



Facilities Planning

Project Advisory Team Meeting Minutes

Energy Institute High School

MEETING NO.: 002

LOCATION: Energy Institute High School

DATE / TIME: April 10, 2014, 3:30 pm

ATTENDEES: Raul Alanis, Teacher; Chisom Anyanwu, Student; Timothy Chung, Student; Clay Clayton, HISD – Facilities Planning; Valencia Dutton, Teacher; Jillian Estrella, Teacher; Amber Farias, Student; Rene Flores, STEM Specialist; Lori Lambropoulos, Principal; Spencer Mathis, Teacher; Nina Shoaee, Teacher; Richard Tesson, Parent; LaJuan Harris, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to develop the Guiding Principles for the Energy Institute High School which will be used to “test” the decisions that are made throughout the design process and to introduce the Capacity Model to the PAT.

AGENDA ITEMS:

- Introductions
- Developing Guiding Principles
- Begin discussion about the Capacity Model
- What to expect at the next Project Advisory Team Meeting

NOTES:

1. The PAT reviewed the school mission statement and determined that this would be the basis for their Guiding Principles. PAT members will compile their ideas and meet to finalize the Principles.
2. The Capacity Model process was presented. The target for the school is 800-1000 students. The group began to identify spaces that would be required for grades 9-12. (Presently the school has only 9th grade students.) The outcome of the discussion for the capacity of the school is shown below. However, the PAT expressed a desire to look at this more in depth with additional teachers. Therefore, Principal Lambropoulos and her staff will review their program needs for a school with 9th through 12th grade and propose revisions prior to the next PAT meeting.

	# Teaching Stations	Students per Teaching Station	Building Capacity	% Utilization	Program Capacity
Core Academic Learning Center (English, Math, Social Studies, World Language, ESL)	40	28	1120	85%	952
Science Wet Lab	0	28	0	85%	0
Special Education Learning Center	0	12	0	85%	0
Teaching Stations Specific to Program	6	28	168	85%	143
Visual Arts Wet Lab	1	28	28	85%	24
Instrumental Music Learning Center	0	28	0	85%	0
Vocal Music Learning Center	0	28	0	85%	0
Gymnasium	0	32	0	85%	0
Auxiliary Gymnasium	0	32	0	85%	0
Multipurpose Activity Room	1	32	32	85%	27
Total	48		1,348		1,146

3. What to expect at the next Project Advisory Team Meeting
 - a. PAT will present a draft of the Guiding Principles for review and approval.

Customer Focused . . . Always Responsive!

- b. Finalize the Capacity Model.
- c. Introduce the Space Requirements

QUESTIONS / COMMENTS:

1. Will HISD accept corporate money to increase the capacity of the school?
2. What would be the last date that a corporation can contribute to the new building?
3. Can the PAT review the Memorandum of Understanding (MOU) by which the school is operating?

ACTION ITEMS:

- 2-01 Develop master schedule for school with 9th – 12th grade students (Energy Administration)
- 2-02 Revise Capacity Model. (HISD Facilities Planning)
- 2-03 Provide PAT with working copy of capacity model (Facilities Planner)

NEXT MEETING: Thursday, May 8, 2014 @ 3:30 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
Facilities Planner, Facility Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582