



**Project Advisory Team Meeting Minutes**

**Milby High School**

**MEETING NO.:** 010

**LOCATION:** Milby High School

**DATE / TIME:** November 26, 2013, 4:15 pm

**ATTENDEES:** Victor Fleming, TCM; Gloria Barrera, HISD Facilities Planning; Sue Robertson, General Manager HISD Facilities Planning ; Manuel Rodriguez, HISD Board of Trustees; Milby High School PAT: Roy de la Garza, Richard Carroll, Andre Rodriguez, Marcia Powell, Candiss Drexler, Accelyn Williams, Brooke Skeen, William Ellis, Jerry Garrido, Zachary Rodriguez, Stacey Gallegos, Mario Guerrero, Owen Conerly, Milby High School Alumni Association; Norma Conerly; Milby High School Alumni Association; Milby High School Students: Zully Marroquin, Fatima Yanez, Tania Lopez; Kirksey Team Members: Nicola Springer, Gary Machicek, Jody Henry

**PURPOSE:** The meeting focused on Project Scope, Renovation precedents and Schematic Design

**AGENDA ITEMS:**

- Project Scope of Work Review
- Renovation Presentation
- Schematic Design Presentation and work session
- What's Next

**NOTES:**

1. The design team explained to the PAT that 100,000 square feet of the existing building will remain and be renovated and 180,000 square feet will be new construction.
2. Principal Roy de la Garza made the following statements:
  - a. Classrooms will be shared during Construction to avoid the use of portable buildings
  - b. Milby has 1200 zoned students and 900 transfer students enrolled
    - i. The new building is designed for 1800 - 2000 students
    - ii. Starting with 1800 students in the new building and building to 2000 is doable. Administration will discuss making their requirements for transfer students more stringent.
  - c. The school may entertain having a Flex Schedule before, during, and after Construction. Schedule may consist of 4 alternating periods or 7 periods every day with an additional period (0 and 9th period).
  - d. HISD may add a daytime and evening class if staff accommodates that.
3. Kirksey Architects presented several successful building renovation projects that were similar to how the renovation and new construction could work at Milby High School.
  - a. Belfort Early Childhood-Discussed/explained how an existing building can be renovated to appear brand new.
  - b. Brazosport Community College-Discussed/explained different ways an addition of a new building can be added to an existing building.
  - c. Beth Yeshurun Day School-Discussed/explained various spaces that are similar to the types of spaces programmed for Milby High School.
  - d. Shell WestHollow- Discussed the stairs and dining areas and how they relate to the proposed design for Milby HS.
  - e. Spring High School Auditorium -Discussed the auditorium space and explained ideas for the new auditorium programmed for Milby HS.
  - f. Burbank Middle School Auditorium-Discussed the auditorium space and explained ideas for the new auditorium programmed for Milby HS.

4. PAT reviewed options for Schematic Design
  - a. Proposal #1 – 1960's portion of building on the southwest side of the site would be saved
    - i. Scheme A (4 neighborhoods)
      1. 1960's building (front southwest) would be neighborhood 1 and the other 3 neighborhoods would be separate buildings on the east side (facing the fields)
      2. Athletic facilities would be on the south façade (centrally located) and athletic support in the Southeast corner.
      3. North end of the building would house Performing and Visual Arts and Maintenance.
      4. The existing auxiliary gym would be renovated to be the auditorium.
      5. The kitchen would be located in the existing 1926 building.
    - ii. Scheme B (3 neighborhoods)
      1. 1960's building (front southwest) would be neighborhood 1 and only 2 other neighborhoods would be located in separate buildings on the east side (facing the fields)
      2. Athletics and Performing Arts would be located the same as in Scheme A.
      3. Kitchen moves to the NE corner and is attached to the main mechanical area.
      4. CTE "Front Doors" are located on the north side (Cosmetology and Culinary), on the northeast corner will be HVAC and HOSA and at the historic entrance on the northwest side will be IT and Graphics.
  - b. Proposal # 2 – Renovation of the existing auditorium and 1940's wing located on the south side. The 1960's southwest corner building would be demolished and re-built as an admin wing.
    - i. Scheme A (preferred by PAT) (four neighborhoods)
      1. Two neighborhoods are located on the south side and 2 on the north side.
      2. Existing auxiliary gym becomes a multi-purpose room
      3. Athletics locate on the NE corner of the building
      4. Swimming pool located between central plant and the mechanical building.
      5. Performing arts to be located in the SE corner adjacent to the existing auditorium which will be renovated.
      6. 1960's portion of the building (SW corner) to be administration.
      7. All CTE "Front Doors" to be located on the south and north at each "neighborhood"
    - ii. Scheme B – The general layout is the same as Scheme A (three neighborhoods)
      1. Two neighborhoods on the south side of the building.
      2. Located on the north side is one neighborhood, the kitchen, gym, PE support, pool and central plant.
      3. One neighborhood faces east and is centralized looking out over the playing fields.
      4. Performing and Visual Arts are located on the south side to the east of the existing auditorium.
5. The Main entrance and the relationship between modern and historical portions of the building were discussed.
6. PAT favored a tennis court over a basketball court.

#### Questions:

1. How can natural light be prevented from entering spaces during presentations?
  - a. Architects will address during the January PAT.
2. Can we tour Bastrop?
  - a. Facilities Planning is working on determining and setting up the best tour locations for Milby PAT.
3. How will laptops charged?
  - a. Architects will address during the design phase.
4. What is the auditorium designed to hold?
  - a. A 500 seat auditorium has been programmed for the new building.
  - b. What does the current auditorium hold? The existing auditorium has seating for 686 people.
5. Will there be tablet arms on the auditorium chairs?
  - a. The PAT will participate in the selection of furniture during the design phase.
6. Will there be a model classroom for 1 to 1 roll out that can be toured?
  - a. The District does not have a model classroom that the PAT can visit. The District will determine the schedule for 1 to 1 roll out at Milby and notify the school of the implementation schedule.
7. Will there be instruction and testing in the auditorium?
  - a. Administration will be responsible for scheduling of instruction and testing.

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**What to Expect Next PAT Meeting**

1. Discussion will focus on 21st century learning spaces.

**ACTION ITEMS:**

1. Schedule site tours. (Facilities Planners)
2. Request Outlook meeting request from Principal de la Garza. (New PAT members)
3. Schedule working sessions with CORE teachers on December 11<sup>th</sup> and 12<sup>th</sup> from 4-6 p.m. (Milby Administration)

**NEXT MEETING:** The next meeting will be December 10, 2013 at Milby High School. (Additional meetings will be held on December 11 and December 12 as needed.)

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

Sincerely,

Victor Fleming  
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