



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

Facilities Planning

Meeting Minutes

Milby High School

MEETING NO.: 006

LOCATION: Milby High School

DATE / TIME: August 24, 2013 / 12:00 pm

ATTENDEES: C. Brooke Skeen, AVID Teacher; Marcia Powell, Fine Arts Teacher; Nicola Springer, Kirksey Architecture; Troi Taylor, TCM; Jody Henry, Kirksey Architecture; Sue Robertson, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning; Roy De La Garza, School Principal; Jim Duffer, Teacher/Coach; Alicia Green, Fine Arts-Theatre; Gary Machicek, Kirksey Architecture; William Ellis, School Assistant Principal

PURPOSE: The meeting purpose was to further develop the revised Milby High School's Capacity Model and Room Descriptions.

AGENDA ITEMS:

- Review the revised Capacity Model
- Review the Room Descriptions
- What to expect at the next PAT meeting

NOTES:

1. The capacity model was reviewed to ensure that all necessary departments were represented.
 - a. The current capacity model lists the program capacity at 2011-students (85% utilization). The target capacity is 2,000.
 - b. The goal is to keep the new facility size around 280,000-square foot (SF). The current program is ~ 295,686 SF. During program verification, the PAT, HISD Planners, the Program Manager, and the design team will work together to determine the extents of the historic re-use and develop an approach that achieves a space program that is within the project budget.
2. The number of lockers in the athletic and physical education locker rooms will be finalized based on the school's reporting of the number of athletes (by gender) who participate in each sport.
3. The room descriptions were reviewed to ensure they aligned with the capacity model and accurately conveyed the anticipated function for each room.
 - a. PAT members updated descriptions for their respective areas. Facility Planning will revise and email these to the PAT.
 - b. The team agreed that PAT members would forward the revised room descriptions to other department leaders for comments. New comments on the room descriptions will be submitted to LaJuan Harris by Tuesday, September 3, 2013 for inclusion in the Milby Educational Specifications.

QUESTIONS / COMMENTS:

1. The school is still concerned that the planned capacity is less than the current enrollment. Sue Robertson will meet with Principal De La Garza and HISD academic staff to discuss how the capacity was reached. The school will proceed with planning for the school with the given planned capacity.

ACTION ITEMS:

- 6.1 Email the capacity model and room descriptions to the PAT members. (Completed on August 27, 2013)

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- 6.2 The PAT will review the capacity model with interest groups and return their edits by end of day Tuesday, September 3, 2013. (PAT)
- 6.3 Milby athletic department will submit a spreadsheet of the number of athletics which participate in HISD sports to the Facilities Planning Department. (Completed on August 29, 2013)

NEXT MEETING: September 25, 2013 @ 2:00 p.m. at the offices of Kirksey Architects. All future PAT meetings will be scheduled for the last Tuesday each month at 4:00PM Central Standard Time (CST).

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

Sincerely,

Troi Taylor
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