



Project Advisory Team Meeting Minutes

Dowling Middle School

MEETING NO.: 004

LOCATION: Dowling Middle School Library

DATE / TIME: November 20, 2013, 4:00 pm

ATTENDEES: Linda Scurlock, Community Member; Willie Ray Washington, Community Member; Kori Weathers, Teacher; Vivian Harris, Community Member; Jerald Montgomery, Assistant Principal; Clay Clayton, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning; Robert Barrera, Jr., Rice & Gardner-Program Manager; Mike Woods, Rice & Gardner- Program Manager.

PURPOSE: The purpose of this meeting was to continue the planning process for the new Dowling Middle School.

AGENDA ITEMS:

- Introductions
- Review and approval of site requirements
- Review of space descriptions
- What to expect at the next project Advisory Team meeting
 - a. Next PAT Meeting date: Wednesday December 18, 4:00 pm

NOTES:

1. Robert Barrera and Mike Woods from Rice & Gardner Consultants, Inc were introduced as Program Managers. Mike Woods will be the manager in charge of the Dowling Middle School project. Mr. Woods will be responsible for making sure the project is completed on time and within schedule. Future meeting invites and minutes will be job responsibilities handled by Mr. Woods.
2. The PAT reviewed the space requirements.
 - a. The Life Skills Behavioral Adjustment areas will have a male and female restroom for each grade level; therefore, the number of restrooms was reduced from 7 to 6. A single, shared kitchen will serve the Special Education learning centers.
 - b. Two Computer Technology labs will remain in the program.
 - c. Visual Arts was reviewed and mention was made that this area includes a digital photography learning center.
 - d. The Performing Arts program currently serves 50-70 students. Learning Centers should be sized to accommodate up to 55 students. School will provide the Facilities Planner with a list of instruments that will be stored in the Instrumental Music Learning Center Storage.
 - e. The Vocal learning centers should accommodate 55 students in a class.
 - f. The Piano Learning area was reduced from 1,000 SF to 920SF. It was determined by the Facilities Planners that 12 upright and 2 baby grand pianos could fit in the reduced square footage.
3. The PAT reviewed the Room Descriptions / Neighborhood Diagrams (HISD Educational Specifications) :
 - a. The neighborhood diagrams shown on the first page of the room descriptions are not floor plans but graphical representation of relationships of various spaces.
 - b. Vivian Harris expressed concern that learning centers are sized to accommodate 24-32 students although class sizes are actually larger. Clay Clayton clarified that the rooms are sized to accommodate 32 students based on 27 SF per student; however, the recommendation of the Facilities Planning department is to have an average of 28 students in each learning center.
 - c. The PAT will be involved with selection of furnishings at a point later in the project.
 - d. For future discussion, members of the PAT should consider how much technology might be located inside the learning centers versus moving the technology out into common areas of the building.
 - e. Performing Arts currently includes a 500 seat auditorium, prop storage and dressing rooms.

- f. The PAT confirmed that the dance learning center, shown as a separate line item under Performing Arts, and will not be utilized for PE classes.
 - g.
 - h. Physical Education spaces are currently based on a typical HISD high school model. Alternative Gym configurations were described for consideration which might allow for assembly of all or part of the student population. The following information is still needed from the school to develop the site specific model.
 - a. What sports are typically played at the school? How many athletes for each sport?
 - b. Confirm that there are on average 40 football players on the team.
 - c. Should the Gymnasium hold the entire student body?
 - d. Confirm that the Auxiliary Gymnasium should have seating for 1/3 of the program capacity.
 - i. Possible inclusion of a pool was discussed. It will ultimately have to be a value judgment weighed against the facility budget.
4. Additional discussion:
- a. A design charette will be scheduled for early in the coming year.
 - b. Project community meetings will be scheduled to avoid conflict with other community meetings. PAT members will be consulted to determine appropriate dates and times.

ACTION ITEMS:

- 4-01 Provide inventory of instruments for storage (Dowling Administration)
- 4-02 Arrange department specific reviews of the various discipline specific teachers (Dowling Administration)
- 4-03 Provide inventory of instrument storage requirements (Dowling Administration)
- 4-04 Confirm requirements for seating capacity in Gymnasium and Auxiliary Gymnasium (Dowling Administration)
- 4-05 Review Administration / Guidance section and verify offices (Dowling Administration)
- 4-06 Verify square footage for Auxiliary Gymnasium Toilets/Showers (Facilities Planners)
- 4-07 Verify square footage for Athletic Storage (Facilities Planners)

NEXT MEETING: Wednesday December 18, 4:00 pm

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

Sincerely,

Mike G. Woods
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Dowling Middle School Project Advisory Team Meeting

SIGN-IN SHEET

November 20, 2013 / 4:30 p.m.

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