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)

- Angela Barrett Teacher
- Brenda Braziel CATE
- Ladeana Harris Alumni
- Vivian Harris Council Rep
- Shavara Lyons CATE
- Dexter McDougald Alumni
- Shenettra McLemore-Reed Parent
- Linda Spurlock Community
- Ray Washington Community
- Allen Williams Teacher
- Sonja Williams Principal
- Joyce Woods Registrar
- Luis Pineda Student
- Clarence Jerome Student
- Josolynne Reed Teacher
- Gloria Russell Parent
- LaJuan Harris HISD
- Clay Clayton HISD
- Steven Gee HISD
- Vivian Harris Community
- Rosalyn Rogers Attendance Clerk
- Tony Rhodes Student
- Dasjah Martinez Student
- Lesbra Espinal Student
- Heili Torres Student
- Roy’al Mcgee Student
- Joseph Richardson Student
- 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
- 21st 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. 21st Century Educational Facilities
   a. Ms. Harris reviewed with the PAT the various links available for the PAT and public to access information regarding to 21st 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 Principles
   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
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9261
Email: sgee@houstonisd.org