



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Madison High School**

**MEETING #:** 01

**LOCATION:** Madison High School

**DATE / TIME:** September 9, 2014, 4:30pm

**ATTENDEES:** (those marked with a check were present)

<input checked="" type="checkbox"/>	Angela Barrett	Teacher	<input checked="" type="checkbox"/>	Josolynne Reed	Teacher
<input checked="" type="checkbox"/>	Brenda Braziel	CATE	<input type="checkbox"/>	Gloria Russell	Parent
<input type="checkbox"/>	Ladeana Harris	Alumni	<input checked="" type="checkbox"/>	LaJuan Harris	HISD
<input checked="" type="checkbox"/>	Vivian Harris	Council Rep	<input checked="" type="checkbox"/>	Clay Clayton	HISD
<input checked="" type="checkbox"/>	Shavara Lyons	CATE	<input checked="" type="checkbox"/>	Steven Gee	HISD
<input checked="" type="checkbox"/>	Dexter McDougald	Alumni	<input checked="" type="checkbox"/>	Vivian Harris	Community
<input type="checkbox"/>	Shenetra McLemore-Reed	Parent	<input type="checkbox"/>	Rosalyn Rogers	Attendance Clerk
<input checked="" type="checkbox"/>	Linda Spurlock	Community	<input checked="" type="checkbox"/>	Tony Rhodes	Student
<input checked="" type="checkbox"/>	Ray Washington	Community	<input checked="" type="checkbox"/>	Dasjah Martinez	Student
<input checked="" type="checkbox"/>	Allen Williams	Teacher	<input checked="" type="checkbox"/>	Lesbra Espinal	Student
<input checked="" type="checkbox"/>	Sonja Williams	Principal	<input checked="" type="checkbox"/>	Heili Torres	Student
<input checked="" type="checkbox"/>	Joyce Woods	Registrar	<input checked="" type="checkbox"/>	Roy'al Mcgee	Student
<input checked="" type="checkbox"/>	Luis Pineda	Student	<input checked="" type="checkbox"/>	Joseph Richardson	Student
<input checked="" type="checkbox"/>	Clarence Jerome	Student	<input checked="" type="checkbox"/>	Brandon Wilson	Student

**PURPOSE:** This meeting was an introduction and overview of the planning, design and construction process.

**AGENDA:**

- Introductions
- Planning/Design/Construction Process
- Roles/Responsibilities
- 21<sup>st</sup> Century Educational Facilities
- Guiding Principals
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. Steven Gee introduced himself to the PAT as the Project Manager. He noted he is responsible on a day-to-day basis for managing the design and construction of the Project and keeping the PAT informed and involved.
  - a. Mr. Gee asked all the attendees to introduce themselves to the group and describe their affiliation with Madison High School.



- b. After the introductions, LaJuan Harris with HISD-Facilities Planning gave an outline of the meeting. This was followed by a presentation of a video that relayed the vision of HISD's 2012 Bond Program.
1. Planning, Design, and Construction Process
    - a. Ms. Harris outlined the Planning, Design, and Construction Process:
      - i. Development of Site Specific Educational Specifications
      - ii. Project Concept Developments
      - iii. Schematic Design Phase
      - iv. Design Development Phase
      - v. Construction Document Phase
      - vi. Permitting and Procurement Phase
      - vii. Construction Phase/ Furniture, Fixtures and Equipment (FF&E)
      - viii. Move-in
    - b. Ms. Harris noted that as the Facilities Planner, she will develop the Educational Specifications with the PAT. This document describes to the Architect the principles of the school, how instruction is delivered, how many students the facility shall accommodate, what spaces are required, how those spaces shall be arranged and the general description of the finishes within the building. The items included in the Education Specifications are as follows:
      - i. Guiding Principals
      - ii. Capacity Model
      - iii. Space Requirements
      - iv. Space Description
      - v. Finish, Fenestration, Infrastructure Matrix
  2. Roles and responsibilities for each team member were reviewed.
    - a. Teachers are to provide input related to the classrooms and how learning will take place in the new building.
    - b. Students are encouraged to provide input on how they learn best and what would make the school user friendly to the students of the future.
    - c. Community members were encouraged to provide input on how the community should and would perceive the school as a part of their neighborhood.
    - d. The Principal serves as the leader of the group and will provide recommendations on how the school is organized.
  3. 21<sup>st</sup> Century Educational Facilities
    - a. Ms. Harris reviewed with the PAT the various links available for the PAT and public to access information regarding to 21<sup>st</sup> Century Education on the HISD website through the 2012 Bond link. She encouraged the PAT to access and explore the website's videos and information available.



#### 4. Guiding Principals

- a. Ms. Harris explained to the PAT the idea of the Guiding Principles; the concept which articulates the schools vision, values, hopes, and ideals to the design team. The Madison PAT will need to develop and approve their Guiding Principles, and noted they will have some homework to do before the next PAT meeting. She informed the PAT the Guiding Principles do not have to be lengthy, and pointed where to locate some examples on the 2012 Bond website.
- b. Ms. Harris stated while the Guiding Principles are being developed, she will be working with smaller groups to start working on information on how the student capacity will be accommodated.

#### QUESTIONS/ANSWERS:

1. Is there a short list of Architects firms for the Madison High School Project?  
*The architectural firms that presented to the PAT and the HISD selection committee are considered the short list.*
2. Will HISD listen to our opinions on the selection of the Architect?  
*The architect chosen by the PAT is weighted heavily in the final selection.*
3. How much land do we have to work with to build the new school?  
*Madison High School (approx. 19.9 AC), Strip of land across the street from the school (approx. 3.4 AC)*
4. Is HISD going to buy the land on Landmark St. to be utilized in the building of the new Madison High School? *HISD currently has no plans to acquire additional property for Madison High School.*
5. How many students is the school being built to hold and what is the current enrollment?  
*The school will be built to accommodate 1,900-2,100 students, and the current enrollment is 1833 students.*
6. How was the enrollment number determined and did HISD account for the future growth in the community? *HISD demographers considered live birth data, historical school enrollment data, micro- and macro-economic projection data to determine the range of capacities included in the 2012 bond referendum.*

#### ACTION ITEMS:

01-01 Prepare draft Guiding Principles. (PAT)

01-02 Meet with Principal and develop draft Capacity Model for consideration at the next PAT meeting. (Facilities Planning).

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

1. Finalize Guiding Principles and introduce the Capacity Model.



**NEXT PAT MEETING:** Tuesday, October 14, 2014 at 4:30 pm, Madison High School Library

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

Sincerely,

**Steven Gee**

Project Manager

HISD – Construction & Facility Services

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**HOUSTON INDEPENDENT SCHOOL DISTRICT**

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