



**Project Advisory Team Meeting Minutes**  
**The High School for Law Enforcement & Criminal Justice**

**MEETING NO.:** 007  
**LOCATION:** The High School for Law Enforcement & Criminal Justice Library  
**DATE / TIME:** March 10, 2014, 2:30 - 4:00PM  
**ATTENDEES:** Joan Albert, PSP; Patricia Alexander, HSLECJ; Ken Black, PSP; Don Chasteen, HSLECJ; Schmecka Franklin, HSLECJ; Dave Funk, HISD - Facilities Planning; Hector Garman, Student; Josh Hooten, HSLECJ; Miyanna Kirksey, Student; Elaine Lee, PSP; Jon Moreau, B3Ci; Carol Mosteit, HSLECJ Principal; Christina Rodriguez, HSLECJ; Mike Woods, Rice & Gardner;  
**PURPOSE:** The meeting was held to review the educational specification..

**AGENDA ITEMS:**

- Review of the educational specification draft
- Introduction to the design charette process.

**NOTES:**

1. Dave Funk of HISD Planning made a cursory review of the educational specification to orient the PAT with the contents requiring their review.
2. Inclusion of an obstacle course was discussed. It was agreed that a low level obstacle course will be added to the requirements of the site.
3. The design charette process was outlined by Joan Albert of Page:
  - a. The charette will be held over a 2 day period.
  - b. On the morning of the first day Page will lead a session which will site utilization and study rough arrangement of spaces. PAT members will participate in this morning session.
  - c. During the afternoon Page will develop the ideas shared in the morning session and prepare documentation for the second day's session.
  - d. The charette will reconvene for the second day to review the work from the previous day and further develop those concepts. The PAT will interactively participate with Page to create a conceptual design for HSLECJ.
4. Ken Black of Page reviewed the subsequent design process including the participation of the Construction Manager at Risk (CMAR).

**ACTION ITEMS:**

- 1-01 PAT members should review the educational specification and submit their comments to Principal Mosteit by the end of the day Wednesday, March 12, 2014.
- 1-02 Schedule the design charette.

**MEETING SCHEDULE:** Next PAT meeting: April 14, 2014, 2:30 p.m.

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  
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Attachment:

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