



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

Facilities Planning

Meeting Minutes

Milby High School

MEETING NO.: 005

LOCATION: Milby High School

DATE / TIME: July 23, 2013 / 4:00 pm

ATTENDEES: C. Brooke Skeen, AVID Teacher; Owen Conerly, Milby Alumni President; Accelyn Sloan Williams, School Counselor; Christopher Fields, Heery International, Inc.; Marcia Powell, Fine Arts Teacher; Nicola Springer, Kirksey Architecture; Steven Gee, TCM; Jody Henry, Kirksey Architecture; Rowena Verdin, Librarian; Wally Huerta, Huerta & Associates Architects; Sue Robertson, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning

PURPOSE: The purposes of this meeting were to review the revised Milby High School's planned capacity model and to introduce Kirksey Architects.

AGENDA ITEMS:

- Review questions and comments from July 2, 2013 PAT Meeting
- Review the revised Capacity Model
- Review Educational Specifications
- Introduction of architects – Kirksey Architects
- What to expect next PAT meeting

NOTES:

1. Introductions were made by each individual. Then Sue Robertson stated the roles and responsibilities of the management teams that had joined the team.
 - a. Kirksey Architecture and Huerta & Associates Architects will joint venture on the design for Milby High School. Jody Henry and Nicola Springer were present at the meeting to represent Kirksey Architecture and Wally Huerta represented Huerta & Associates Architects.
 - b. Heery International, Inc. (Heery) are partnered with Taylor Construction Management (TCM,) and are responsible for schedule and cost control on the project. Chris Fields represented Heery while Steven Gee represented TCM at the meeting.
2. Questions and comments from the July 2, 2013 PAT meeting were reviewed.
 - a. The conclusion was reached that the school could elect to have an auditorium or any other space as long as the number of teaching stations was reduced and the square footage of the project did not exceed 280,000 square feet.
 - i. The existing auditorium is used more by the school than the gymnasium is per the members of the PAT.
 - b. The student population for the 2012-13 school year was 1,962 students.
3. The Capacity Model for Milby High School was reviewed. The discussions are summarized below:
 - a. The number of Physical Education teaching stations in the capacity model is five which corresponds to the maximum number of P. E. stations in the school's master schedule. The five teaching stations are located in the main gym (2 stations), the auxiliary gym, the natatorium and the multipurpose activity room.
 - i. PAT members stated the school does not need a gymnasium with the square footage shown in the capacity model. The attendance at the home basketball games averages about 50 spectators. If the size of the gymnasium is reduced the square footage could be used in an auditorium for the school.

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- The existing gymnasium space does not have acoustical treatment which is needed for clear communication during assemblies.
- ii. Swimming was listed as a teaching station; however swimming is not shown in the schedule as a teaching station. PAT to confirm that swimming is taught year around, generally is taught the majority of the class periods, and has an average of 25 students per period.
 1. The Natatorium listed on the capacity model was a competition pool with seating, a lobby area, storage, locker rooms and an office for the Coach. Members of the PAT stated all that was required was a four lane pool for practice. All competitions will be held off campus. The storage and equipment storage were the only sub-areas that needed to be kept. The P.E. locker rooms could be located in close proximity and the Coach could use the shared office area with the other Coaches.
 - iii. PAT was requested to list all sports by season. The number of participants for each sport will be input on the spreadsheet for the Facilities Planner's information.
 1. Excel sheet has been submitted to Coach Duffer, Athletic Director, for his input. Coach Duffer will engage any other Coaches for needed input, including Coach Linda Laur, the swimming instructor.
 - iv. A PAT member noted that the current seating in the auditorium is only 3 years old therefore could be reused in a new auditorium.
 - v. The PAT was reminded that the current capacity model would have to be reduced to allow room for an auditorium. Cafeteriums were shown to the PAT as an alternative to an auditorium. The cafeteria could include a stage, and acoustical coverings.
- b. CTE courses are at the maximum allowed by HISD. If another CTE course was added one would have to be removed. The CTE courses add 14 teaching stations to the program. TDLR has specific regulations that must be met. The student to teacher ratio is normally 25 to 1 per TDLR. Ms. Harvey is the Milby CTE Director.
- i. PAT will review the CTE courses listed on Milby's Master Course Schedule against what is shown on the capacity model.
 - ii. The CTE – Computer Maintenance /Principles of IT spaces were shown as 465 square feet. The Facilities Planner is to confirm the required square footage for this space. The PAT will determine if 3 spaces are needed for this course.
 - iii. Cosmetology Learning Center is arranged with two learning centers and a shared lab and storage / dispensary. Members of the PAT stated the learning center could get smaller because students spent most of their time in the demonstration center. Cosmetology is taught during multiple periods. The PAT to provide Facilities Planner with the number of students that each CTE program handles during the school year. Two full time Cosmetology teachers have been hired for the 2012-13 school year.
 - iv. JROTC spaces need to be reviewed by JROTC personnel.
 1. The current firing range doubles as an indoor marching space.
 2. Site Specific Space Description for JROTC has been submitted to Principal for distribution to the sergeant in charge of the program for review.
- c. The Performing Arts currently includes four teaching stations. The District Wide Capacity Model indicates two teaching stations for Performing Arts. The PAT to confirm the number of teaching stations against the school's master schedule.
- i. Milby does not have a vocal music learning center. This center will be an orchestra / guitar center.
 1. This learning center will be designed to support a vocal class in the future.
 2. The four practice rooms that were listed under the Instrumental Music Learning Center (Band) will be split, two for band and two for orchestra.
 - ii. The Theatre/Black Box Learning Center might become a gray box. This will make the room more flexible so that many different types of courses can be taught in the room.
 1. A room needs to be included for set storage.
 - iii. PE/Fine Arts Multipurpose Room includes an additional teaching station that can be used by both departments. This room has been designated for a dance class or for cheer practice after school. PAT to confirm that this space is needed to meet the master schedule of the school.
- d. The Administration / Guidance section of the space requirements includes administrative spaces that need to be confirmed by the staff. The PAT will work with the staff to confirm that the right number of offices has been included.
- e. The Food Service section is still being reviewed with Food Services Department.

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- i. Formula for the square footage for the dining area did not include 200 square feet to allow for future expansion of the School's capacity. This will be corrected by the Facility Planner.
4. Kirksey Architecture was introduced to the PAT by Nicola Springer, Vice President at the firm. The firm's presentation on 21st Century Schools was postponed until the next PAT meeting.
5. Questions / Concerns
 - a. Will the 2007 Bond money be included with the 2012 Bond money?
 - i. No. The 2012 Bond money has been determined based on the program capacity determined by the District.
 - b. Mr. Rodriguez was sent a letter protesting the program capacity for Milby High School
 - i. Principal De La Garza will need to speak with Mr. Riddick and Mr. Smith for approval to increase the program capacity for the school.
 - ii. Facilities Planning Department will continue to plan for the school using the approved program capacity.
 - c. PAT recommended that the design for the new school plan for future growth.
 - i. The Architect will identify in their master plan for the overall site, space for classroom expansion. The facilities core spaces (cafeteria, learning commons, etc) will be designed and built to provide for this future expansion
6. Next steps
 - a. Kirksey Architecture will make a presentation on 21st Century Design at next PAT meeting.
 - b. Forward 2013-2014 master student schedules for Facility Planning's review. (Milby staff)

ACTION ITEMS:

- 1-01 Revise Space Requirements. (HISD Facility Planning)
- 1-02 PAT to review capacity model with interest groups. (PAT)

NEXT MEETING: August 24, 2013 @ 12:00 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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