



**Project Advisory Team Meeting Minutes**

**The High School for Law Enforcement & Criminal Justice**

**MEETING NO.:** 002

**LOCATION:** The High School for Law Enforcement & Criminal Justice Library

**DATE / TIME:** Planning Charette Session 1 of 3 – December 17, 2013, 1:00 - 4:00pm

**ATTENDEES:** Joan Albert, PSP; Patricia Alexander, HSLECJ; Gloria Barrera, HISD-facilities Planning; Richard Barrera, HISD-Police; Patricia Alexander, HSLECJ; Ken Black, PSP; Don Chasteen, HSLECJ; Jeff Davis, Community Representative; Jamie Flatt, PSP; Schmecka Franklin, HSLECJ; Jim French, DLR Group; Dave Funk, HISD - Facilities Planning; HSLECJ; Hector Garma, HSLECJ; Josh Hooten, HSLECJ; George Johnson, HSLECJ; Brooks Liggett, HSLECJ; James McSwain, HISD-Lead Principal; Miyanna Kirksey, Student; Michael Martindale, HSLECJ; Carol Mosteit, HSLECJ Principal; Kimberly Riggins, HSLECJ; Sue Robertson, HISD – GM Facilities Planning; Christina Roddiger, HSLECJ; Kedrick Wright, HISD Sr. Manager of Design; Mike Woods, Rice & Gardner.

**PURPOSE:** Three meetings were held on successive days which constituted a planning charette, held to develop the capacity model and room descriptions.

**AGENDA ITEMS:**

- Introductions
- 21<sup>st</sup> Century learning
- Review and finalize guiding principles
- Capacity modeling

**NOTES:**

1. David Funk of HISD Facility Planning thanked participants for their participation stressing that the planned discussion is very preliminary, but an important step toward imagining their new facility.
2. Sue Robertson HISD General manager Facility Planning presented a 21<sup>st</sup> Century Schools power point outlining key themes and trends in academic planning.
3. The previously prepared guiding principles were reviewed and discussed. Comments and were gathered and incorporated into the document which will be posted to the district's 2012 bond Program website.
4. The Project Advisory Team PAT discussed issues pertinent to the capacity model:
  - a. The program capacity calculation will be based on 745 students with growth up to a capacity of 876 students.
  - b. The studies offered at HSLECJ present facility specialized requirements for course work in fire, police and emergency management. Much of that coursework is hands, on requiring spaces designed to allow training and simulations related to emergency

services. Similarly, criminal justice studies require spaces that create the environment of that profession.

- c. If HISD Police are collocated with HSLECJ, the facility should create opportunities for shared and cross learning between the police and HSLECJ. Shared facilities should be properly sized for joint use.
- d. Display space for awards and graphic arts is essential.
- e. Language labs are an important part of the HSLECJ.
- f. The gymnasium does not require a lobby. Seating was discussed and a consensus was reached that seating did not need to accommodate the entire student population.
- g. Theater arts need a performance space, but that space can potentially be share with other functions.

**ACTION ITEMS:**

- 1-01 Attendees were urged to consider requirements for their various areas prior to the next planning session.
- 1-02 A visit to the HCC police and fire training facility will be scheduled.

**MEETING SCHEDULE:**                      Next PAT meeting: December 18, 2013, 1:00 - 4:00pm

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,

Mike G. Woods  
Senior Project Manager  
Rice & Gardner Consultants, Inc.  
3200 Center Street, Houston, TX 77007  
Phone: (832) 754.7142.  
mike.woods@ricegardner.com  
Attachment: