requirements for child care facilities.

**Question and Answer:**

1. How do you calculate the program capacity?
  - a. Program Capacity is calculated by multiplying building capacity by percentage of utilization.
2. Is the weight room a teaching station?
  - j. No. A Teaching Station is any place you would regularly schedule a full-size class.
3. Is the Instrumental Learning Center the Band Room? And if the Capacity is 28 will that be enough space for the entire band?
  - a. The room can be sized for the largest, average class size. Twenty-eight is the average class size of a regularly scheduled class used for the capacity model.
4. Is the 850 square feet a district or an industry standard for learning centers?
  - a. There is no industry standard; however normal learning centers are between 850-900 square feet.
5. In reference to the Space Requirements on paper, has the land issue been handled?
  - a. HISD is in the process of acquiring land at the rear of the existing building. This location will be used during construction for learning and then used as outdoor and athletic space for the new building.
6. Is the lobby in the gym a designated "support area"?
  - a. Yes, but it's not included in the 38% allocated for building support.
7. How much gym seating will there be?
  - a. There will be enough bleacher seating to accommodate the entire program capacity.

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8. How much space is there between the first set of seats and the out of bound line of the basketball court?
  - a. There is a 10 foot buffer on each side of the basketball court.
9. What is a training room?
  - a. A training room is a designated space for athletes to receive treatment. Athletic recovery, ankle wrapping, sports training and other athletics related treatments would happen in this space.
10. Is the one to one computing the reason there are no designated computer labs in the new building?
  - a. HISD will have moved to one to one computing by the time the building has been built. There will not be a need for that space.
11. Is the 190,000 square feet allocated on the current Draft Space Requirement for the building only?
  - a. That square footage budget only includes the interior spaces of the new building. In addition, there will be at the least a tennis court, baseball/softball field and a football practice field.
12. Will the building be multi-story for a smaller footprint?
  - a. Yes. The building will include multiple floors.
13. What is the cost per square foot?
  - a. The Bond was based on \$140 per square foot. The budget cost includes fees for building and other soft cost such as, FFE and technology.
14. Will the architects build a physical model of the new building?
  - a. The Architect will either build a physical model or 3D computer generated model.
15. Has the administration determined the priorities of Washington HS, needs versus wants, to help determine trade-offs of square footage?
  - a. Those types of decisions are determined using the Guiding Principles and with input from the PAT.
  - b. The PAT believes the school's priorities should include the safety of the students and growing in reading and math.
  - c. The discussion in which the PAT revised the capacity model was also an exercise in prioritization; deciding which educational spaces were needed at the campus.
16. Can outside funding be added to the budget?
  - a. There will be continued discussions regarding outside funding of specialized program needs

**What to Expect Next PAT Meeting:**

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

**ACTION ITEMS:**

- 1-01 Complete Guiding Principles. (PAT)
- 2-01 Update Capacity Model. (HISD – Facility Planning)
- 3-01 Bring Pathway definitions to next meeting (PAT)
- 3-02 Determine the number of students participating in each sport (PAT)
- 3-03 Talk to child care director, Mrs. Gibbs about State requirements and standards (HISD – Facility Planning)
- 3-04 Send Draft Capacity Model with meeting minutes (HISD – Facility Planning HISD)
- 3-05 Draft a proposal to take out 10,000 square feet from current draft (PAT)
- 3-06 Connect with CTE teachers to find out current Pathways (HISD – Facility Planning)
- 3-07 Talk to the Visual Arts teacher about validating the spaces (PAT)
- 3-08 Determine the current number of band students and the department's expected growth (PAT)

**NEXT MEETING:** July 9, 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  
Sr. Manager, Facility Planning  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9329

attachment:

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**Fax: 713-676-9582**