



Project Advisory Team (PAT) Meeting Minutes

Milby High School

MEETING NO.: 019

LOCATION: Milby High School @ Jones High School

DATE / TIME: July 22, 4:30 pm

ATTENDEES: Roy de la Garza, Principal; LaJuan Harris, HISD – Facilities Planning; Jody Henry, Kirksey; C. Brooke Skeen, AVID Teacher; Nicola Springer, Kirksey; Marvin Stone, HISD – Program Management; Nestor Martinez, HISD – Program Management; Owen Conerly, Alumni; Norma Conerly, Alumni; Candiss Drexler, Dance Teacher; Bill Ellis, Assistant Principal; Alicia Green, Theater Teachers; Opal Harrison, Assistant Principal

PURPOSE: Provide update on the current status of the project and review Administration space with Principal and PAT.

AGENDA ITEMS:

- Project status update
- Review administration space with Principal and PAT
- What to expect at the next PAT meeting

NOTES:

Discussion:

1. Milby High School Project Status
 - a. Kirksey has submitted the 100% Design Development documents and are currently being reviewed by HISD.
 - b. Asbestos abatement has started at buildings located at east end of site.
2. Kirksey reviewed the administration areas with the Principal and the PAT.
 - a. "Coffee with the Principal" was mentioned and Kirksey noted that they will need to allocate a space for this important event. This event usually has approximately 40 people in attendance once a month.
 - b. Police Office
 - i. The design should provide privacy from public view of students who are detained and are in handcuffs. Milby HS will transport approximately 10 to 15 students a year.
 - ii. The current police office will require large screen TV monitors to view cameras located throughout the campus. The Principal likes the idea of monitors being visible to students and visitors.
 - iii. There are two police officers and two security guards currently assigned to Milby.
 - iv. The police officers need desk space.

- v. PAT requested the Police Office be relocated across the corridor from where it is currently shown on the plans, but still within the Administration area.
 - vi. There will be two areas for the Police; one area will have a chair and video screens, while the other will have two desks and a private area for students to be detained.
- c. Principal's Administrative Assistant
- i. Principal requested an office space since one of the functions of this position is payroll.
 - ii. Office should be adjacent to Principal.
- d. Reception
- i. A receptionist and one other person will be located at the front desk.
 - ii. The second person administers all substitute teachers and other personnel related issues.
- e. Attendance
- i. Students who were late for school typically checked in at the front desk since the doors to the school were locked once school started. Since there are 80 to 100 students late every morning, it was determined that this system would not work in the new design. Students would block the path for visitors trying to check in at the front office.
 - ii. It was proposed to allow late students in after the tardy bell. Students would then be required go to their respective houses or neighborhoods to be processed.
- f. Registrar
- i. The registrar's office is considered too small. The registrar and one clerk will need a shared office that is roughly 300 sq. ft.
 - ii. It was determined that the workroom space could be reduced down to a small office supply storage room with a copier. The remainder of the space would be used to increase the size of the Registrar's office.
 - iii. The registrar will need to handle 50 people every so often. Typically, this happens on the first day of school due to the presence of some of the student's family members. On this occasion, they will use community and conference rooms to comfortably accommodate them.
 - iv. The registrar has the biggest storage need. The architects will review.
- g. Printing
- i. Currently, there is a space dedicated to making copies. This space will be in the workroom in the second floor administration area in the new building. There should be upper and lower cabinets as well as a large work table planned for this space.
 - ii. A suggestion was made to put a small copier in each teacher workstation for the smaller print jobs.
- h. Storage
- i. The registrar needs the most storage; therefore the Architect will review how to maximize the storage for this area. Kirksey will revise the first floor administration to have a Registrar's office with attached storage.
 - ii. It was stated that there is a large secured storage space to be used by all in the second floor administration area.

