



CONSTRUCTION AND FACILITY SERVICES (CFS)

3200 Center Street, Houston TX 77007-5909

Facilities Planning

Project Advisory Team Meeting Minutes

Waltrip High School

MEETING NO.: 005

LOCATION: Waltrip High School, Library

DATE / TIME: September 30, 2013, 4:30pm

ATTENDEES: Debbie Adams, Alumni; Ayesha Ahmad, Teacher; Gloria Barrera, HISD Planner; Rebecca DeLaRosa, Teacher; Dr. Jon Enloe, Alumni; Jesse Espinosa, Band Director; Scott Fendrick, HISD Project Manager; Kristian Flores, Student; Eric Ford, HISD-Facilities Design; LaJuan Harris, HISD Planner; Kimberly Hickson, Architect; Delinda Holland, Community; Cynthia Krohn, Staff Member; Aly Murrell, Student; Cindy Reibenstein, Alumni; Jane Ann Roberts, Parent/Community/PTA VP; Frank Salinas, Asst. Principal; Andria Schur, Principal; Travis Stanford, Project Manager, HISD CFS; Gary Sullivan; Mark Sullivan, Architect; Jeff Turner, Staff Member; Jagdeep Verma, Staff Member; Linnea Wingo, Architect; Stephanie Witherspoon, Teacher.

PURPOSE: The purpose of this meeting was to finalize the Guiding Principles and identify and prioritize campus needs.

AGENDA ITEMS:

- Finalize Guiding Principles
- Discuss scope of 2012 Bond Project
- Review/prioritize identified PAT & Campus Requests
- What to expect at next Project Advisory Meeting

NOTES:

1. Travis Stanford provided a brief report on the progress of the 2007 Bond Project work. He mentioned that a Construction Manager At Risk has been selected and the scope is being developed. A schedule, including a phasing plan, will be completed very soon along with a more detailed description of the work will be completed and will be provided when completed. He confirmed that incomplete 2007 Bond scope will be completed.
2. Gloria Barrera asked if there were any comments or edits regarding the proposed Guiding Principles. Principal Schur mentioned that the proposed Guiding Principles had been shared for review and comment. The group was in favor of proceeding with the Guiding Principles as provided by Waltrip PAT members.
3. Ms. Barrera provided an overview of the next steps in the planning process and described the activity for this meeting. The goal is to create a detailed list of what works and what doesn't work at Waltrip HS today. The final action resulted in a list that was created by the group and subsequently voted on to determine priorities for the 2012 project. The effort assisted the PAT in defining what features were the most important for the design team to further develop into a scope for the campus.

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4. Group Discussion was broken up into the three categories shown below:

a. What **doesn't** work at Waltrip High School

- i. Flow of hallways (cut throughs)
- ii. Water needed in Rm. 124 (Robotics Lab)
- iii. Dance Room size is too small and floor is improper (tile)
- iv. Front office not customer service friendly
- v. "4 Corners", traffic jam
- vi. Restrooms, all, including Boy's, Girl's, and faculty
- vii. 34th St. curb appeal & functionality, what is first impression?
- viii. Electrical outlets inadequate in many areas.
- ix. Wireless network inadequate in many areas.
- x. More data drops needed.
- xi. Drop off zones, getting in and out of building is difficult
- xii. Front porch
- xiii. Science Lab sink drainage not functioning properly
- xiv. Band Hall does not meet needs of program
- xv. Air Conditioning-rebalance? Is it under proper control?
- xvi. Auditorium technology, including sound reinforcement and lighting
- xvii. Security (Doors)
- xviii. Gyms are not large enough to hold entire student body
- xix. Desks/Furnishings are old and not functional.
- xx. Locker Room does not meet needs of program.
- xxi. Weight Room does not meet needs of program.
- xxii. Community Attendance/Bleachers – Community not encouraged to attend events due to lack of bleachers/seating for outside athletic events.
- xxiii. Tennis, softball, non-existent concessions
- xxiv. Fire drill egress is difficult because students have to weave in and out of buildings, especially assembly areas.
- xxv. Teacher Document Camera/Computer placement at teaching station requires teachers to have their back to students.
- xxvi. Swimming Pool Access only thru Locker room showers
- xxvii. No place for community meeting/host for digital meetings
- xxviii. Provide more service in Library
- xxix. Elevator Issues
- xxx. Auditorium stage too small
- xxxi. 12th grade hallway
- xxxii. Storage/Shops
- xxxiii. Swimming pool not usable
- xxxiv. Instructional space size in "old" wing
- xxxv. Renovation of cafeteria area, including courtyard
- xxxvi. Auditorium aisle has too much slope
- xxxvii. Eating on floor by Auditorium not sanitary
- xxxviii. Stairwell circulation not controlled – students go in both directions on same stair
- xxxix. Daycare is located too far away from drop off area.
 - xl. Tables in Science Labs are coming apart
 - xli. Need Auditorium accessible entrance (ADA)
 - xl. Need Band Hall lockers
 - xl. Math teachers w/o smart boards
 - xliv. Pedestrian safety (Ella and Lou Ellen St) sidewalks
 - xl. Technology Labs (shape)

