



Project Advisory Team (PAT) Meeting Minutes

Milby High School

MEETING NO.: 017
LOCATION: Milby High School
DATE / TIME: May 27, 2014, 4:15pm
ATTENDEES: 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 – Program Management; Alicia Green, Theater Teacher; Bill Ellis, Assistant Principal; Jeff Stear, Teacher; Wally Huerta; Huerta & Associates; Terrence Murray, IT; Frances Webb, Alumni
PURPOSE: Provide update on the current status of the project and review planned spaces.

AGENDA ITEMS:

- Project status update
- Continue review of planned spaces
- What to expect at the next PAT meeting

NOTES:

Discussion:

1. Milby High School Project Status Update:
 - a. The project is in the Design Development Phase. Kirksey plans to finish the Design Development phase in mid-June.
 - b. The Hazardous Materials assessment survey of the existing Milby building is currently in progress.
 - c. The Milby faculty and staff are packing up for school relocation.
2. Review of Planned Spaces
 - a. Program Survey
 - i. An equipment and instrument survey was circulated by the Architect to the Milby staff. It must be completed and returned to the architects by May 30, 2014.
 - ii. Teachers will report on what equipment they have, the sizes and dimensions, and the power/data requirements.
 - iii. Teachers are to list possible future equipment so the architects can understand the infrastructure that may be required.
 - iv. The welding department teachers and staff are concerned about defining all of the equipment for this CTE. Kirksey assisted by compiling a survey for the welding program.
 - v. Athletics will need to note what equipment is worth saving, including weight equipment, and what they intend to relocate.
 - b. Kirksey presented an overview of the updated site and floor plans. The PAT offered the following comments:
 - i. Display cases should be located throughout the school

- ii. A canopy is needed from the custodian office to the school.
 - iii. Engineering A and B will need sinks (Deep sinks are a program requirement).
 - iv. Engineering A will need 30 desktop computers.
 - v. It was noted that the awning over the exterior area between PE and Fine Arts is included as an add/alternate to the base bid.
 - vi. Staff toilets were requested for the first floor.
 - vii. A request was made for the multi-purpose room to have a large projection screen.
- c. Cosmetology:
- i. Kirksey inquired about staff members who would be operating the Cosmetology CTE. A meeting is needed to determine a layout for the lab.
 - ii. It was mentioned that Sports Clips would be operating the Cosmetology lab and they have layouts that could be shared with the architect. Milby's administration will request layouts from Sports Clips.
- d. Daycare
- i. The Daycare program will house 20 infants and 20 toddlers per Principal De La Garza. No daycare provider has been identified to run the program.
 - ii. Kirksey will design the space to meet code requirements for the scheduled number of infants and toddlers.
- e. Clinic
- i. It was noted that a question remains about how to manage all of the confidential files in the clinic. Kirksey requested this be discussed with HISD. The Milby Administration and HISD will need to provide direction on this issue.
- f. Grad Lab
- i. Kirksey inquired about the number of students that the grad lab supports at one time. The PAT responded 50 full time and part time students, but it was pointed out that there can be fluctuations of usage in that space.
 - ii. It was noted a lockable cart is needed to hold 10-12 laptops. Kirksey will identify space within the lab for the cart to reside. The cart will be included in the FF&E purchased for the school.
- g. Kirksey asked if Special Education will be part of the Power Up program. If not, they will need 3 or 4 computer stations per program. Milby's administration is to gather more information related to Special Ed and Power Up.
- h. Storage:
- i. Question from the PAT: How is HISD addressing storage needs during the construction period when Milby staff and students will be offsite?
 - ii. Answer: The Principal has forwarded those questions on to HISD personnel and is waiting for a response.
- i. It was noted that the next Community Meeting will be held on July 1, 2014 at 6:30 pm at Deady Middle School.

What to Expect at the Next PAT Meeting: The PAT will continue to meet throughout the summer. The PAT should have access to their HISD email during the summer. At the next PAT meeting, the agenda will include:

- a. Further presentation of the evolution of the design
- b. Discuss the agenda for the July 1st Community Meeting

Action Items:

- 17-01 Send invites for all summer meetings with their designated locations. (Program Manager)
- 17-02 Complete equipment and instrument survey (Milby Staff/PAT)
- 17-03 Provide architect with generic layouts used by Sports Clips (Principal De La Garza)

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17-04 Determine process and procedures for managing confidential files (Milby administration/HISD)

17-05 Determine requirements for Special Education students and Power Up program (Principal De La Garza)

NEXT PAT MEETING: Tuesday, June 24, 2014 4:15pm @ Jones High School

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

Construction & Facility Services, Project Management

HISD – Construction & Facility Services

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