



Meeting Minutes 2012 Bond Project Advisory Team (PAT) Meeting #16 Scarborough High School

PAT MEETING #: 16

LOCATION: Scarborough High School

DATE / TIME: May 16, 2016, 3:30pm

ATTENDEES: (those marked with a check were present)

Present ?	NAME	ORGANIZATION / ROLE	Present ?	NAME	ORGANIZATION / ROLE
✓	Dr. Diego Linares	Principal	✓	Nathan Arriens	Classroom Teacher
	Omari R. Issa	Assistant Principal	✓	Rick Parker	JROTC Instructor
✓	Stella Cunningham	CTE Coordinator	✓	Keisha Roberts	Parent
	John Feitshans	Classroom Teacher		Rebecca Janacek	Parent
✓	Jacqueline McWilliams	Classroom Teacher	✓	Mel Butler	CFS Program Director
✓	Robin Nuber	SPED Dept. Chair		Christel Coleman	CFS Program Manager
✓	Lee Mashburn	School-Based Staff		Michael Porterfield	Randall-Porterfield Architects
✓	Josie Cavazos	Non-Instructional Staff	✓	Carrie Sheldon	Randall-Porterfield Architects
✓	Esther McMillan	Non-Instructional Staff		Xavier Vargas	Randall-Porterfield Architects
	Mary Thurman	Community Member	✓	Jim Helm	Randall-Porterfield Architects
✓	William Allen	Band/Choir Director			

AGENDA:

- Welcome & Introductions
- Design Progress Update by Randall-Porterfield: HVAC Lab; Special Ed.; Band/Music
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting – Confirm (August 2016)



DISCUSSION:

1. The meeting began with the Welcome & Introductions by Mel Butler, HISD Program Director, and included a brief review of the planned Agenda.
2. The Design Progress Update was provided by Randall-Porterfield Architects (R-PA), and referred to the PowerPoint slide presentation displayed on the screen, as follows:
3. HVAC Lab - Jim Helm, R-PA, discussed the design elements for this space.
 - a. Action: Mr. Helm will provide layouts (dimensioned drawings) for Mr. Mashburn. Mr. Mashburn will provide equipment specifications and sizing information (based on Lone Star CC).
4. Weight Room (Rm. 346) - Carrie Sheldon, R-PA, discussed the design elements for this space.
 - a. PAT was satisfied with the design elements Ms. Sheldon described.
 - b. Action: Whirlpool (Training Room Tub) relocation shall be by school personnel. Scope of Work included in Project is mechanical, electrical, and plumbing infrastructure.
5. Special Education (SPED) Suite - Carrie Sheldon, R-PA, discussed the design elements for this space.
 - a. Ms. Nuber reminded the Project Team that the suite will provide vocational training, and will need, for example, washer and dryer service, a refrigerator, and related.
 - b. Ms. Nuber acknowledged the need for "full height" cubbies; 20 each, and also wall-mounted whiteboards.
 - c. Also required projector drop for displaying on SmartBoard screen, and teachers' wardrobes are also required.
 - d. Ms. Nuber raised a question regarding the teacher's station with A/V control connections. Agreed to use the same wall as the SmartBoard
 - e. Mr. Helm recorded proposed locations of requested FF&E and noted same on existing plans; revised plans will be issued for PAT review by concerned parties.
6. Band / Music Spaces – Jim Helm, R-PA, discussed the design elements for this space.
 - a. Mr. Allen, Band/Choir Director, provided a count for each type of instrument, both large and small instruments, for storage considerations at Mr. Helms' request.
 - b. R-PA's proposal to provide individual instrument storage lockers with wire grid doors is acceptable to the Band Director and the PAT.
 - c. Regarding the location for instrument storage – it was agreed to focus primarily on the curved "back wall" of the Band Room.
 - d. Action: Mr. Helm will coordinate with HISD's Christel Coleman regarding furniture fixtures and equipment specialties such as "Wenger" products for the band/music spaces.
 - e. Mr. Allen to ask about an access ramp for larger equipment; Mr. Helm described the path of travel, directly from the band room, if desired.
 - f. Mr. Allen was curious about fire evacuation arrangements for wheelchair-bound students. Mr. Helm described the accessible path of travel, and noted that new buildings' elevation is driven by flood plain design requirements (by COH).
 - g. Practice rooms need 120 V outlets; minimum duplex, but preferably "quads".
 - h. Mr. Allen asked about the height of the band room. Mr. Helm advised that the 'clouds are at approx. 18 feet, and the ceiling is at 22 feet.
7. JROTC Spaces - Jim Helms, R-PA, provided an update on Mr. Carter's question, as follows:



- a. Mr. Carter asked about the backstop; Mr. Helms advised that he has a visit to Clear Creek ISD scheduled and will provide a recommendation afterwards.
- b. Mr. Carter expressed overall satisfaction with the JROTC spaces as a result of the detailed design discussion at the prior PAT meeting.

End of Design Progress Update agenda items.

ACTION ITEMS:

- 12-01 Consider retaining at least two portables for Storage. Action: R-PA
- 12-03 Mel Butler requested images / product info for Sound & Sun-Screen mounted to interior of beam from Architect. Action: R-PA.
- 12-07 Meeting with librarian to discuss quantity of stacks based on proposed window wall that was approved by PAT. Action: Architect to calculate LF quantity of stacks existing and proposed. Action: Meeting with Librarian (as Dept. Head) and R-PA
- 12-08 Meeting is required to select color scheme for each Learning Community. Action: R-PA and PAT.
- 12-09 Confirmation of color palette for auditorium is required. Action: R-PA and PAT.
- 12-10 Logo for weight room wall – Ms. Tieu will send .jpg file of new logo to Xavier Vargas, Project Architect, R-PA.
- 16-01 Mr. Helm will provide HVAC Lab layouts (dimensioned drawings) for Mr. Mashburn. Mr. Mashburn will provide equipment specifications and sizing information (based on Lone Star CC).
- 16-02 Whirlpool relocation shall be by school personnel; annotate on plans (Mr. Helm)
- 16-03 For SPED Suite, Mr. Helm recorded proposed locations of requested FF&E and noted same on existing plans; revised plans will be issued for PAT review by concerned parties.
- 16-04 Mr. Helm will coordinate with HISD's Christel Coleman regarding furniture fixtures and equipment specialties such as "Wenger" products for the band/music spaces.
- 16-05 Band practice rooms need 120 V outlets; minimum duplex, but preferably "quads". Mr. Helm/R-PA will revise plans accordingly.
- 16-06 Mr. Helms advised that he has a visit to Clear Creek ISD scheduled and will provide a recommendation afterwards regarding the Backstop.

NEXT PAT MEETING: August 2016 (exact date – TBD) at 3:30 pm

WHAT TO EXPECT BY THE NEXT PAT MEETING:



1. R-PA advised that the target for submittal of 100% Construction Documents is June 1, 2016.
2. Mr. Butler advised that procurement of a General contractor is set for August 2016.
3. Principal Dr. Linares still anticipates Start of Construction of the JROTC/Band+Music Bldg. in October 2016.

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 Director

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