



Project Advisory Team Meeting Minutes

Milby High School

MEETING NO.: 012

LOCATION: Milby High School

DATE / TIME: January 07, 2014, 4:15 pm

ATTENDEES: Rowena Verdin, School Librarian; Accelyn Sloan Williams, School Counselor; Justin Fuentes, School Support Officer; Cynthia Rodriguez, Math Teacher; William Ellis, Assistant Principal; Witt Jackson, Special Education Chair; Richard Carroll, School Business Manager; Gloria Barrera, HISD Facilities Planning; Eric Ford, HISD Facilities Design; Andre Rodriguez, Teacher; Candiss Drexler, Fine Arts Teacher; Gary Machicek, Kirksey Architecture; Nicola Springer, Kirksey Architecture; Owen Conerly, Alumni; Roy De La Garza, School Principal; LaJuan Harris, HISD Facilities Planning; Jody Henry, Kirksey Architecture; Marcia Powell, Fine Arts Teacher; Brooke Skeen, AVID Teacher; Troi Taylor, HISD Program Management

PURPOSE: The meeting focused on Site Layout, Classroom Furniture options, and the Learning / Dining Commons

AGENDA ITEMS:

1. Revised Site Plan
2. Learning Center and Science Lab Layouts
3. Extended Learning Commons

Notes:

Subject: Site Plan

1. Site Plan updated from last PAT Meeting
2. Baseball Field and Softball field overlap outfield
3. Question about where band will practice. It was explained that a whole band practice area can fit diagonally in the outfield of baseball and softball. There was a request for striping.
4. Question about an outdoor grill. It was suggested that the welding group make a grill for the courtyard.
5. It was suggested that baseball move more south and more east to get more space in the outfield.
6. A question was asked about the location of the batting cages.
7. Basketball hoops will be added in the central courtyard or maybe to the back of the gym so not around where students will be eating.
8. Students currently hang out at the west drive. PAT requested a pedestrian gate/ entrance.

Subject: Science &
CTE Labs

1. There will be a fixed wall of casework with sinks and movable work tables

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2. Science Prep Rooms were not shown at this time
3. A CTE Lab was shown based on a typical layout from the Engineering teacher

Subject: Extended Learning Commons

- The PAT requested more technology spread throughout the Learning Commons

Questions:

1. Can we add an air monitor to the school?
 - a. Yes.
2. Is there an update on the schedule since we are more into the design process now?
 - a. The Schematic Design (SD) Phase is 95% complete. The SD submittal is being priced to ensure it is within the allocated construction budget. Once the design is validated to ensure it is within budget, and the Schematic Design submittal is reviewed and approved by Houston ISD, the project will progress into the Design Development (DD) Phase. The DD Phase is anticipated to last approximately 2-to-3 months. Next, we will progress into the Construction Documents (CD) Phase. The CD Phase will last 3-to-4 months. This is the last phase prior to construction kickoff. The construction phase is anticipated to begin late 4th Quarter 2014.
3. The PAT requested a more detailed meeting to discuss what we are going to do to achieve LEED certification.
 - a. Our February 18, 2014, PAT Meeting will review the SD package. A future PAT Meeting will focus on explaining the LEED aspects incorporated into the design.
4. Will there be doors into the restrooms or wrap around walls?
 - a. The restroom detail will be defined during the DD Phase.
5. Will there be blinds on the windows for when teachers want to use projectors?
 - a. The design team will design window treatments to ensure light control in each room.
6. Can the Kitchen/Servery be opened up to outside vendors? How will the food be served? Who will use the kitchen? Is it Aramark?
 - a. Please reference the HISD Educational Specifications that define the food service requirements. The specification includes options like food court concepts, quick service walk-up windows, and speed lines that provide a fast system where multiple points of service are offered.
7. Do we have any idea how the phasing will work? Will all students and teachers be onsite?
 - a. The construction sequence will be phased. The students and teachers will remain onsite. The details will be coordinated with Principal De La Garza during the DD Phase.

What to Expect Next PAT Meeting

1. Kirksey will present the SD submittal site and floor plans.

ACTION ITEMS:

- 8.1 None at this time.

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Next Meeting: The next meeting will be February 18, 2014, at 4:15PM, at Milby High School.

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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