



## Minutes 2012 Bond Project Advisory Team (PAT) Meeting Austin High School

**MEETING #:** 1

**LOCATION:** Austin High School

**DATE / TIME:** September 11, 2014, 4:00pm

**ATTENDEES:** (those marked with a check were present)

<input checked="" type="checkbox"/>	Jorge Arredondo	Principal	<input checked="" type="checkbox"/>	Lydia Zamora	Teacher
<input type="checkbox"/>	Yadira Banuelos	Class President	<input checked="" type="checkbox"/>	Ralph Hennie	Teacher, CTE
<input checked="" type="checkbox"/>	Nash Covey		<input checked="" type="checkbox"/>	Alfonso	
<input type="checkbox"/>	Casiano Cruz	Teacher	<input checked="" type="checkbox"/>	Tim Johnson	Teacher, Science
<input checked="" type="checkbox"/>	Karen Degollado	Student	<input checked="" type="checkbox"/>	Joe Nelson	Alumni
<input checked="" type="checkbox"/>	Marsha Eckerman	Alumni	<input checked="" type="checkbox"/>	Christina Trejo	Magnet Coordinator
<input checked="" type="checkbox"/>	Tierra Harris		<input type="checkbox"/>	Dan Bankhead	HISD – Facilities
<input type="checkbox"/>	Noelia Longoria	School Support	<input type="checkbox"/>	Clay Clayton	HISD – Facilities
<input type="checkbox"/>	Vianey Nino	Secretary	<input checked="" type="checkbox"/>	Princess Jenkins	HISD – Facilities
<input checked="" type="checkbox"/>	Tania Roman	Student	<input checked="" type="checkbox"/>	Nestor Martinez	Project Manager
<input checked="" type="checkbox"/>	Jacque Royce		<input type="checkbox"/>	Sue Robertson	HISD – Facilities
<input checked="" type="checkbox"/>	Catherine Smith	Teacher	<input type="checkbox"/>		

**PURPOSE:** The purpose of the meeting was to give an introduction and overview of the planning, design and construction process for Austin High School.

**AGENDA:**

- Introductions
- Planning / Design / Construction Process
- Roles / Responsibilities
- 21<sup>st</sup> Century Educational Facilities
- Guiding Principles
- What to expect at the next PAT Meeting

**DISCUSSION:**

1. Princess Jenkins, HISD Facilities Planner opened with an introduction of herself and welcomed the participants, asking them to individually introduce themselves and describe their relationship to Austin High School.
2. Ms. Jenkins spoke about 21<sup>st</sup> century education, its principles, and followed with a video presentation available on the Bond website (An inside look at Progress on HISD’s 2012 Bond Program.)
3. An overview of the project’s design process method was provided by Ms. Jenkins.
4. There was discussion related to the basis of the method for allocating funds. Ms. Jenkins explained the districtwide template, which is adapted to the individual schools. She also provided a brief explanation



of concepts related to capacity modeling, space requirements, and the arrangement of spaces relative to one another which will all be discussed at greater length at future meetings.

5. Nestor Martinez, HISD Project Manager assisted with details of the process related to design. He explained the design process through Schematic Design, Design Development, and Construction Document phases.
6. Ms. Jenkins provided details on the development of the Educational Specifications for Austin High School and how the document will describe teaching stations, student capacity, space requirements, space usage, and a general description of finish requirements of the individual spaces and areas. The document may ultimately range in size from 100 to 250 pages.
7. The subject of an accelerated schedule due to economic conditions was discussed. Ms. Jenkins explained the Educational Specifications would be completed by the end of January 2015 and the PAT will meet on a monthly basis and review end user suggestions compiled during meetings with the Austin High School principal, teachers and staff.
8. Ms. Jenkins explained to the PAT the concept of Guiding Principles and their development. Before the PAT meeting in October these should be developed for review by the PAT. Also, she will be meeting with groups at the school to develop the capacity model which will also be reviewed at the PAT meeting in October.
9. Prior to the PAT meeting in November, Ms. Jenkins will meet with groups at the school and develop space requirements. They will be reviewed and accepted at the November PAT meeting.
10. At the December PAT meeting, space descriptions formulated during meetings held by Ms. Jenkins with groups at the school will be reviewed by the PAT.
11. By January, the final Educational Specifications will be presented for a PAT review.
12. Ms. Jenkins explained the roles and responsibilities of the different PAT participants. The leader of the PAT is the principal. The teachers, staff, and school support officers will provide insight from an educational perspective. Others will provide feedback based on community and student body perspectives. Additionally, PAT members are charged with providing information to the community and the student body.
13. Principal Jorge Arredondo stated he met with the possible Architects during the Architect Interview Meetings.
14. The role of the Architects over the next two months will be listening and planning. At a later time they will participate in a design charrette attended by PAT members and HISD representatives.
15. Ms. Jenkins listed the roles and responsibilities of HISD Construction and Facilities Services, and Mr. Martinez provided further details on his role and responsibilities. As Program / Project Manager he will be responsible for delivery of a project that meets its Educational Specifications, within the assigned budget, and on schedule.
16. Ms. Jenkins, as Facility Planner will complete the Educational Specifications and will be involved throughout the entire process. For example, during design she will provide reasons why certain decisions were made. This is not a barrier to making minor revisions to the program during design.
17. Ms. Jenkins informed the PAT about the roles of the Design Manager and the Construction Manager whose participation will begin during design.
18. Ms. Jenkins provided information on the different consultants for the project; the Architect, the Construction Manager at Risk (CMAR), Engineers, Surveyors, and Inspectors. The role of the CMAR is to help keep the project within budget and is responsible for the actual construction.
19. Ms. Jenkins provided an orientation on use of the Bond Website. The website will display meeting minutes; provide information on the scope of the project, its budget, and schedule; and stream videos about the bond program. She also streamed a video of the New Tech High School in Coppell, California which exemplifies some of HISD's vision of a 21<sup>st</sup> century education and learning environment.



20. Ms. Jenkins spoke about the purpose of the Guiding Principles, which is to articulate the vision, values, hopes, and ideals of the program to the design team. The Guiding Principles will serve to test decisions made during the design process. Homework for the PAT will be to develop ideas for the Guiding Principles.
21. Ms. Jenkins spoke about PAT handbooks provided to the participants, and their associated agreement and commitment.

**QUESTIONS/ANSWERS:**

1. A discussion arose regarding the existence of a pre-conceived conceptual model.
  - a. Ms. Jenkins and Mr. Martinez assured participants there was not a pre-conceived model.
  - b. Ms. Jenkins said state standards regarding space requirement minimums would apply.
2. Principal Arredondo asked if space square footage would be lost.
  - a. Ms. Jenkins stated there was that possibility; the objective was to meet the needs of a student population range of 1,800 to 2,000 students. She explained the stated range provided room to allow for needed adjustments and future trends.

**ACTION ITEMS:**

- 1-1 Meet with user groups at the school to discuss the capacity model (HISD-Facilities Planner)
- 1-2 Develop the Guiding Principles (Austin HS PAT)
- 1-3 Follow up with Principal Arredondo regarding development of the Guiding Principles (HISD-Program Manager)

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Princess Jenkins will present information to the PAT on the capacity model.
2. PAT to present draft Guiding Principles.

**NEXT PAT MEETING:** Thursday, October 9, 2014 4:00 pm, Austin High School Library

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

Sincerely,

**Nestor Martinez**

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