



Project Advisory Team Meeting Minutes

Dowling Middle School

MEETING NO.: 005

LOCATION: Dowling Middle School Library

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

ATTENDEES: Robert Barrera, Jr., Rice & Gardner-Program Manager; Clay Clayton, HISD-Facilities Planning; Janet Douglas, DMS-SpEd; LaJuan Harris, HISD-Facilities Planning; James Harrison, Harrison Kornberg; John Haskew, HKA/Corgan; Steve Hoyt, HISD Senior Project Manager; Charles Jacobs, Harrison Kornberg; Walter Johnson, DMS-Physical Education-Athletics; Munel Jones, DMS-magnet Coordinator; Sharvete Mallard, DMS-Counselor; Jerald Montgomery, DMS-Assistant Principal; Josefa Olivares, DMS-Principal; L. Olquin, DMS; Linda Scurlock, Community Member; Antronette Veal, DMS-Theatre; Willie Ray Washington, Community Member; Kori Weathers, Teacher.

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 the Space Requirements
- Review Space descriptions
- What to expect at the next project Advisory Team meeting.

NOTES:

1. Introductions were made by everyone in attendance.
 - a. The architectural firm of Harrison Kornberg will be the architectural firm on the project. James Harrison (Designer) and Charles Jacobs (Project Manager) were introduced as members of the architectural firm, Harrison Kornberg. John Haskew of Corgan Associates is working as associate architects with Harrison Kornberg.
2. Clay Clayton reviewed the planning/design process and charges of the PAT:
 - a. The PAT members are the decision makers.
 - b. Based on a template for a comparably sized school, PAT members will review and note program needs. Those decisions will form the basis of the Educational Specifications, the record document of the planning process.
 - c. Based on the previously developed Guiding Principles, PAT members will work with the architect to incorporate the Educational Specifications into the design.
 - d. As the project manager Rice & Gardner will keep the team on task, ensuring compliance with the budget and schedule.
3. Documentation formats for the capacity model and space requirements were reviewed with the PAT:
 - a. Classrooms and Libraries are referred to as Learning Centers and Learning Commons respectively.
 - b. Furniture is an owner furnished item.
4. The PAT was divided into groups by department to review space requirements for their department. Following discussions within the departments, edited space requirement documents were collected.
5. The value of touring other schools to view cutting edge campus design was discussed. These tours provide the architect valuable insight to the likes/dislikes of the PAT and how education is successful at Dowling Middle School.
6. The new building will be constructed in one phase with a single move from the old to new building. Availability of playing fields will be impacted during construction.

ACTION ITEMS:

- 4-01 Set up site tours for Dowling Middle School (Facilities Planners)
- 4-02 Review room descriptions for individual spaces prior to next meeting. (PAT)

NEXT MEETING: Wednesday January 15, 2014, 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,

A handwritten signature in black ink, appearing to read "M Woods".

Mike G. Woods
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Dowling Middle School Project Advisory Team Meeting

SIGN-IN SHEET

December 18, 2013, 2013 / 4:00 p.m.

L. Olguin Dowling M.S.
CHARLES JACOBS HARRISON KORNBERG

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