Meeting Minutes
Worthing High School

MEETING NO.: 001
LOCATION: Worthing High School
DATE / TIME: September 28, 2013, 9:00 am
ATTENDEES: Richard Barajas, Interim Principal; Dan Bankhead, General Manager, Facilities Design; Sue Robertson, General Manager, Facilities Planning; Kedrick Wright, Senior Manager, Facilities Design; Princess Jenkins, Facilities Planner; Rhonda Brooks, Life Skills Teacher; Martha E. Lewis, Dept. Chair-CTE; Sterling Robinson II, Student; Noe Almaguer, Project Manager; LaTonya Perry, Project Coordinator; Ron Roberts, Program Manager

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:
• Introduce Project Advisory Team Members
• Discuss Campus Tours
• Create Guiding Principles
• Discuss Capacity Model
• Set Community Meeting Date and Time
• Expectations for the next Project Advisory Team Meeting

NOTES:
Discussion:
1. HISD is organizing tours to visit schools and workplaces that are good examples of 21st Century learning environments in the Houston area. Worthing High School's (WHS) tour is scheduled for October 18, 2013. The tour will accommodate 20 people, including students. The tour will include a visit to Salyards Middle School in Cypress-Fairbanks ISD and Carl Wunsche Sr. High School in Spring ISD. Interim Principal Barajas will coordinate the group of people joining the tour.
2. Creating Guiding Principles Discussion:
   a. The Guiding Principles are statements of intention for the vision, mission, and values the group wants to accomplish for an educational institution and a community of learners. Stating these intentions upfront will help the group stay focused during the design process in the coming months.
   b. The team reviewed videos of the Dubiski Career High School and Kathlyn Joy Gilliam Collegiate Academy on HISD’s 2012 Bond website: http://www.houstonisd.org/Page/77736 for 21st Century school models. Sue Robertson encouraged PAT members to have the student government groups review projects on this website and video record their feedback and upload information to the HISD WHS webpage.
   c. The following Guiding Principles ideas were discussed and will be further developed at the next meeting:
      i. Light filled spaces (more lighting than the traditional school)
      ii. Ease of technology which makes learning more interactive, seamless, and pervasive. Technology makes it easier to learn.
      iii. Common areas and departmental organization for staff collaboration.
      iv. Every student should be in an environment where they feel safe and comfortable.
      v. Do not like the idea of group teaching centers for SPED Department.
      vi. Break-out areas for students’ self-directed learning time or to work in teams. Soft seating and tables (no desks) supports this type of activity.
3. On November 5, 2013, HISD will have a Furniture Expo which will provide 21st Century furnishing options. The expo will display classrooms of the future. This will be an opportunity for the PAT team to have hands-on experience with the furnishings.
4. The cafeteria space will be developed as an open common space that can be used for a self-learning space when the
kitchen is closed. In addition, casual dining areas within the common areas of neighborhoods can be considered to allow for grab-and-go informal student dining. The idea will ease students into a college experience.

5. The PAT and the Design team will be thoughtful of students’ needs in every decision made.

6. The first step of the process is to develop a Capacity Model. The PAT will make a decision on how many spaces are needed, how big these spaces will be, how they relate to each other and what goes into each space. The District’s Educational Specification will be customized to fit Worthing High School.

7. Capacity Model definitions:
   a. Teaching Station – any room that regularly hosts a full-size class.
   b. Students per Teaching Station – average number of students in a regularly scheduled full-size class.
   c. Building Capacity – number of Teaching Stations multiplied by the number of Students per Teaching Station.
   d. Percent Utilization – percentage of the day a Teaching Station is being used.
   e. Program Capacity – Building capacity multiplied by percent utilization.
   f. Teaching Stations Specific to Program – The District-Wide Ed. Spec. provides an allocation of teaching stations that can be identified by each campus to support the educational programs that are offered on that campus beyond Core Academic Learning Centers, Science, Art, Performing Arts, etc. Spaces that will comprise this “Specific to Program” allocation are typically Career & Technical Education Learning Centers and JROTC spaces.
   i. The PAT at each of the 2012 Bond campuses will decide how these spaces are allocated at their school.

8. The proposed WHS Capacity Model is based on a Building Capacity of 1300 students and a Program Capacity of 1100 students (85% Utilization) as stated in the 2012 Bond Program. There are a total of 48 Teaching Stations. The Capacity Model was determined as follows:
   a. Teaching stations for Learning Centers: 25
   b. Teaching Stations for Science Wet Labs: 5
   c. Teaching Stations for Educational Learning Centers: 4
   d. Career and Technology Education:
      i. Dual: 1
      ii. Construction: 1
      iii. Hospitality and Tourism: 1
      iv. Business: 1
      v. Agriculture: 1
      vi. Cosmetology: 1
   e. Teaching Stations for Junior ROTC: 2
   f. Teaching Stations for Visual Arts Wet Lab: 1
   g. Teaching Stations for Instrumental Music Learning Centers: 1
   h. Teaching Stations for Vocal Music Learning Center: 1
   i. Teaching Stations for Main Gymnasium: 2
   j. Teaching Stations for Auxiliary Gymnasium: 1
   k. Based on the above information, the Building Capacity will be 1,292 students. An 85% Utilization will allow for a Program Capacity of 1,098 students.

9. Student enrollment at Worthing High School is currently 634 students.

10. Members of the PAT are concerned about the process of the promised building from the previous bond. Dan Bankhead made a presentation that explained how both projects would function. A new CMAR has been selected, B3Ci, a Joint venture Company. Construction activities have started once again for work on the 2007 Bond Scope of Work. Mobilization is in progress. The project has been re-permitted. B3Ci is currently verifying existing materials and performing investigative services.

11. The regular PAT Meetings will take place the 1st Monday of each month between 4:00 and 6:00 pm. The next meeting will be on Monday, October 7th at 4:00 PM. The first community meeting will be scheduled in this meeting for the early part of November. Three community meetings are scheduled for the WHS project.

What to Expect Next Project Advisory Team Meeting
1. Finalize the discussion about the Capacity Model.
2. Begin discussion about the Space Requirements.

NEXT MEETING: October 7, 2013 4:00 pm

COMMUNITY MEETING: November 19, 2013 6:00 pm at Worthing High School
Please review the meeting minutes and submit any changes or corrections to Ronald Roberts. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Ronald Roberts
HISD – Program Manager
3200 Center Street, Houston, TX 77007
Phone: 314-307-2231

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