



**CONSTRUCTION AND FACILITY SERVICES (CFS)**  
3200 Center Street, Houston TX 77007-5909

**Facilities Planning**

**Meeting Minutes**

**Milby High School**

**MEETING NO.:** 004

**LOCATION:** Milby High School

**DATE / TIME:** July 2, 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; Christopher Fields, Heery International, Inc.; 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:**

- Discuss Capacity Model
- Discuss Space Requirements
- What to expect next PAT meeting

**NOTES:**

1. Milby's Capacity Model was reviewed with the PAT.
  - a. Milby High School's revised capacity model shows a program capacity of 2,008 students with 85% utilization of the spaces. The planned capacity is for 2,000 students.
  - b. The revised capacity model has 43 core academic learning centers with a total of 86 learning centers which includes the non-core academic spaces.
  - c. The Flex Lab space (950 square feet) will not be necessary since the activity in this space can be handled by the program through the use of the 14 science labs and the 2 visual art labs. The Flex Lab was removed from the neighborhoods.
  - d. The Special Education Learning Center C (Behavioral Adj. Class) is an 850 square foot room. This space will not have more than one student at any given time; therefore, the room has been reduced to 450 square feet.
  - e. Milby High School has a Natatorium that is used for swimming classes as well as swimming teams. The program includes 21,000 square feet for a Natatorium. The revised space requirement for the program is 278,073 square feet.
  - f. Milby High School uses their existing auditorium on a regular basis, second only to the cafeteria space. This space is used as an assembly hall, a shared / borrowed space for community use and a meeting location for faculty. The Multi-Purpose space (2,000 square feet) included in the draft space requirements can be designed to handle the activities that currently take place in the existing auditorium. The Facilities Planners will provide information on how existing Multi-Purpose spaces are being utilized. As the space requirements are finalized, an auditorium could be included once it is determined that there is sufficient square footage for the core academic spaces.
2. PAT Questions / Concerns:
  - a. What visual medium is available to assist staff in understanding the existing space and how they can make improvements in the new space design?
    - i. Floor plans of the existing school are attached.
  - b. Is there a standard baseline space program from other school districts that Milby HS could review?
    - i. The space requirements that HISD is using for all 2012 bond projects is a compilation of data from many school districts.

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- c. Did the Magellan study note actual current square-footage for Milby High School?
  - i. Yes. The study indicated the main building is 260,798 square feet and the total of all buildings is 385,665.
- d. The staff indicated there is approximately \$3 million left over from the 2007 Bond Program. Can the left over funds be added to the 2012 Bond Program?
  - i. . The 2012 Bond program is planned to build a new school at Milby for the 1800-2000 students, according to the district's standards. The budgets have been established to include all of the square footage, furniture, equipment, etc., that would be needed for a new school of that size and capacity. If there are additional needs beyond those, we can discuss those needs specifically, and we can develop a request for senior staff. We will plan to discuss this request for additional needs at the next PAT meeting.

3. Next steps

- a. Present visuals of existing Multi-Purpose spaces to PAT. (Facilities Planner)
- b. Review current student schedules. (Milby staff)
- c. Review remaining scope/budget from 2007 Bond project. (Senior Manager Construction Services)
- d. Finalize Capacity Model
- e. Review Draft Space Requirements

**ACTION ITEMS:**

- 1-01 Revise Draft Capacity Model. (HISD Facility Planning)
- 1-02 Develop Space Requirements (HISD Facility Planning)
- 1-03 Determine remaining budget/scope from 2007 Bond funds and policy for including it in 2012 scope (HISD Sr. Manager Construction Service/HISD General Manager-Facility Planning)

**NEXT MEETING:** July 23, 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  
Facilities Planner, Facilities Planning  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9300

Attachments:

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