



Project Advisory Team (PAT) Meeting Minutes

Milby High School

MEETING NO.: 015

LOCATION: Milby High School

DATE / TIME: April 22, 2014, 4:15pm

ATTENDEES: Norma Conerly, Milby Alumni Director; Owen Conerly, Milby Alumni President; Roy de la Garza, Principal; LaJuan Harris, HISD – Facilities Planning; Kedrick Wright, HISD – Design; Jody Henry, Kirksey; Marcia Powell, Fine Arts Teacher; C. Brooke Skeen, AVID Teacher; Nicola Springer, Kirksey; Marvin Stone, HISD/Heery – Program Management; Accelyn Sloan Williams, School Counselor; Alicia Green, Theater Teacher; Richard Carroll, Business Manager; Bill Ellis, Assistant Principal; Jeff Stear, Teacher; Gary Machicek, Kirksey;

PURPOSE: Provide a Schematic Design status update for Milby High School and discuss comments from the Community Meeting.

AGENDA ITEMS:

- Review April 8, 2014 Community Meeting
- Project Status Update
- Review of space planning
- What to expect at the next PAT Meeting

NOTES:

Discussion:

1. Marvin Stone, HISD Project Manager, presented comments and responses from the April 8, 2014 Community Meeting.
 - a. Police Offices – There were two comments related to offices and gym space for Police Officers assigned to the school.
 - i. A security office has been included in the program to be used by police officers assigned to the school.
 - ii. Police officers will need to work with the school's administration to schedule workout time in the training room or the gymnasium.
 - b. JROTC – There were three comments related to the JROTC space; all request were related to the need for additional space.
 - i. The JROTC space requirements were developed with HISD's Senior Manager of JROTC.
 - c. Band Room – There was a request for a bigger band room.
 - i. The band room size is based on the number of students using the space.
2. Project Status Update
 - a. Kirksey has submitted the schematic design package and HISD is currently reviewing the package and will provide comments.
 - b. There was a question whether students and staff will remain on campus, or will they be located elsewhere during construction?

- i. Per the response from the HISD representative and Principal de la Garza, the students and staff will be housed off site.
 - c. There was an update from Owen Conerly, President of the Alumni Association, on the Time Capsule location at Milby HS. Based on responses from an email that was distributed by the Alumni association; the time capsule could be in one of four locations.
 - i. By the front gate
 - ii. Near the flagpoles
 - iii. Right by the entrance
 - iv. At the second floor where the balcony at the Auditorium was once located
- 3. Project Presentation by Kirksey Architects
 - a. Kirksey presented a drawing overlaying the existing school floor plan over the new floor plan to compare travel distances, etc. The new campus is more compact.
 - b. Access to the school from the north bus loop and from the south car loop is into the courtyard from which students can disperse to classes or enter the centrally located Student Union
 - c. A traffic study is underway to determine the use of the parking lot. Kirksey is working with their engineers to determine if more parking will need to be added, or if we will be able to maintain the current number of existing spaces.
 - d. The Learning Commons is no longer a two level space. It has been revised to distribute some of the programmed space throughout the building.
 - e. Kirksey showed a diagram of the floor plan and pointed out stairs, location of restrooms, mechanical, electrical and other building support rooms.
 - f. The PAT requested a teacher's restroom in the Fine Arts area and asked for visibility into the mechanical rooms.
 - g. The PAT asked for an additional restroom in the Clinic because there are Special Needs students who require a restroom separate from other students.
 - h. Kirksey showed views of the school that were presented at the Community Meeting. The PAT asked questions:
 - i. What is Tilt Wall? Tilt wall was explained as a method of forming and casting concrete panels on the ground, and tilted up into place after the concrete cures for the required period of time.
 - ii. Won't the entrance on the south side be hot? Tinted window systems will be provided to reduce heat buildup.
 - iii. Will the windows be tinted? The response was yes.
 - iv. Will the school be hurricane resistant? The building will be designed per code.
 - v. Will the bathroom walls be tiled? Yes, in accordance with HISD's Design Guidelines.
- 4. Kirksey reviewed individual areas with the PAT and recorded their comments regarding plan revisions:
 - a. Clinic – Some of the comments and suggestions were:
 - i. Combine existing clinic with new clinic.
 - ii. If the office is for the current nurse, what space will the Houston Area Community Services (HACS) use? HACS staff included one nurse, one PA and one medical assistant. The PAT's concern is the need to separate the public using the clinic from Milby students, as well as securing the remainder of the school.
 - iii. Shared office space for three people is needed.
 - iv. Add/Show records storage or space for locked cabinets.
 - v. Suggested using the corridor as the student waiting area.
 - vi. The PAT stated that two restrooms are needed.

