



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

**MEETING NO.:** 012

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

**DATE / TIME:** August 11, 2013, 2:30 - 4:00pm

**ATTENDEES:** Ken Black, Page; Don Chasteen, HSLECJ; Jeff Davis, Community Member; Schmecka Franklin, HSLECJ; Dave Funk, HISD - Facilities Planning; Hector Garma, HSLECJ; Valgene Holmes, HSLECJ; Elaine Lee, Page; Carol Mosteit, HSLECJ Principal; Christina Roddiger, HSLECJ; Jennifer Topper, HSLECJ; Ross Wells, HSLECJ; Mike Woods, HISD PM, Rice & Gardner.

**PURPOSE:** The meeting was held to review the schematic design submission.

**AGENDA ITEMS:**

- Introductions
- Review of Schematic Design floor plans and elevations
- The Design Development process
- Schedule the next design review

**NOTES:**

1. The Schematic Design was generally reviewed and accepted as submitted:
  - a. The site as shown includes Pease St. Capture of this street is not finalized, but execution of the capture is anticipated per HISD Real Estate.
  - b. The site perimeter will be fully fenced with gates to parking areas mechanically operated.
  - c. There is a Scott St entry through the gate for pedestrians. Further discussion will be needed to finalize this location at a later date. Sidewalks will be included along Scott. St.
  - d. The "burn building" is located in the extreme southwest corner of the site. The campus will internally discuss the specific requirements for this facility. Construction of this building will be little more than CMU block with a few rooms.
  - e. The primary building entrance was discussed in detail. The PAT was not fully satisfied with the security vestibule and entry way. The screening and access progression for visitors will require additional discussion.
  - f. Separate male and female staff toilets are required. Staff should have access to toilets without entering the student toilets.
  - g. As has been mentioned several times before, the public toilets on the first floor should be oriented for access from the 'atrium' area without entering side corridors allowing for passive supervision.

- h. The learning commons area on L2 adjacent to the law Library was discussed. Because the spaces are on different levels a ramp will be required. It is preferred that the ramp be internal to the space so that handicapped students do not have to leave one space to access the other.
- i. The 911 server is in a separate space from the training room. The space must serve both the 911 training setup as well as GSI learning stations.
- 2. The site purchase is progressing. Abandonment of the streets cannot be formally resolved until the site purchase is complete.
- 3. The Design Development process is the next phase of the project.
  - a. During Design Development more detail will be incorporated. To accomplish this a series of meetings with the various academic disciplines will be scheduled to address their spaces.
  - b. Materials and finishes will be proposed and selected.
  - c. This phase of the project will take approximately 2 months

**ACTION ITEMS:**

None.

**MEETING SCHEDULE:**

Next PAT meeting: September 8, 2014, 2:30 - 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  
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Attachment: