Meeting Minutes

Worthing High School

MEETING NO.: 001
LOCATION: Worthing High School
DATE / TIME: May 15, 2013, 12:00 pm
ATTENDEES: Sunshine Eaglin, Alumnus/Advisory Board; Ronald McGowan, Alumnus; Wretha Thomas, Union/Community Member; Tod Nix, Principal; Travis McGee, Alumnus/Advisory Board; Keith R. Collins, President Alumni Association; Ed Grimes, Alumnus; Rev. B.R. Williams, Pastor/Community Member; Lloyd Hart, HISD – CFS; Princess Jenkins, HISD-Facility Planning, Kedrick Wright, HISD-Facility Planning

PURPOSE: The purpose of this meeting was to focus on establishing the Guiding Principles for Worthing High School which will be used to “test” the decisions that are made throughout the design process.

AGENDA ITEMS:
- Introductions
- Planning, Design and Construction for New Schools and Renovations
- Roles and Responsibilities
- What is an Educational Specification
  - District-Wide Educational Specification
  - Site Specific Educational Specification
- Creating Guiding Principles
- What to expect next Project Advisory Team Meeting

NOTES:

Discussion:
1. Currently Worthing High School is in the planning and design phase. Construction is scheduled to begin Mid/Late 2014.
2. HISD Facilities Planning will work with Worthing High School PAT through the entire project for continuity.
3. The PAT includes 2 students and 2 teachers. Due to testing, these two stakeholder groups were not represented.
4. PAT members were reminded they each represent a stakeholder group. The purpose of this PAT is not to make decisions just among ourselves. The purpose of these PAT meetings is for each member to take information back to their respective stakeholder group and obtain feedback.
5. HISD is currently working on the District Wide Educational Specification (Ed Specs) which are the requirements for achieving 21st Learning Spaces. Site Specific Ed Specs will be created to fit the educational program at Worthing HS.
   a. Ed Specs include a Capacity Model, Space Requirements and Room Descriptions. Room Descriptions include users, activities and lists of furniture, fixtures and equipment.
6. The PAT expressed concern that they are getting different information from different people within HISD.
   a. PAT would like transparency and consistency with all information from HISD.
7. PAT would also like a detailed report of the funding from both the 2007 and 2012 Bonds in writing from HISD.
8. Guiding Principles Discussion
   a. One of the Guiding Principles will revolve around safety and security. It will focus on how to keep the students at Worthing HS safe while monitoring keeping unwanted visitors off the campus.

Question and Answer
1. Why are there conflicting dates for the start of construction?
   a. The start date for construction is Mid/Late 2014. The Master Schedule is being developed and will be shared as soon as it is completed.
2. Why can't the 2007 Bond work be started immediately?
   a. Currently there is no contractor under contract for Worthing HS. A recommendation to award a new construction contract for Worthing HS should go to the Board this summer.

3. Is the cost for cleaning debris left behind by the previous contractor coming out of the 2007 Bond funds?
   a. The cost for debris cleanup will be deducted from the original contractor's final payment.

4. Is there any information on where Worthing HS stands with having a contractor selected?
   a. The advertisement was issued on April 27 for Construction Manager at Risk (CMAR). A recommendation will go to the Board this summer.

5. Will 2007 Bond funding and 2012 Bond funding be kept separate?
   a. Funds will ultimately come together to complete the scope for both projects under the same design and construction contracts.

What to Expect Next Project Advisory Team Meeting

1. Begin discussion about Program Capacity and the Capacity Model.

ACTION ITEMS:

   1-01 Complete Guiding Principles

NEXT MEETING: June 19, 2013 12:00 pm.

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

Sincerely,

Kedrick Wright
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HISD – Construction & Facility Services
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