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- vii. Switch locations for the Cot Room and the Procedure Room. This is to insure that the two clinic's programs and services are separated.
 - viii. Daycare – A comments and suggestions was to make the toddler room/infant room smaller to hold 20 children each.
- b. Athletics – Some of the comments and suggestions were:
- i. Add concessions/ ticket booth to lobby if possible (Can be a table as long as necessary electrical is nearby).
 - ii. Athletic offices need to be immediately adjacent to locker rooms. Separate Men's and Women's athletic offices so windows from offices can look into locker rooms.
 - iii. Need visual access into weight room if possible.
 - iv. The Gym doors to the outside will be metal doors. The PAT asked if the emergency exit doors could also serve as entrances to events. It was noted that this can be done.
- c. Special Ed– Some of the comments and suggestions were:
- i. Although no Deaf Ed Life Skills area was shown in the program, the program exists currently and is expected to be maintained.
 - ii. Special Ed requested for at least 2 more classroom spaces. In order to provide one of these, it was suggested to change "Computer Repair" room to a learning center and move the computer repair space to where HOSA – Health Occupations is currently shown on the plan.
 - iii. There was a request for space to store 18 file cabinets. At the time of the meeting a location had not been determined.
 - iv. A question was asked if the school really needs daycare and can the square footage be reprogrammed for academics? PAT member Accelyn responded that a daycare, along with the clinic have always been a part of the Principal's plan for the campus.
- d. CTE Spaces (Printing) – Some of the comments and suggestions were:
- i. Two separate rooms are needed. Is it possible to have just one big large room? Kirksey to email pdf's to PAT member and Sterling teacher, Jeff Stear and he will discuss with Printing teacher.
- e. CTE Spaces (Engineering) – Some of the comments and suggestions were:
- i. This space will host industry mentoring activities. There was a desire for two conference rooms as a space for industry mentors to come in and sit down with students one-on-one. It was suggested to use the Group Study rooms, however it was noted that they are currently located too far away. No decision was made at the meeting.
- f. CTE Spaces (HVAC) – Some of the comments and suggestions were:
- i. Per the program, there is no HVAC Learning Center.
 - ii. The learning center adjacent to the HVAC Lab is not specifically designated to serve HVAC. With the current layout, there is not direct access to the HVAC Lab from the learning center. The PAT preferred not to have windows from the learning center to the lab.
 - iii. A secured, fence off area outside of welding was requested. Kirksey asked what kind of welding would take place in that space and what will be stored outside? The Architects will review design.
- g. Fine Arts – Some of the comments and suggestions were:

- i. Fine Arts asked that the shared workspace be removed and given to the Scene Shop.
 - ii. A washer and dryer were requested to be added the Scene Shop.
 - iii. The Costume Storage should be changed to Scene Shop storage.
 - iv. Asked for one office that was accessible from the Black Box. This could double as a control room for that performance space. Make offices into two spaces.
 - v. Move practice rooms to be only accessible from the Orchestra and Band Rooms.
 - vi. Downsize the Music Library; move it to where the practice rooms are now.
 - vii. Switch band instrument storage and band uniform storage.
 - viii. Must have visual access to all practice rooms. Make two practice rooms off of the Orchestra and two off of Band. Make all doors larger at four feet wide minimum for ease of access of large pieces of band instruments.
 - ix. High windows are okay in the Band and Orchestra, but the PAT did not like the idea of ground level windows.
 - x. Add a Faculty restroom to the Fine Arts area.
 - xi. Need access for students to the Catwalk.
 - xii. Need gate or doors at corridor adjacent to the Auditorium to keep public from walking backstage.
 - xiii. Add an exit from Auditorium.
 - xiv. Make sure center mullions at double doors in the Fine Arts area are removable.
 - xv. Kiln room is in a great place because it is only accessible by teachers.
 - xvi. How many students can sit at tables in the Scene Shop? Where will the markerboards and tackboards be located? The responses to the survey issued by the Architect will provide the response to these questions.
 - xvii. Do not provide any north windows for security concern reasons in Band or Orchestra, but definitely have them for Visual Arts.
- h. Artifacts and Memorabilia
- i. A question was asked about the district helping with packing up trophies, memorabilia, etc.
 - 1. HISD will provide packing materials and general assistance to help the school locate to their temporary and new location(s).
- i. Restrooms– Some of the comments and suggestions were:
- i. The Scheme D restroom layout was preferred.
 - ii. Requested large cleanable ceramic tiles, providing reduced grout area.
 - iii. It was stated that two areas do not have immediate access to restrooms. This will make it harder when shutting down school for testing.
 - iv. Requested the toilets be wall mounted.
 - v. A request that partitions be vandal-proof (can't scratch) and anti-graffiti, which is per HISD's Design Guidelines.
 - vi. A request that automatic flush toilets and automatic flush urinals be provided, which is per the Design Guidelines
 - vii. One full length mirror was requested, and that it be metal and not glass. (Note: HISD's Design Guidelines call for glass mirrors).
 - viii. The PAT would like to have a bottle filler at drinking fountains.
- j. Administration– Some of the comments and suggestions were:
- i. Offices – One Assistant Principal, a Guidance Counselor, and one clerk at the reception area should be located in each neighborhood.

- ii. The Attendance and Registrar's offices must be on the first floor. The Main Office Receptionist could help with attendance in down time, and the two could possibly share space.
- iii. Recommended data office on the second floor.
- iv. Need glass between the Administration Reception and the Security Vestibule.
- v. The Principal does not need to be on the first floor.

What to Expect at the Next PAT Meeting:

- 1. Further presentation of the evolution of the design.

NEXT PAT MEETING: Tuesday, May 27, 2014 4:15pm.

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

Sincerely,

Marvin Stone
Project Manager

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