



Facilities Planning

Meeting Minutes

Milby High School

MEETING NO.: 003
LOCATION: Milby High School
DATE / TIME: May 28, 2013 / 4:00 pm
ATTENDEES: Norma Conerly, Milby Alumni Director; C. Brooke Skeen, AVID Teacher; Owen Conerly, Milby Alumni President; Jim Duffer, Teacher/Coach; Accelyn Sloan Williams, School Nurse; Roy de la Garza, Principal; Sue Robertson, HISD – Facilities Planning; LaJuan A. Harris, HISD-Facilities Planning; Kedrick Wright, HISD-Facilities Planning
PURPOSE: The purpose of this meeting was to begin the discussion about Milby High School's planned capacity model.

AGENDA ITEMS:

- Review Milby HS Guiding Principles
- Discuss Capacity Model
- Discuss Space Requirements
- What to expect next PAT meeting

NOTES:

1. Reviewed Milby HS' Guiding Principles
2. Milby's Capacity Model:
 - a. Definitions
 - i. Teaching station – any place where you would regularly schedule a full size class.
 - ii. % utilization - Percentage of the day that a teaching station is utilized. (This is a District level decision. The plan is for a teacher to not "own" their classroom, but to share classrooms and lab spaces if needed.)
 - iii. Special Education – Traditionally called "self-contained"; students spend approximately 85% of their time in that space.
 - b. Milby's planned capacity is for 1800 – 2000 students
 - i. Sue Robertson will be meeting with Mark Smith in the next few weeks to discuss the optimal capacity for each campus.
 - ii. For today's discussion the capacity model is based on a program capacity of 2000 students.
 - iii. Target number of teaching stations = 85
 - iv. Milby capacity specifics will be developed by the PAT. The following spaces were identified:
 1. 2 gymnasiums
 - a. Milby's existing program usually have 3 classes in the main gymnasium and 2 in auxiliary gymnasium
 - b. PAT to think about how P.E. spaces can be utilized
 - i. Two semesters of P.E. are required
 - ii. One semester of Health is required
 - iii. P.E. graduation requirements taken mostly the freshman year.
 2. Pool for athletics
 - a. Existing pool is in the main building which is scheduled to be demolished
 - b. The existing pool is not suitable for competition, but is used by the swim team.
 3. Special Education
 - a. Life Skills
 - i. Each class has two teachers, two aides and two support staff
 - ii. Can share facilities between 2 classrooms

- b. Deaf Education
 - i. 10-15 students
 - c. Behavior Adjustment Class
 - 4. Music
 - a. Vocal/Choir
 - b. Instrumental
 - 5. Visual Arts
 - a. Currently 2 classrooms
 - 6. Theatre/Black Box Learning
 - 7. JROTC program - Army
 - a. 126 students
 - b. 2 teachers
 - c. A suite with offices and a shooting range
 - 8. Career and Technical Education (CTE)
 - a. Students take 3 years of CTE course work.
 - b. Engineering – 2 stations and a lecture hall / computer lab
 - i. Auto CAD
 - ii. Robotics
 - iii. Electronics
 - c. Health Occupation (HOSA) – 2 teachers, 2 labs
 - 9. Science
 - a. 16 science teachers presently
 - b. Want to look at moveable equipment
 - 10. Printing / Graphic Arts – This needs to be a dedicated space.
 - a. Types of classes include screen printing, business card printing and t-shirt printing.
 - b. Moveable equipment will be used in a basic classroom.
- c. Current staff level
 - i. There are currently 50 teachers for core academics
 - ii. There are 16 science teachers.
- d. Historical information
 - i. Some of the existing building's classrooms were split into two rooms to accommodate a large enrollment. Therefore, some existing classrooms do not have the TEA required square footage.
 - ii. District has moved towards project based learning. This type of learning needs to be incorporated into the design of the new building.

3. PAT Questions / Concerns:

- a. How can teachers display student work when they no longer will have an assigned teaching station?
 - i. Teachers may be assigned a shared teaching station where they can coordinate the displaying of work.

4. Next steps

- a. Review space requirements, present and future use. (PAT)
- b. Finalize student schedules for Sue Robertson's review. (Milby staff)
- c. Review funds remaining from the 2007 Bond and how this money can be added to the 2012 Bond funds. (Principal De La Garza)

ACTION ITEMS:

- 1-01 Revise Space Requirements. (HISD Facility Planning)

NEXT MEETING: June 24, 2013 4:00 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
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Attachment:

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