



Project Advisory Team Meeting Minutes

Dowling Middle School PAT

MEETING NO.: 001

LOCATION: Dowling Middle School

DATE / TIME: August 21, 2013, 4:00 pm

ATTENDEES: Shontisa Hurst, Teacher; Linda Scurlock, Community Member; Willie Ray Washington, Community Member; Kori Weathers, Teacher; Vivian Harris, Community Member; Josefa Olivares, Principal; Clay Clayton, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to present the team with an overview of the planning, design, and construction process and to begin establishing the Guiding Principles for Dowling Middle School. The Principles will be used to "test" the decisions that are made throughout the design process.

AGENDA ITEMS:

- Introductions
- Overview of the process - Planning, Design and Construction for New Schools and Renovations
- Creating Guiding Principles
- What to expect at next Project Advisory Team Meeting

NOTES:

1. Planning Process Overview
 - a. HISD Facilities Planners, Designers and Project Managers will be involved in the planning, design and construction of the new school for Dowling. The Facilities Planners will remain engaged throughout from now until the school moves into their new building.
 - b. A Program Manager will be assigned to the project in the next few months. The Program Manager will be responsible for assuring that the project is completed on time and within budget.
 - c. The Designer for the new building will be Harrison-Kornberg Architects. The architect will be included in the PAT meetings after the initial planning stage is fully underway.
2. Roles and responsibilities for each team member.
 - a. Teachers are to provide input related to the classrooms and how learning will take place in the new building.
 - b. Students are encouraged to provide input on how they learn best and what would make the school user friendly to the students of the future.
 - c. Community members were encouraged to provide input on how the community should and would perceive the school as a part of their neighborhood.
3. What do we want to see from the Dowling PAT?
 - a. Dowling PAT is to identify 4-5 big idea statements that describe what learning will look like in the 21st century for Dowling students. This information should be translated into the Guiding Principles for the school.
 - b. Each PAT member is encouraged to commit to staying on the committee for the duration of the project. Members signed the agreement during the PAT and submitted to the Facilities Planner.
4. What do you envision the learning spaces will look like for Dowling students?
 - a. The spaces in the new building should reflect a college bound culture.
 - b. Technology should be prevalent throughout the building.
 - c. Furniture should be comfortable so that students stay alert and want to learn.
 - d. Spaces should be flexible and allow multiple uses.

5. Questions / Areas of concern

- a. The area around Dowling Middle School is growing rapidly. The PAT members do not want to see T-buildings being added to the site right after the completion of the new school as happened with Billy Reagan K-8 School.
- b. Dowling is a Fine Arts Magnet program with approximately 300 students. Are the budgets set up to cover the cost associated with the needs of a Fine Arts program?
- c. Dowling is also an Apollo program. Periods for tutoring are a part of the program and must be included in the new school.
- d. Dowling uses a Junior High School model. There are seven periods in each school day.
- e. Will Madison High School be using the Dowling Middle School site for their t-buildings during the construction of the new Madison High School?
 - i. There is no intention to use T-Buildings as swing space during construction of 2012 Bond projects.
- f. What is the construction schedule for the two schools and where will the students be housed during construction?
 - i. The new Dowling Middle School will be constructed on a vacant portion of the site while the students are housed in the old building. Once the new building is complete, the school will move into the new building and the old building will be torn down. Construction is scheduled to begin mid to late 2015.

ACTION ITEMS:

- 1-01 Complete Guiding Principles. (PAT)

NEXT MEETING: September 18, 2013 @ 4 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
Facilities Planner, Facility Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582