



**Project Advisory Team Meeting Minutes**

**Bellaire High School**

**MEETING NO.:** 002  
**LOCATION:** Bellaire High School  
**DATE / TIME:** October 15, 2013, 4:00 pm  
**ATTENDEES:** Michael McDonough, Principal; Sandi Johnson, Parent – PTO; Rocky Manuel, Teacher/Coach; Diana Leeson, BHS School Bus Manager; Andrew Monzon, Asst. Principal; Allen Scarrow, IITC5R-Technology; Marina Finley, Student; Zachary Wood, Student; Jay Stubbs, Teacher; Amy McIntyre, Teacher/Dept. Chair; Swati Narayan, Parent; Carl Casteel, Librarian; Judy Long, Community; Todd Blitzer, Community; Leisa Lovy, Community/Parent; David Funk, HISD-Facility Planning

The following summarizes the discussions and decisions reached during the above referenced meeting.

**AGENDA ITEMS:**

- Introductions
- Creating Guiding Principles
- Educational Specification
  - District-Wide Educational Specification
  - Site Specific Educational Specification

**NOTES:**

1. The development of the Guiding Principles was discussed. There is a desire to maintain the culture of Bellaire High School which includes a strong sense of community and pride in the school. Students feel they have a lot of autonomy and variety in how they interact. The new building should be beautiful and appealing to the senses and not sterile. HISD will prepare a draft of the Guiding Principles for the PAT's review.
2. Diversity is important to Bellaire.
3. Student works should be showcased in display cabinets. The cabinets would allow students and community visitors to see student work.
4. New learning centers and wet labs must be designed with sufficient power, plumbing including floor drains at emergency eye wash stations and mobile vent hoods.
5. The project will be designed to balance quality, cost and size. It was determined that the new building will be approximately the same size as the existing building but will have more efficient use of the square footage and a better design. The completed project should be approximately 434,000 square feet. The PAT expressed concern about the capacity of the school being too small.
6. Dave Funk described the process to develop the capacity model and encouraged the group to stay with the process.
7. At this time, the capacity model includes 16 science labs. The Principal and Assistant Principal will verify if this quantity is sufficient.
8. The group proceeded to discuss and complete the capacity model.
9. Currently, special education has 1 behavioral, 3 life skills and 4 resource rooms. The campus expects these numbers to remain static.
10. Plan for 20 learning centers for 22 foreign language teachers.
11. CTE programs will include automobile technology and agriculture. There is 1 automobile technology teacher and 2 agriculture teachers.
12. A grad lab is needed for 8 periods daily.
13. Design should include a large band hall and an ensemble room. Music currently has 6 teachers including 2 band teachers. Band and orchestra could share a hallway of practice rooms. Guitar can have up to 450 students participating. The drill team meets 3 periods daily.
14. Drama and theater have 3 instructors and would like to have a black box, work shop and storage. Debate has 200 students. Drama class sizes can be up to 48 students. Dance class is held 6 periods daily with up to 40 students per class.

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15. The vocal program needs to accommodate up to 60 students in one teaching station.
16. The auditorium is used so much by different groups that it is difficult to use as a learning center.
17. The gymnasium will be used by 7 PE teachers and 300 students per period.
18. Including a natatorium was discussed briefly.
19. Bellaire is the only 5-A Texas High School without an all-weather track. All Athletic facilities need updating to make them 21<sup>st</sup> Century.
20. Additional programs should include a multi-media studio, computer science labs, health, ESL and JROTC.
21. Learning commons should be able to house up to 180 students at one time.
22. The architect has met with the City of Bellaire to review their requirements. The current building height limit is 40' – 0" but may be raised to 45' – 0". The City of Bellaire may consider using City of Houston parking requirements which are 1 parking space for every 3 occupants which would be approximately 1100 spaces. The City of Bellaire will work with HISD to resolve the parking issue.
23. A tour will be scheduled so that the PAT has an opportunity to see how 21<sup>st</sup> century design has been accomplished in other projects.

**ACTION ITEMS:**

- 1-01 Finalize Guiding Principles.
- 1-02 Continue to develop the Education Specifications.

**NEXT MEETING:**

Tuesday, November 13, 2013 at 4 p.m.

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

Sincerely,

David Funk  
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