



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Stephen F. Austin High School

MEETING #: 2

LOCATION: Stephen F. Austin High School

DATE / TIME: October 9, 2014, 4:00pm

ATTENDEES: (those marked with a check were present)

<input checked="" type="checkbox"/>	Arredondo, Jorge	Principal, Austin HS	<input type="checkbox"/>	Longoria, Noelia	School Support Officer
<input type="checkbox"/>	Bankhead, Dan	HISD Facilities Design	<input checked="" type="checkbox"/>	Martinez, Nestor	Project Manager
<input checked="" type="checkbox"/>	Bañuelos, Yadira	Class President	<input checked="" type="checkbox"/>	Nelson, Joe	Alumni
<input checked="" type="checkbox"/>	Buchanan, John	Teacher	<input type="checkbox"/>	Nino, Vianey	Secretary, Austin HS
<input checked="" type="checkbox"/>	Clayton, Clay	HISD Planning	<input type="checkbox"/>	Robertson, Sue	HISD Planning
<input checked="" type="checkbox"/>	Covey, Nash	Alumni	<input checked="" type="checkbox"/>	Roman, Tania	Student
<input checked="" type="checkbox"/>	Cruz, Casiano	Teacher	<input checked="" type="checkbox"/>	Royce, Jacque	Alumni
<input checked="" type="checkbox"/>	Degollado, Karen	Student	<input type="checkbox"/>	Smith, Catherine	Teacher
<input type="checkbox"/>	Eckerman, Marsha		<input type="checkbox"/>	Zamora, Lydia	Teacher
<input type="checkbox"/>	Harris, Tierra		<input checked="" type="checkbox"/>	Grissom, Nancy	for Marsha Eckerman
<input checked="" type="checkbox"/>	Hennie, Ralph	Teacher	<input checked="" type="checkbox"/>	Johnson, Tim	Visitor
<input checked="" type="checkbox"/>	Jenkins, Princess	HISD Planning	<input type="checkbox"/>		

PURPOSE: The purpose of this meeting was to discuss development of Guiding Principles and the Capacity Model.

AGENDA:

- Review, discuss and approve Guiding Principles
- Review and discuss draft Capacity Model
- What to expect at the next PAT Meeting

DISCUSSION:

1. Princess Jenkins, HISD Facilities Planner welcomed the participants and presented the proposed agenda.
2. Ms. Jenkins provided new inserts for the PAT binders and indicated she would bring extra binders to the next PAT meeting.
3. Some participants wanted to know why some schools got more money for construction than others. Ms. Jenkins briefly explained that the budget for all projects was consistently developed using the same formula - 140 square feet per student and \$160 per square foot for new construction; \$100 per square foot for renovation. She added there would be further discussion later in the meeting regarding the capacity model.



4. Ms. Jenkins explained the purpose of the Guiding Principles is to express the school's hopes, desires and values for the project and to test decisions as the design progresses. She also presented possible Guiding Principles to the participants during her Power Point presentation.
5. Ms. Jenkins asked the meeting participants to think about topics to be considered in developing the Guiding Principles. Topics identified and discussed were tradition, history, cultural diversity, and work ethic.
 - a. Ms. Jenkins informed the group about current trends in learning environments. She indicated it is a visual, active, hands on use of technology and a collaborative approach; adding the condition of the learning environment affects student focus. PAT member Nash Covey stated in the past students had to be at fixed locations at specific times. Presently, the trend is to allow greater flexibility of student schedules.
 - b. Ms. Jenkins recapped the topics to be considered in developing the Guiding Principles. They were cultural diversity, tradition, history, work ethic, progressiveness, and collaboration with the community. A maritime theme was proposed by a meeting participant due to its proximity to the Port of Houston and its importance to the economy of the local community.
 - c. Clay Clayton, HISD Facilities Planning stated to the PAT members it is their class assignment to develop the Guiding Principles. Principal Arredondo stated it would be done.
 - d. Tania Roman, PAT member stated career pathways should also be considered as a topic when developing the Guiding Principles.
6. Ms. Jenkins opened a discussion regarding the Capacity Model. During her Power Point presentation, she defined terms and described concepts used when discussing Capacity Models, as follows:
 - a. Teaching Station - any room where one would regularly schedule a full-size class.
 - b. Students per Teaching Station - average number of students in a regularly scheduled full-size class.
 - c. Building Capacity - number of Teaching Stations multiplied by the number of Students per Teaching Station.
 - d. Percent Utilization - percentage of the day a Teaching Station is being used. She noted that the HISD standard is 85%.
 - e. Program Capacity - Building capacity multiplied by percent utilization.
 - f. Teaching Stations Specific to Program - The District-Wide Educational Specification provides an allocation of teaching stations that can be identified by each campus to support the educational programs that are offered on that campus beyond Core Academic Learning Centers, Science, Art, Performing Arts, etc. Spaces that will comprise this "Specific to Program" allocation are typically Career & Technical Education Learning Centers and JROTC spaces.
7. Ms. Jenkins described the process for developing the Capacity Model for Austin High School and how it will decide how the PAT will advise on the allocation of classrooms.
 - a. She explained the formula based on 140 square feet per student. The capacity of the school is 1,800 - 2,000 students. In creation of the Capacity Model, the lower range of the student population was used to determine square footage requirements.
 - b. Teaching Stations will be shared and there will be spaces with multiple uses.
 - c. An example of joint use spaces are science laboratories also used for science instruction.
8. Jorge Arredondo, the principal, stated there are more than 82 teachers (planned for the new building) at Austin High School, and that some teachers would have to share.
9. Flexibility and adaptability for future change was discussed by meeting participants. Planning for expansion and future additions will also be considered by the PAT.



QUESTIONS/ANSWERS:

1. Ms. Jenkins, Mr. Clayton, and Nestor Martinez, HISD Project Manager responded to PAT member Jacque Royce's question as to whether or not the HISD Team members who were present at the meeting were from Houston. *None of the consultants asked are native Houstonians, however Ms. Jenkins grew up in and around Houston.*
2. Ms. Royce asked if she could obtain a list of other school PAT members and was referred to the HISD website. *Mr. Martinez will send the names and emails of the PAT members after the meeting.*
3. A PAT member asked about the selection of the architect. Mr. Clayton indicated the selection would probably be approved by the Board at the next Board meeting. *Subsequent to the meeting, the Architect named to the project is ERO Architects.*

ACTION ITEMS:

- 2-1 Bring more PAT handbooks to the next meeting (HISD)
- 2-2 Prepare Guiding Principles (PAT)
- 2-3 Send list of PAT members to Ms. Royce (Martinez)
- 2-4 Contact the Architect (Martinez)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Approval of Guiding Principles.
2. Discussion and review of Space Requirements.

NEXT PAT MEETING: Thursday, November 13, 2014 4:00 pm, Stephen F. Austin 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,

Nestor Martinez

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