



Meeting Minutes
2012 Bond Project Advisory Team (PAT) Meeting #1
Scarborough High School

PAT MEETING #: 1

LOCATION: Scarborough HS

DATE / TIME: September 23, 2014, 4:00pm

ATTENDEES: (those marked with a check were present)

Present ?	NAME	ORGANIZATION / ROLE	Present ?	NAME	ORGANIZATION / ROLE
	Stella Cunningham	Classroom Teacher	✓	LaJuan Harris	CFS Facilities Planner
	John Feitshans	Classroom Teacher	✓	Mel Butler	CFS Program Manager
✓	Jacqueline McWilliams	Classroom Teacher			
✓	Robin Nuber	Classroom Teacher			
✓	Phuong Tieu	School-based Staff			
✓	Lee Mashburn	School-based Staff			
	Josie Cavazos	Non-Instructional Staff			
✓	Esther McMillan	Non-Instructional Staff			
	Mary Thurman	Community Member			
	Keisha Roberts	Parent			
	Rebecca Janacek	Parent			
✓	Dr. Diego Linares	Principal			
✓	Omari R. Issa	Asst. Principal			



AGENDA:

- Welcome & Introductions
 - Principal Dr. Diego Linares
 - P.A.T. Members
 - CFS Facilities Planner – LaJuan Harris
 - CFS Program Manager – Mel Butler
- Introduction to Planning, Design, and Construction Process
- Scarborough HS 'Known Issues / Problems'
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting

DISCUSSION:

1. All attending PAT members introduced themselves and indicated their current involvement with the school and project. Ms. LaJuan Harris, HISD Facilities Planner, and Mel Butler, HISD Program Manager, introduced themselves to the PAT members and briefly described their backgrounds and roles on the Project.
2. Ms. Harris described the Planning, Design, and Construction process and invited questions from the PAT members on that topic. The PAT members indicated that many of them were familiar with the process, as Scarborough HS had some facility improvements performed in 2010.
3. Ms. Harris discussed the HISD Guiding Principles and how they might impact the potential scope of work for the renovation of Scarborough High School given the limited budget.
4. The "Construction List" Provided by Principal Linares (prepared by P.O. Torres) was reviewed, as follows:

Item 1. Refinish or replace the oratory him seats

Item 2. Refinish or replace the auditorium paneling

Item 3. Replace damaged concrete by main office patio

Item 4. Build a new building for JR OTC

Item 5. Build a new storage for PC 2. Note - PC 2 form (TEA)

Item 6. Finish up asphalt parking lot by coaches parking area

Item 7. Replace damaged fence on Costa Rica. Note -old outstanding work order

Item 8. Replace damaged flooring at boys shower room

Item 9. Repaint whole entire school in and out

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Item 10. Remark the parking lines

Item 11. Replace main office floor and carpeting

Item 12. New furniture for classrooms. Note - Action confirm FF and E budget

Item 13. Build a brand-new weightlifting room. Note -location?

Item 14. Update Tennis Court. Note - unfinished from prior project. Currently using Saxon park, and there is the issue of a whether a soccer field would be a better use of the space.

Item 15. Build some new bleachers for the baseball and football field

Item 16. Build a new storage parking for the mule and tractors

Item 17. Add a shed for the baseball team gear and equipment

Item 18. a chance to make the gymnasium bleachers electronic

Item 19. Electric system for entry gate

Item 20. Pushbutton for security door (Front door). Note - access door to admin suite.

5. PAT Member asked if the current plan included using raptor. Principal Linares answered "Yes".
6. Additional items discussed in addition to the list above –
 - a. Security
 - i. Access control (Automated)
 - ii. Mr. Butler asked about camera coverage. Principal Linares answered, "Partial".
 - iii. Library access gates (Behind doors)
 - b. Locker rooms
 - i. Storage space
 - c. Office/Welcome Center (Reception)
 - i. Countertop Lamination
 - ii. Storage space = 14 inches deep, versus 24 inches required
7. Ms. Harris displayed the HISD Website and showed the Motto for Scarborough HS and recommended that the Guiding Principles could be derived from the Motto.
8. Ms. Harris described potential guiding principles for Scarborough, i.e. Safety & Security
9. PAT member Ms. Robin Nuber asked about the difference between the approx. \$12 Million project budget and the reported \$7.3 Million for construction. Ms. Harris explained that the \$12 Million represents the entire project budget and the \$7.3 million represents what is available for construction, with the remaining funds allocated to program costs and soft costs, such as the architect and specialty consultants.



ACTION ITEMS:

- 1-1 For Principal Linares: Due date - PAT Meeting #2:
 - Motto for Scarborough
 - Guiding principles for Scarborough

NEXT PAT MEETING: (Mtg. #2) – Tuesday, November 4, 2014, 4:00 pm, at Scarborough HS

WHAT TO EXPECT AT THE NEXT PAT MEETING:

- 1. Next steps (PAT #2) –
 - a. Guiding Principles
 - b. Identification of scope of work. CFS will organize the 'Construction List'
 - c. PAT Handbook review

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

Best regards,

Mel Butler, Jr.

Program Manager

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