



Meeting Minutes

Sterling High School

MEETING NO.: 005

LOCATION: Sterling High School

DATE / TIME: August 15, 2013, 9:00 am

ATTENDEES: David Funk, HISD – Facility Planning; Dale Mitchell, HISD – Sterling Principal; Ashlea Hogancamp, SHW Group – Design Team; Taryn Kinney, SHW Group – Design Team; Troi Taylor, HISD - Program Management; Steven Gee, HISD – Program Management; Kedrick Wright, HISD – Facility Planning; Evette Mason Ferguson, HISD – Theatre Arts Director; Joseph Woodson, HISD – Instrumental Music; Craig R Johnson, Sr, HISD – DADS for Education; John Chilo, HISD – AutoTech; Rev. A.L. Hickman, Sr., HISD – N.C.C.F.; Ferrando Heyward, HISD – NJROTC.

PURPOSE: The meeting discussions focused on space requirements and the PAT working session scheduled for Saturday, August 17, 2013.

AGENDA ITEMS:

- Review of the Capacity Model
- Review of Space Requirements and discuss room descriptions
- Discuss working session scheduled for Saturday, August 17, 2013
- What to expect at next Project Advisory Team Meeting

NOTES:

Discussion

1. Team Introductions:
 - a. Meeting began with introductions and explaining the transition from David Funk to Troi Taylor, Program Manager. From this point forward, Troi will facilitate all meetings, create agendas and meeting minutes.
2. Capacity Model Review:
 - a. The PAT team was informed the total gross square footage target for the new facility is 252,000.
 - b. The PAT stated there is a large Special Ed population at Sterling – nearly 30% of the population.
 - i. Therefore, the team discussed the types (Structured Learning, Life Skills, Behavioral) needed to support the student population.
 - c. The Career and Technical Education programs at the campus will need to have a tie to or pathway into the Aviation Magnet program.
 - i. For example, welding will be offered as a CTE program because it is also a component of the Aviation program.
 - ii. However, programs such as Cosmetology will phased out because it has no direct correlation to the Aviation program.
 - d. “Hilz” (Logistics) is now called “Future’s Academy” – Logistics pathway and will remain at the campus and be included in the Aviation program.
 - e. While the campus does not currently offer a vocal program, the PAT would like to have this added and planned for future inclusion. The Principal stated he doesn’t know if they will have it in the future, but if enrollment grows the PAT believes this would be a positive addition to the campus. At this time, a Vocal Learning Center has been added to the program.

- f. The PAT expects that many families will return to the new school and capture the attention of additional students within and out of the Sterling zone.
3. Space Program and Room Description Review
 - a. A total of 71 teaching stations are programmed.
 - b. The planned capacity is for approximately 1,600 students with a building capacity of 1,800 students.
 - c. Once the "site is determined," it will determine if the current school will move to the land behind the current Sterling site. Sue is working on the site acquisition of the land behind SHS and will address this item on Saturday with the PAT team.
 - d. Learning centers are planned at 850 Square Feet and Science/Wet Labs are planned at 1600 Square Feet across the district and are not reduced.
 - e. Three storage areas for science are currently listed in program; the team discussed increased this to five storage areas that will be shared by ten Science Labs.
 - f. Flex Labs are currently listed as 950 SF and can but adjusted if necessary. The PAT team discussed using this space for their Grad Lab area.
 - g. The "Studio Apartment" is included in program for use in the school's Life Skills curriculum.

Questions:

1. Will text book rooms be needed as they have a different requirement from regular storage?
 - a. HISD is moving to one to one computing at the High School level. It is expected that some textbooks may still be required, but a storage space located near the administration space equipped with ventilation could be provided.

What to expect next Project Advisory Team meeting:

1. On Saturday, August 17, 2013, the working session will solely focus on completing the space program, room descriptions, and capacity model.
2. The PAT will participate in a Design Charrette workshop on September 25-26, 2013, to conceptualize the space program on a room layout diagram. The objective is, in addition to verifying the space fits on the allotted land space, to ensure the room relationships (location of each department) are consistent with the vision of the new school.

ACTION ITEMS:

- 5.01 The team should complete the space program, capacity model, and room descriptions no later than Monday, September 16, 2013.

NEXT MEETING: September 19, 2013 @ 9:00am.

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

Sincerely,

Troi Taylor
Program Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 588-4342

attachment:

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Office: 713-556-9299

Fax: 713-676-9582