



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

**MEETING #:** 1

**LOCATION:** Jordan High School

**DATE / TIME:** September 23, 2014, 1:00pm

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

✓	John McAlpine	Principal
✓	David Hill	Teacher
✓	Ronald Jacobs	Teacher
✓	Randy Smith	Teacher
✓	Athena Reed	Community
✓	Velma Laws	Community
	Mary Navy-Mercier	Secretary
	Rona Simmons	School Support Officer

✓	Kristina Carter	Student
✓	Ta'Mirah Collins	Student
✓	Corina Gonzalez	Student
✓	Jasmine Mercier	Student
✓	Gennevice Sanchez	Student
✓	Princess Jenkins	HISD Facilities Planner
✓	Marvin Stone III	HISD/Heery Program Management

**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. Introductions
  - a. The first PAT meeting for Barbara Jordan High School was opened by HISD Bond Project Manager Marvin Stone, who explained his role as Project Manager. Mr. Stone then introduced HISD Facilities Planner Princess Jenkins who also asked the members of the PAT to introduce themselves, starting with Principal John McAlpine.



- b. Ms. Jenkins gave an overview of the agenda for today's meeting. This was followed by a presentation of a brief video entitled, "An inside look at the progress on HISD's 2012 Bond Program", which gave an overview of the vision of the bond projects.
2. Planning/Design/Construction/Process
  - a. Ms. Jenkins outlined the Planning, Design, and Construction Process:
    - i. Site Specific Educational Specifications
    - ii. Concept Developments
    - iii. Schematic Design Phase
    - iv. Design Development Phase
    - v. Construction Document Phase
    - vi. Permitting and Procurement Phase
    - vii. Construction Phase/FF&E
    - viii. Move-in
  - b. Ms. Jenkins discussed Educational Specifications that she will develop with the PAT. The Educational Specifications are a site specific document that describes to the architect, the principals of the school, how the school intends to teach, how many students the school is to be designed to accommodate, space requirements, space arrangements and the general description of the finishes for those spaces. Ms. Jenkins gave a brief explanation of the Educational Specification components:
    - i. Guiding Principals
    - ii. Capacity Model
    - iii. Space Requirements
    - iv. Space Description
    - v. Finish, Fenestration, and Infrastructure Matrix
3. Roles and Responsibilities
  - a. Ms. Jenkins informed the PAT that the planning process will be ongoing each month through January 2015. She emphasized how critical the PAT's input will be in planning the new school and explained the roles and responsibilities of the PAT.
    - i. The PAT, led by the Principal, also includes teachers, staff, parents, students, and community representatives. Ms. Jenkins stated the PAT will give advice, and each member is a representative of their constituents. They are encouraged to communicate with their constituents, as well as getting their feedback.
    - ii. Four groups from the HISD Construction and Facilities Services will be involved during the planning, design and construction process. This includes Program/Project Manager, Facilities Planner, Design Manager, and Construction Manager. Mr. Stone stated as the Project Manager, he will be the main point of contact, and is responsible for the project. He will also manage the efforts of the architects and contractor during the design and construction phases, as well as coordinating with other HISD parties including the Facilities Planner, Ms. Jenkins.
    - iii. It was noted that there will be consultants involved during the design and construction process also. Those consultants include, the Design Professional/Architect, Construction Manager at Risk (CMAR), Engineers, and Surveyors. Mr. Stone emphasized the CMAR will play an important role during design assisting with scheduling, budget estimates, and providing recommendations on construction feasibility. During construction, they will be the contractor responsible for construction of the building.
4. 21<sup>st</sup> Century Educational Facilities
  - a. Ms. Jenkins reviewed with the PAT the various links available for the PAT and public to access information regarding 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.



- b. As an example of the HISD 21<sup>st</sup> Century vision, the PAT viewed a video available on the 2012 Bond website of the New Tech High in Coppell, California.
- c. Ms. Jenkins reviewed some examples of 21<sup>st</sup> Century Principles:
  - i. Large and small collaboration spaces.
  - ii. Flexible furniture.
  - iii. 21<sup>st</sup> Century technical environment.
  - iv. Transparency between classrooms and corridors
- 5. Guiding Principles
  - Ms. Jenkins explained to the PAT the idea of the Guiding Principles. They articulate a schools vision, values, hopes, and ideals to the design team. The Jordan PAT will need to develop and approve their Guiding Principles, and noted they 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 to some examples on the 2012 Bond website.
  - a. Ms. Jenkins stated while the Guiding Principles are being developed, she will be working with a smaller group to start working on information on how the student capacity will be accommodated.

**ACTION ITEMS:**

- 1-01 Develop draft Guiding Principles for Barbara Jordan High School (BJHSC PAT)
- 1-02 Develop draft capacity model with user group (HISD Facilities Planner)

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

- 1. Review and acceptance of Guiding Principles
- 2. Review and acceptance of the Capacity Model
- 3. Introduction of Space Requirements

**NEXT PAT MEETING:** Tuesday, October 28, 2014, 1:00 pm, Jordan High School

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,

Marvin Stone, III  
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