



**Meeting Minutes**

**The High School for the Performing and Visual Arts**

**MEETING NO.:** 003

**LOCATION:** The High School for the Performing and Visual Arts

**DATE / TIME:** August 06, 2013, 2:00 pm

**ATTENDEES:** Eileen Montgomery, HSPVA Teacher; Cynthia Ogden, HSPVA Teacher; Patrick Peters, Parent; Jim Rice, Rice & Gardner; Robert Barrera, Jr., Rice & Gardner; Lamelle Sartain, HSPVA Secretary; Travis Springfield, HSPVA Counselor; Stephanie King; Parent; Marc Duncan, HSPVA Teacher; Clay Clayton, Facilities Planner; Alene Haehl, Community Representative; David Sheard, HSPVA Lecturer; LaJuan Harris, HISD- Facilities Planning; Larry Trout, HSPVA Assistant Principal; Pat Bonner; Warren Sneed; Kimberly Hickson, Gensler Architects; Daniel Kornberg, Harrison-Kornberg

**PURPOSE:** The purpose of this meeting was to discuss the capacity model and space requirements.

**AGENDA ITEMS:**

- Introductions
- Review the Guiding Principals
- Review the Capacity Model
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

1. Larry Trout, Assistant Principal at HSPVA, introduced Jim Rice with Rice & Gardner. Jim explained Rice & Gardner's role is to serve as the Program Manager on this project for HISD during planning, design and construction.
  - a. Robert Barrera was introduced as the project's Senior Project Manager.
  - b. Kimberly Hickson with Gensler Architects and Daniel Kornberg with Harrison-Kornberg Architects were introduced as the architects on the project. Jim explained that Kimberly Hickson and Robert Barrera had worked together at Grady MS and at the Bellaire HS 3-story Science Lab addition.
  - c. Jim introduced LaJuan Harris and Clay Clayton as HISD's Facilities Planners.
2. Jim Rice reviewed the Planning, Design and Construction process and updated the group on the status to date.
  - a. The PAT had the opportunity to travel and see similar facilities.
  - b. The Guiding Principles must be finalized to continue the planning process. The Guiding Principles will guide decisions in the future. Jim noted that it is understood that the PAT is working to complete them within the next few weeks.
  - c. The next step is to determine the total amount of square footage and the total number of learning spaces for the new building. This must be done to prepare a written program of needs for the architect to design to. Once the program reached 85% completion, the design process may begin.
  - d. The next step is to determine the total number of learning spaces (Capacity Model) which will lead to the total amount of square footage (Space Requirements) for the new building. With the Space Requirements compiled, definitions of each room (Space Descriptions) can be developed with the PAT. These descriptions will include sections defining the users, activities, design considerations and furniture fixture and equipment lists. Once all three are completed, they will be compiled into a single Educational Specifications (Ed Specs). This document will serve as the Architects direction during design. It was explained that once the Ed Specs are approximately 85% complete, the Architects can begin the design process to verify the space program. During their early design, adjustments to the program may be made in order to better accommodate HSPVA's needs.

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- e. HISD will secure a Construction Manager at Risk (CMAR) that is not based on price, but rather on value. Estimates will be done throughout the process to ensure the project stays within the budget.
  - f. Jim estimated the planning, permitting and bidding process to be approximately 12 months from the 85% programming milestone. The estimated construction is believed to be between 22-26 months. During the meeting a shorter duration was announced to the group. The construction schedule will be refined once the CMAR is on board.
3. Capacity Model was reviewed. The program capacity for HSPVA is for 750 students.
- a. A rough draft of the capacity model was created using the school's Master Schedule and Facilities Planning's understanding of HSPVA's curriculum.
    - a. A comment was made stating the Master Schedule does not reflect how teaching occurs at the school.
    - b. The faculty and staff offered to provide a schedule by room to assist in the Capacity Study.
    - c. Fall and spring semesters are different; therefore, the design will be for the larger demand of the two semesters.
    - d. It was noted that class sizes vary greatly: Orchestra is 60-70 students, Jazz is 18 – 30 students; Welding is 8 – 9 students.
    - e. A point was made that although it was good that departments shared learning spaces, it was not good because of the lack of space available.
    - f. The Commons is the mostly used space even though the schedule does not reflect that it is often a teaching space.
  - b. Physical Education
    - a. HSPVA does not have P.E. classes presently.
    - b. A discussion needs to be held on what PE will look like in the future.
    - c. Online classes or a Fitness /Wellness Center may be options. If the school elects to have a Fitness / Wellness Center it must be determined if a teacher will be teaching at the Center which would suggest that it would be a teaching station.
  - c. Music Department:
    - a. Music Theory will be a regular classroom with a piano and white board with staff lines. It will be a fully assigned learning space.
    - b. Music classes cannot be taught in an academic learning space.
    - c. There are 9 full time music faculty members.
  - d. Visual Arts.
    - a. There are four full time and 8 – 15 Part time Visual Arts Teachers.
    - b. There is an 80 / 80 student split per teaching day.
  - e. Career and Technology.
    - a. CTE Publishing / Creative Writing and Digital Interactive Media are currently offered.
  - f. Science:
    - a. One science learning center and three wet labs are required.
4. Questions:
- a. Does HISD have parking options?
    - i. There is a City of Houston parking lot across the street that the District may elect to lease. This is still being investigated. Jim suggested keeping focused on the instructional space and to address the parking facilities when more information is known.
  - b. What will it take to be 85% complete on the programming?
    - i. The PAT needs to complete the capacity model. The HSPVA staff has scheduled two more meetings to refine and finalize the Guiding Principles.
    - ii. To complete the Capacity Model, Space Requirements, and Space Descriptions, it was Clay Clayton's suggestion that the PAT may need to meet more than once a month. He noted that other schools are meeting more often or for longer periods to complete their Ed Specs.
    - iii. The PAT concept is to have 8 – 15 people on the committee that represent all stakeholders. The official PAT members need to be identified. Others may attend the meetings, however the core group will make the final decisions. It was requested that this roster be finalized.
  - c. Have there been any discussions about the premium cost of HSPVA's spaces? Will we be getting more than what we have at our current campus? What is the current square footage of HSPVA?
    - i. The District is aware that a performing arts school will cost more than a regular high school because of the specialized space requirements. The vision is an Arts high school.
    - ii. Clay Clayton responded that while he couldn't specifically answer if HSPVA's new facility would have less than what exists today, he had been told that it was HISD's intention to develop the new facility to meet the needs expressed by the PAT. He further stated that it was his expectation, again based on

discussions with HISD General Managers, that it was expected that the new facility would not be smaller than the existing school.

- iii. Based on HISD's records (Facility Assessment-2007), the current building is 102,556 square feet.

**ACTION ITEMS:**

- 3-01 Complete Guiding Principles. (PAT)
- 3-02 Submit Department Schedules (Staff)
- 3-03 Complete Capacity Model (PAT & Facilities Planner)

**NEXT MEETING:** September 9, 2013, 2 p.m.

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

Sincerely,

Robert Barrera, Jr.  
Senior Project Manager  
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Attachment:

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