



Project Advisory Team Meeting Minutes

Bellaire High School

MEETING NO.: 001
LOCATION: Bellaire High School
DATE / TIME: September 17, 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
- What is an Educational Specification?
 - District-Wide Educational Specification
 - Site Specific Educational Specification
- Planning, Design and Construction Process
- Roles and responsibilities
- Creating Guiding Principles

NOTES:

1. Dave Funk discussed 21st Century Learning – it should incorporate what the child is involved in on a daily basis and be individualized for the student. The facility should be open, with students being exposed directly or indirectly to as much as possible. Use of glass as an example, allows students to passively observe what is happening in different classes. Learning spaces should be flexible. New spaces to be multi-purpose. As we think about the spaces in our new facility think about what activities could happen in that space. As an example, an English class could be taught in a science learning center, but a science class cannot be taught in an English learning center.
 - a. Spaces should allow individual and/or group learning.
 - b. Spaces should make collaboration possible.
2. The Educational Specification will outline the educational and space needs of the new facility. During the planning phase the PAT will determine the number and type of Learning Centers, as well as auxiliary spaces required to meet the educational needs of the school.
 - a. The process includes determining the size of each space required for each program.
 - b. Developing room descriptions and ensuring the proper equipment is supplied in each room will also be part of the Planning process.
3. The PAT team expressed several questions/concerns they want to be mindful of as the process continues.
 - a. Parking Garage – Parking is a challenge at the site. Given the size of the site, the need for green space and desire from the community to have students parking on site instead of on the surrounding streets, a parking structure is likely to be needed. The PAT expressed the desire for an underground parking structure. The team discussed the benefits and challenges of an underground structure. As the planning and design processes continue this will be studied by the Design team.
 - b. During the discussion of academic suitability of spaces, one PAT member expressed a concern with the learning spaces in the new science wing, stating he was currently in a very small classroom. HISD Facility Planning will review the spaces in the science wing.

- c. Green Space – Bellaire HS has a strong athletic program and is concerned with having enough green space in the new facility to accommodate the needs of all of the athletic programs.
 - d. Site Size – The Bellaire HS location is approximately 17 acres. The PAT expressed the desire to acquire land adjacent to the site which could be used for a parking structure, as a one possibility.
4. Mr. Funk noted that the first step in the process is to develop Guiding Principles and discussed their development. These principles will articulate the school's vision, values, hopes and ideals to the design team. They will be used to "test" the decisions that are made through the design process, since every element of the building must be created to support the vision and values. Mr. Funk requested that the PAT develop their Guiding Principles prior to the next PAT meeting.

ACTION ITEMS:

- 1-01 Draft Guiding Principles. (PAT)
- 1-02 Determine the target total square feet for the new school. (HISD-Facility Planning)
 - 1-02.1 The target gross square footage for the new Bellaire HS is determined by the maximum capacity of 3,100 multiplied by the 140 square feet per student outlined in the 2012 Bond program. This results in gross square footage budget of 434,000.
- 1-03 Determine the liaison for the project between HISD/Bellaire PAT & the City of Bellaire? (HISD-Facility Planning)

NEXT MEETING:

Tuesday October 15, 2013 4 p.m.

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

Sincerely,

David Funk
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