



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

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**Project Advisory Team Meeting**  
**Booker T. Washington High School**

**MEETING NO:** 006

**LOCATION:** Booker T. Washington High School

**DATE / TIME:** November 12, 2013 4:00 pm

**ATTENDEES:** Eric Ford, HISD-Facilities Design; Ed Schmidt, FH/PH; Licia Green, FH/PH; Geoff Bay, FH/PH; Clay Clayton, HISD Facilities Planning; Ron Roberts, HISD PM; Kim Jones, One World; Kathy Moreland, HISD, Dean; LaShonda Bilbo-Ervin, Principal; Ryan Cozad, Teacher/Coach; Martin Lavergne, BTW/Parent DTSA; Tara Manning, BTW Employment Spec; Tanya Debose, IH Community; Sammy Dyer, BTWAA Alumni; Noe Resendiz, Student; Lizanna Pierre, Parent;

**PURPOSE:** The purpose of this meeting was to present the updated the floor plans in breakout sessions with the PAT.

**AGENDA:**

- Community Meeting Comments
- Site Plan Review
  - Academics
    - Media Areas
      - Informal Gathering Spaces
      - Different Variation in Configurations
    - Science Lab Proposals
      - Lecture
      - Demonstrations
      - Application
  - Day Care
    - Outdoor Play Area
    - Fencing
  - Administration
    - Configuration
    - Entrances
    - Health Clinic
    - Safety Vestibule
- What to Expect at the Next PAT Meeting

**NOTES:**

**Discussion**

1. Community Meeting Comments
  - a. The community was seeking answers to the questions that were left on the comment cards. It was suggested that the frequently asked questions and answers (FAQ) be posted on a website, possibly HISD bond site and/or the Booker T. Washington HS site. This needs to be studied more by HISD and the Architect.
  - b. To get more participation in the Community Meetings, more flyers need to be disseminated to the community. Participants can include (future) students, (future) parents of students and middle school students and parents. Small group discussions are used because it made everyone feel comfortable to freely express their opinion.
  - c. One PAT member noted that for many in the community reading minutes online is an issue. She stated that finding the minutes on Bond website took a number of clicks. The group asked if there could be a direct link from the school's website to the school's section of the Bond website. HISD will follow up with Bond Communications about this matter.

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2. Academics
  - a. Most of the community and the students prefer focusing on an academics building instead of planning for a swimming pool. (A survey was taken.)
    - i. The architect will leave space on the layout should this concept need to be revisited in the future.
3. Daycare
  - a. There is community concern about opening the daycare to the public.
  - b. Other concerns include the fencing around the play areas and the moveable walls which could cause a sound issue. The Architect will revisit this issue as design progresses.
4. Administration
  - a. The PAT would like to have an IT Center in every neighborhood instead of just the one required in the Educational Specification. The neighborhoods will include the learning commons (cyber café), teacher work area/lounge, science lab, gathering commons, two administration offices, restrooms and the main hallway.

What to expect at the next PAT meeting:

1. There will be continued discussion about the site layout and floor plans at the next meeting.

#### **ACTION ITEMS:**

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|--------|--|
| 01-001 | The HISD Program Manager will follow up on providing a list of FAQ for this project and all upcoming projects. HISD will also look into providing a direct link for Booker T. Washington HS from the Bond website. |
| 01-002 | The Architect will follow up on the requirements for licensing daycare centers in the State of Texas.  |
| 01-003 | The HISD Program Manager will follow up with One World on the flyers for this meeting and any community contact in the future.   |
| 01-004 | Clay Clayton, HISD Facilities Planning, will follow up on establishing a link from the school's website to the meeting notes.  |

**NEXT MEETING:** The next PAT meeting will be held on December 10, 2013 at 4:00 pm.

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**

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