



**Meeting Minutes**

**DeBakey High School for Health Professions**

**MEETING NO.:** 002

**LOCATION:** DeBakey High School for Health Professions

**DATE / TIME:** June 1, 2013, 8:30 am

**ATTENDEES:** Barbara Williams, Faculty; Louise Wong, Parent; Raj Vadlamudi, PTA; Marie Bielamowicz, CTE Faculty; Aubrey Mendonca, PTA; Enrique J. Sirias, PTA; Mary Hayes, Faculty; Bernice Sharkey, Dean; Neda Klian; Charlesetta Deason, Community Member; Sam Thompson, Business Manager; Marti George, Faculty; Phil Koltko, Parent; Agnes Perry, Principal; Sue Robertson, HISD-Facilities Planning, Princess Jenkins, HISD – Facilities Planning; Kedrick Wright, HISD – Facilities Planning

**PURPOSE:** The purpose of this meeting was to review the Guiding Principles, discuss the Capacity Model and Space Requirements that will be used to develop and evaluate the ideas and alternatives that will be considered throughout the design process for the DeBakey High School for Health Professions.

**AGENDA ITEMS:**

- Developing Guiding Principles
- Begin discussion about the Capacity Model
- Begin discussion about Space Requirements
- What to expect next Project Advisory Team Meeting

**NOTES:**

**Discussion**

1. HISD Facilities Planning will be with DeBakey HSHP through entire process for continuity.
2. Five Project Management firms have been approved by the Board. HISD is currently in the process of executing contracts with these firms. Applications have been received for Construction Manager at Risk (CMAR) firms, and those proposals are currently under review.
3. The following Guiding Principles were developed during the prior PAT meeting, and the attendees approved the following language be used as we move forward:
  - We value motivating, inspiring, and engaging learning experiences.
  - Education must be dynamic to meet evolving needs of the future.
  - We value a rigorous college preparatory curriculum focused on medical care.
  - We are a small, diverse, cohesive community.
  - We are focused on the development of young adults; with consideration for the intellectual and total growth of each individual.
  - We believe it is important to offer multiple opportunities for collaboration and sharing.
4. District Wide Educational Specifications
  - a. The District Wide Educational Specifications (Ed. Specs.) have been drafted.
  - b. The District Wide Ed. Specs. include a Capacity Model, Space Requirements and Room Descriptions. Each Room Description includes a list of users, activities, furniture, fixtures and equipment. There is also a matrix detailing infrastructure requirements.
  - c. There can be some give and take with the square footage of the various program areas. However, the budgeted total net square footage will remain the same.
  - d. The Site Specific Ed. Spec. addresses the educational programs that are unique to DeBakey HSHP and the spaces that are required to support DeBakey's unique educational program delivery.
  - e. The 2012 Bond lists a new 900 – 1,000 student health profession school for DeBakey HSHP.
5. Capacity Model Definitions
  - a. Teaching Station – any room where you would regularly schedule a full-size class.

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- 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.
  - e. Program Capacity – Building capacity multiplied by percent utilization.
  - f. Net Square Footage – length multiplied by width of the inside of a space.
  - g. Teaching Stations Specific to Program – The District-Wide Ed. Spec. 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.
    - i. The PAT at each of the 2012 Bond campuses will decide how these spaces are allocated at their school.
6. Capacity Model Discussion
- a. The Draft Capacity Model was reviewed and revised real-time by Sue Robertson.
  - b. At this point of the planning process, the “currency” the Design Team is dealing with is square footage.
  - c. The plan is for classes to share classroom and lab spaces as needed.
    - i. There were concerns raised regarding non-ownership of classrooms and glass walls in the Learning Centers. School tours and photos/videos from multiple sites will help to inform the ultimate decisions about flexibility and connection for the new DeBakey building.
7. Space Requirements
- a. The Draft Space Requirements were reviewed and revised real-time by Sue Robertson.

### Questions

1. Given the budget is based on a per square foot cost and a higher capacity means more square footage; should we not plan for the higher capacity to increase our budget?
  - a. The approved budget is based on the higher end of the planned capacity range published for the 2012 Bond. Planning for a higher capacity will not increase the budget.
2. Will all of the teachers be floaters?
  - a. The decision of how to set teachers’ schedules is up to the school’s Principal.
3. How do we master plan for collaboration of teachers during planning times with 85% utilization?
  - a. The decision of how to set teachers’ schedules is up to the school’s Principal. Developing common planning times would be a consideration in creating schedules.
4. Is there any architectural room to design for changes in the future?
  - a. Yes. The new school will use more gypsum board walls than CMU walls, which allows more flexibility and ability for the building to adapt to future space needs. The PAT will discuss many ideas for incorporating flexibility into the design during the next few months.
5. What is the square footage of the existing building?
  - a. The existing building is approximately 160,000 square feet.
6. Are we allowed any extra square footage based on the special needs of the program?
  - a. The square footage provided in the 2012 Bond budgets was developed with consideration for the programmatic needs of the campuses.
7. Where are we with the architects?
  - a. HISD in the process of executing a contract with the architect assigned to DeBakey HSHP. The first activity in the planning process is for HISD staff to work with the PAT to establish Guiding Principles, a capacity model, and draft space requirements. As soon as the architect is under contract, the architects will join that dialogue. The architect may be at the next meeting but the planners will continue to lead the discussion until the Site Specific Ed. Specs. have been completed.
8. Please explain the CMAR, Program Manager, and Architect.
  - a. HISD staff will be the front line of communication for all Bond projects. The HISD staff includes Facility Planners, Designers and Construction Program Managers.
  - b. HISD Facility Planning will lead during the planning phase, HISD Design Team will take over during design, and HISD Construction staff and Program Managers will lead during the building phase. The Facilities Planners and Project Manager will be with DeBakey throughout the entire project. An HISD General Manger will oversee each phase of the project.
  - c. The Program Managers will act as staff augmentation for the HISD staff.
  - d. The CMAR is responsible for getting the project done and will manage construction.
  - e. We have instituted a management plan that will provide the necessary monitoring and oversight to insure excellent quality and efficiency in delivering successful projects for the 2012 Bond.
9. Where will the new building be located?
  - a. The location of the new building has not been determined at this time.

**What to expect next PAT meeting**

1. More discussion on Space Requirements.

**ACTION ITEMS**

- 2-01 Review Capacity Model and Space Requirements to insure that the dialogue during the PAT meeting was accurately reflected in the draft developed during the meeting (HISD Facility Planning).

**NEXT MEETING:** June 19, 2013 5:30pm.

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

Sincerely,

Princess Jenkins  
Facilities Planner - Facility Planning  
HISD – Construction & Facility Services  
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