



Project Advisory Team Meeting Minutes

Dowling Middle School PAT

MEETING NO.: 002

LOCATION: Dowling Middle School

DATE / TIME: September 18, 2013, 4:00 pm

ATTENDEES: Linda Scurlock, Community Member; Willie Ray Washington, Community Member; Kori Weathers, Teacher; Josefa Olivares, Principal; Clay Clayton, HISD-Facilities Planning; Princess Jenkins, HISD-Facilities Planning; Jerald Montgomery, Assistant Principal

PURPOSE: The purpose of this meeting was to review the Guiding Principles prepared by the PAT and introduce the Capacity Model to them.

AGENDA ITEMS:

- Introductions
- Review of Guiding Principles
- Introduction of the Capacity Model
- What to expect at next Project Advisory Team Meeting

NOTES:

1. Ms. Olivares presented a draft of responses to the Guiding Principles questions which had been developed by the PAT since the last meeting. These were revised slightly and approved. Subsequent to the meeting, Facilities Planning summarized these. A draft of the proposed Guiding Principles is attached to these minutes. These will be reviewed and approved at the next PAT meeting.
2. Clay Clayton reviewed the Capacity Model process with the PAT. The PAT explained their school organization, class sizes and space needs. Mr. Clayton and Ms. Harris will develop a revised capacity model and draft space requirements for review at the next PAT.
3. Questions / Areas of concern
 - a. Will there be adequate built-in storage in the spaces being provided. Clayton noted that it is intended that most of the storage typically built-in will be provided in flexible furniture so that a teacher can rearrange the room as necessary. This will also allow the room to be used for other uses if needed in the future.
 - b. Mr. Washington and Mr. Montgomery requested a PAT Handbook. Clayton noted he will request Ms. Harris to forward them to the school.

ACTION ITEMS:

- 2-01 Develop revised Capacity Model and draft Space Requirements (HISD – Harris/Clayton)
- 2-02 Send two PAT Handbooks to Dowling PAT members – Mr. Washington and Mr. Montgomery (HISD-Harris)

NEXT MEETING: October 16, 2013 @ 2:30-3:30 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.

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

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MEMOS PART NOTEBOOK



Dowling Middle School Project Advisory Team Meeting

SIGN-IN SHEET

September 18, 2013 / 4 p.m.

NAME	ORGANIZATION / ROLE	PHONE	EMAIL	SIGNATURE
Clayton, Clay	HISD / Facilities Planning	713-556-9336	cclayto4@houston.org	
Harris, LaJuan	HISD / Facilities Planning	713-556-9300	lharris@houstonisd.org	
Harris, Vivian	Council Member Larry Green's office	832-393-4203	vivian.harris@houstontx.gov	
Hurst, Shontisa	Dowling Teacher - Reading		shurst@houstonisd.org	
Olivares, Josefa	Dowling Principal	713-434-5600	jolivare@houstonisd.org	
Robertson, Sue	HISD / G.M. Facilities Planning	713-556-9299	brober12@houstonisd.org	
Scurlock, Linda	Community Member	713-433-5737	lpcurlock@hotmail.com	
Washington, Willie Ray	Community Member	713-824-4427	Wrwashington4@sbcghlbal.net	
Weathers, Kori	Dowling Teacher - Math		Kweathe1@houstonisd.org	
Princess Jenkins	HISD/Facilities Planning	713.556.9333	pjenkins@houstonisd.org	
B. Jerald Montgomery	DMS/AP	713-724-9783	jmontgo9@houstonisd.org	

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Guiding Principles: Dowling Middle School

Guiding Principles articulate a school's vision, values, hopes and ideals to the design team. Guiding Principles will be used to "test" the decisions that are made throughout the design process, since every element of the building must be created to support the school's vision and values.

DRAFT

Dowling Middle School's Guiding Principles:

- Learning in the 21st Century embodies scholars who are critical thinkers and problem solvers who are able to think on their feet, are flexible to change, and use a variety of tools to solve problems so that they are able to compete in the global economy.
- We envision collaborative, cooperative working spaces to nurture and foster creativity and intellectuality with flexible furniture, learning centers, and electronic interactive boards.
- The design must be functional, adaptable and continue to serve the instructional needs of our scholars and continued curiosity of our learners as instruction and technology evolve.
- We envision a direct connection between school and home in an effort to establish Dowling Middle School as an anchor in our community. A safe and secure environment will be a primary asset in this effort.
- Instructional practices, such as project based learning, that encourage students to think globally, diversely, and eco-friendly are implemented with fidelity. Students are encouraged to interact and learn in collaboration with their fellow learners.
- We expect 100% involvement of our scholars whereas students participate actively in their own success—no excuses!