



CONSTRUCTION AND FACILITY SERVICES (CFS)

3200 Center Street, Houston TX 77007-5909

Facilities Planning

Project Advisory Team Meeting Minutes

Davis High School

MEETING NO.: 001

LOCATION: Davis High School

DATE / TIME: April 15, 2013, 1:00 pm

ATTENDEES: Richard Barajas, Principal; Louisa Meacham, Teacher; Lisa Gonzales, Parent; Mario Martinez, Alumni; Rebecca Wells, Dean of Instruction; Amber Garza, Student; Josue Mora, Student; Hugo Mojica, Alumni; Sue Robertson, HISD-Facility Planning; Kedrick Wright, HISD-Facility Planning; Princess Jenkins, HISD-Facility Planning

PURPOSE: The purpose of this meeting was to focus on establishing the Guiding Principles for Davis High School which will be used to "test" the decisions that are made throughout the design process.

AGENDA ITEMS:

- Introductions
- What is an Educational Specification?
 - District-Wide Educational Specification
 - Site Specific Educational Specification
- What are Design Guidelines?
- Planning, Design and Construction Process
- Roles and Responsibilities
- Creating Guiding Principles

NOTES:

Discussion

1. Bay-IPi Group Architects has been selected for Davis High School.
2. There will be Community wide meetings at 3 critical milestones:
 - a. Schematic Design
 - i. Site Analysis
 - b. Design Development
 - c. Construction Documents
2. A group design charrette will take place with a group of schools and their architect. The group design charrette will allow each school to:
 - a. share ideas and collaborate with other schools and their architects
 - b. see what everyone else is getting
3. Site Acquisition for Davis has been tabled until the Architecture Team can do a thorough analysis of needs.
 - a. The architect will conduct a site analysis to determine if more land is needed.
4. There will be a HISD Facilities Planner, Architect, a member of the HISD Design Team and a HISD Construction Project Manager working with Davis HS throughout the project.
5. Developing Guiding Principles
 - a. Davis HS developed an online survey asking for community and alumni input.
 - b. The survey will be made available to students, teachers and parents.

Question and Answer

1. Is the district moving to more mobile computing?
 - a. HISD has a One-to-One Computing Initiative:
 - i. Each student and teacher receives their own mobile device.
 - b. Per Principal Barajas, Davis is one of the schools chosen to participate in the pilot program.
2. Is there a specific number of PAT members?
 - a. There is no set number. However, each stakeholder group should have at least one representative.

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3. Who will facilitate the community meetings?
 - a. HISD Facilities Planning and the Architect will facilitate the community meetings.
4. What is the intended outcome of the community meetings?
 - a. The community meetings are for the Design Team to collect input directly from the community.
5. What happens during construction? Is there a swing space that the school will move into? And how will you handle traffic and circulation issues?
 - a. These issues will be addressed as the project develops.
6. During the design charrettes will the schools have options?
 - a. During the charrette; several options will be considered. From these options the architect will further develop the chosen option or options.
7. Will there be an option to change architectural firms in case of disagreement?
 - a. The need to change firms is unlikely: HISD conducted a rigorous selection process to select the architects.
8. Is Bay-IBI Group Architects working only on Davis High School?
 - a. Yes.
9. What is the possibility of Marshall being a part of the bond?
 - a. Marshall was not included in the scope of the 2012 Bond. However, all community stakeholders should be kept informed of the progress of the bond implementation.
10. How does HISD plan to tie in community or embedded services (ex. Boys and Girls Club)?
 - a. HISD is open to all conversations regarding such services. Now is the time to start having those types of discussions to keep a level of consistency across the board. HISD staff will work with the PAT to begin these dialogues.
11. Is there a general concept of how much land is needed or will be acquired during site acquisition? Where?
 - a. The architect will conduct a site analysis to determine site requirements.
12. How many stories can a school go up?
 - a. The architect will address building height as part of the code analysis.
13. How will the architect know the needs of the school?
 - a. Using the Guiding Principles, HISD Facilities Planning will work with the architect and PAT to develop Site Specific Educational Specifications. The PAT will be included in all of the decision making.
14. Are there any ways for the teachers and students to disseminate information to their respective stakeholder groups?
 - a. Each stakeholder group will have different opportunities for internal communication, either taking advantage of regularly scheduled meetings that already occur or convening meetings for this purpose. HISD staff will be glad to participate when invited.
15. Can the PAT have input on the PAT meeting agenda?
 - a. The PAT will have input on the agenda.
16. Should the PAT channel questions and comments through one member of the PAT to Sue Robertson?
 - a. Principal Barajas is the primary point of contact for general PAT questions.
 - b. If there is a pressing issue, feel free to contact Sue Robertson directly.

ACTION ITEMS:

1-01 Develop Guiding Principles. (PAT)

NEXT MEETING: May 20, 2013 at 4:00 pm.

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,

Kedrick Wright
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attachment:

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