



Meeting Minutes
Bellaire High School

MEETING NO.: 003

LOCATION: Bellaire High School

DATE / TIME: November 13, 2013, 4:00 pm

ATTENDEES: Michael McDonough, Principal; Rocky Manuel, Teacher/Coach; Diana Leeson, School Business Manager; Allen Scarrow, Technology; Zachary Wood, Student; Jay Stubbs, Teacher; Amy McIntyre, Teacher/ Dept. Chair; Swati Narayan, Parent; Carl Casteel, Librarian; Judy Long, Community Member; Todd Blitzer, Community Member; Leisa Lovy, Community Member/Parent; Clay Clayton, HISD Facilities Planning; Steven Gee, Program Manager, TCM; Troi Taylor, Program Manager, TCM; Dan Wilkes, Teacher; Debra Campbell, Communications; Sue Robertson, HISD-GM Facilities Planning; Dan Bankhead, HISD-GM Facilities Design; Rick Blan, PBK – Architect; Melissa Turnbaugh, PBK – Architect; Richard Chi, PBK – Architect

PURPOSE: The purpose of this meeting was to discuss the development of the Guiding Principles and share the interactions between HISD and the City of Bellaire

AGENDA ITEMS:

- Introductions
- Roles and responsibilities.
- Liaison with City of Bellaire
- Development of Guiding Principles
- Capacity Model Update
- What to expect at the next Project Advisory team meeting

NOTES:

1. Steven Gee introduced himself to the PAT as the Program Manager. 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.
2. Dan Bankhead, General Manager, HISD Facilities Design addressed the status of all communications between HISD and the City of Bellaire. He noted the following concerns expressed by the City of Bellaire Concerns:
 - The City has requested more impervious surfaces to help control site drainage
 - The City has requested that the west side of the site remain unchanged as much as possible.
 - The City has requested that traffic flow be controlled during and after construction
 - The City wants the project to showcase "Green" features

The PAT asked a number of questions which were responded to by Mr. Bankhead and Sue Robertson, General Manager, HISD Facilities Planning:

- a. A member of the PAT asked if HISD roll funds from soft cost savings into the construction budget. Mr. Bankhead noted that the budgets for each project have been developed using best practice and experience and therefore should be sufficient without significant excess so no rollover is typically done.
- b. The PAT requested a breakdown of the Bellaire Budget. Mr. Bankhead verified that Bellaire High School was budgeted based on 3,100 students at 140 square feet per student and \$160 per square foot. The new campus proposed total square footage is 434,000 square feet which includes the square footage in the new Science Building which is currently expected to remain in place. The existing permanent buildings on the campus encompass approximately 430,000 square feet and includes an additional 8,000 square feet in temporary buildings. He noted that the budget includes hard costs for construction and soft costs. The soft costs are approximately 40% of the total and include design and management fees, surveys, testing, furniture, technology,

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escalation, etc. to ensure HISD delivers the Board-approved scope for Bellaire. The PAT requested a breakdown of the soft costs and Mr. Bankhead stated he would provide them with further information. Ms. Robertson noted that no matter the final cost, HISD had committed to building the scope described in the bond documents.

- c. A member of the PAT asked if the traffic study provide the team with any new information. Mr. Bankhead noted that it would and it is also an HISD best practice that generally proves valuable.
 - d. The PAT asked if the planned capacity of the school could be increased. Ms. Robertson noted that this couldn't be done without action by the Board of Trustees. The budget and capacity was approved by them prior to being approved by the voters when they approved the bond.
 - e. A PAT member asked how the 2012 Bond program will maintain the quality differently than was done with the recently completed Science Building. Of particular concern were issues with the recently built Science Building. Mr. Bankhead noted that this is a different team with significantly more oversight of not only the finance and the quality of the construction but of the planning and design effort. He stated he would request that HISD Construction and Facility Services review and resolve the issues in that building.
 - f. The group discussed renovation versus new building costs. It was noted that renovation can be less expensive but depends on the condition and layout of the existing building. Often, during renovation, unforeseen circumstances (hazardous materials, structural issues, etc.) can raise the overall cost.
 - g. A PAT member asked if the City of Bellaire will allow a new 3-story building to built. Melissa Turnbaugh, with PBK Architects, stated that the City's restriction is that the 3rd floor can be no more than 50% the size of the largest square footage of a floor below the 3rd floor (i.e. floors 1 or 2).
 - h. Mr. Bankhead and Ms. Robertson verified HISD preference to not allow portable buildings for site phasing during construction unless there was no other option. They noted that the district doesn't want to spend money on temporary buildings except as a last resort.
 - i. One PAT member noted that some in the community have expressed fear and anger that the new project will result in building that will be less supportive of the learning at Bellaire than the current facility. Ms. Robertson expressed her hope that the PAT will come to trust the 2012 Bond team. She reiterated her commitment and that of HISD to build a new facility to support the educational goals of Bellaire High School. She noted that until the PAT had the opportunity to tour some new schools she understands the difficulty in envisioning the new spaces being discussed. She noted that tours are being set up and that Bellaire will be invited to participate.
3. Clay Clayton, an HISD Facility Planner introduced himself and noted that he was filling in for Dave Funk, who was on Jury Duty. Mr. Clayton reviewed a draft version of Bellaire's Guiding Principles prepared by Mr. Funk based on discussion at the previous PAT meeting. The group read the draft and offered revisions. Attached to the minutes is a second draft for review by the PAT. Ms. Robertson suggested that the PAT provide feedback to Principal McDonough who will then forward to Dave Funk.
 4. Mr. Clayton reported that Mr. Funk had received the master class schedule from Principal McDonough and was in the process of analyzing it. Ms. Robertson noted that this course taking analysis will assist in better understanding how the educational program at Bellaire operates. This will allow the Capacity Analysis and Space Requirements to be developed. Mr. Clayton noted that Mr. Funk will be prepared at the next meeting to review the analysis and present a draft Capacity Analysis to the PAT.
 5. Mr. Gee asked confirmed the date of the next PAT meeting and after determining there were no further issues to discuss, thanked everyone for their participation.

ACTION ITEMS

1. Provide the PAT a breakdown of the soft costs that make up the budget.(Dan Bankhead)
2. Complete Course taking Analysis and prepare draft Capacity Model. (Dave Funk)
3. Review and respond to the issues identified in the Science Wing. (Bankhead and Gee will coordinate with HISD CFS staff)

NEXT MEETING: December 17, 2013, at 4:00 - 5:30PM.

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

Sincerely,

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Office: 713-556-9299

Fax: 713-676-9582

Steven Gee
Program Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9261
Email: sgee@houstonisd.org

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582