b. What **does** work at Waltrip High School

- i. Hallway width
- ii. Sports Fields
- iii. Library
- iv. Gyms –size is good
- v. SMART Boards
- vi. Student Parking Lot (Striping, etc.)

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- vii. Technology
- viii. Windows that are operable
- ix. Space (stage & house size)

- c. After completing the above lists, the PAT was asked to brainstorm items that they feel should be included in the 2012 project. Once this list was complete, each PAT member was given 8 dots to use to vote for the items they believe are most important for Waltrip HS and most closely fulfill the Guiding Principles. The group took a break so the PAT members could vote. The following list tabulates the votes.

Votes	Title of Scope to explore
17	New Fine Arts Wing
10	34th Street Aesthetics & Functionality
10	Modern, functional, front office space
9	Hallway floorplan represents better circulation and flow
8	Field House for Athletics
7	CTE Rooms Designed to meet functionality of now and future
7	Instructional spaces that meet 21st Century needs, more welcoming
7	Modern restrooms
6	Science Labs designed to meet current and future requirements
6	Modernized courtyard & cafeteria-function and flow
6	Finished, open, usable pool
5	Functional Furniture
5	Athletic locker room, weight room
4	Service & Functionality & Safety
4	HVAC, Electrical, & Plumbing
3	State of the Art technology
3	Safe egress and ingress onto campus
2	Garage for parking
1	Lighting outdoors, parking lot
0	Campus Accessibility (ADA Compliance)
0	Large Multi Media Room with latest equipment
0	Larger Gym
0	Welcoming experience
0	Dance Room, proper floor, mirrors, storage
0	Listening Labs and technology to support them
0	Parking lot safety & durability

5. The Educational Specifications will be developed specifically for Waltrip following this meeting. There will be several, smaller meetings, in order to expedite this portion of the work. The first of these meetings is planned for Friday, Oct. 4, 2013 with Principal Schur and teachers.
6. Next PAT meeting will be a Workshop on Oct. 16, 2013, from 8:30am to 11:30am. Teachers and students are encouraged to attend. The Architects will present various concepts for achieving the Educational Specification requirements.
7. A Community Meeting will be held on Nov. 7, 2013, at 7:00pm. This is an opportunity for the community to be informed about the upcoming 2012 Bond project at Waltrip HS. A presentation will be made by the Architects and HISD Planning regarding the progress to date. There will also be an opportunity to address any questions the community may have concerning the project.

ACTION ITEMS:

1. Conduct focused meetings on Educational Specifications for use during the PAT Workshop. (HISD Facilities Planning and Waltrip HS staff.)
2. Gensler to develop concepts to share with PAT at workshop to assist in further prioritizing and decision making.

NEXT MEETING:

- Review the Draft Educational Specification that will be created by HISD Planning in response to feedback and direction from Principal and teachers.

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- Review conceptual options provided by Gensler Architects that respond to the Educational Specifications.
- Finalize concept and scope for 2012 Bond project.

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

Sincerely,

Scott Fendrick
Project Manager
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3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300
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Attachment: Sign In Sheet 9-30-2013



Waltrip High School
PROJECT ADVISORY TEAM MEETING
SIGN-IN SHEET
September 30, 2013

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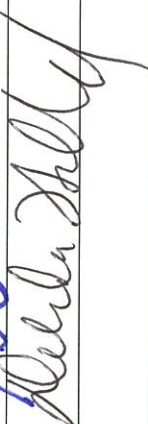

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