- iii. English as a Second Language (ESL) needs at least 20 square feet of storage. Mr. Ellis will report back to Kirksey on the actual amount of storage needed.
 - iv. Special Education needs abundant storage; therefore the architect will review how to maximize storage in this area.
- i. Guidance Area (Second Floor)
 - i. Because the guidance counselors will be distributed throughout the neighborhoods, the PAT suggested that Kirksey place a College Access area where the Guidance area was initially proposed to be located.
 - ii. The College Access Coordinator will be assigned to this space; therefore identify one office for this person.
 - iii. Fifteen computers will be located in this space for students to apply to college, scholarships and student loans.
 - iv. Space should include horizontal work surfaces and a soft seating area for students to collaborate or work on their laptops with minimal assistance.
 - v. It was decided to eliminate the conference room in this area.
 - j. Magnet Coordinator
 - i. It was noted that offices for the magnet coordinator and one clerk are needed.
 - ii. It was determined that they will be housed in offices A and B above the Engineering Labs.
 - k. Other Admin Offices needed:
 - i. There are 16 offices, four for each of the two neighborhoods on each floor that have not been assigned. They will be used by the following people:
 - 1. 8 AP and Guidance Counselors
 - 2. 1 magnet and 1 clerk (see item J above)
 - 3. 1 ESL clerk
 - 4. Business Clerk – Schroder
 - 5. Business Manager – Carroll
 - 6. Dean of Instruction
 - 7. Title 1 Coordinator – Mary
 - 8. PEEMS Data Clerk
3. Special Education
- a. Administrative staff requested that the Behavior Adjustment students be located away from other Special Education students, but still on the first floor. Windows must be provided in this space.
 - b. Athletic Coaches have been assigned to work with the Behavioral Adjustment students; therefore it was recommended by Principal De La Garza that these students be moved closer to, or in, the Athletics area.
 - c. Members of the PAT indicated Special Ed needs an Admission, Review, and Dismissal (ARD) room for eight people. Kirksey will review changing the current Behavioral Adjustment room into two spaces; an ARD room and storage.
 - d. Kirksey will review the federal requirements for Special Education and incorporate any new information into the documents.
 - e. Principal De La Garza and Assistant Principal Bill Ellis will talk to the Special Education and Deaf Education staff, show them the layout for their space, and provide comments to the architects. Kirksey requested the number of existing storage cabinets be determined and this information provided to them by Principal De La Garza and Assistant Principal Bill Ellis.

4. Science Labs

- a. Two options were presented to the PAT for the Science Lab casework. One showed 4' of counter space between sinks and one showed 6' of counter space between sinks. The PAT preferred 6' of counter space between sinks.
- b. The PAT approved of having the fume hood located in the Wet Lab Storage.
- c. In each neighborhood, there is one storage area located in the Teacher Workstation space. This will be shared by all teachers. The science teacher expressed concern that there will not be enough storage for the Science Department.
- d. The PAT agreed that the demonstration stations in the Science Labs will be secured to the floor and the student tables will be movable.

5. Fine Arts

- a. The Educational Specification details a great deal of furniture, fixtures and equipment (FFE) to be located in the Fine Arts Labs. Kirksey expressed concern that there is not sufficient room for all the FFE. Ms. Drexler will talk to visual arts teachers and determine whether any can be deleted.
- b. Texas Scenic is Kirksey's theater consultant. The theater director asked to speak directly to the consultant about what will be provided in the Auditorium and in the Black Box. Kirksey will coordinate this effort.
- c. Architects will review having the grid in Black Box drop down instead of using a lift to replace lights since this would require the school to buy a lift.
- d. PAT asked that the sound and lighting controls for the Black Box Theater be put in a movable cart due to the fact that they will be sharing that space with Dance. The sound and lighting controls should not be put in the office adjacent to the black box.
- e. Questions for the team at Milby to address at a later date:
 - i. Where will the One Act play set be stored?
 - ii. There is a big mascot suit. Could this be displayed in a trophy case?
 - iii. What portable ballet barres will the District be purchasing?

6. Athletics

- a. Kirksey noted that they were told during the Design Development Design Review meeting by the HISD Athletics Department the school was a 6A High School, which means providing athletic amenities like a running track which is not currently in the design. There is not enough room on site to accommodate this.
- b. The Principal noted that they will be 5A by the time the new Milby HS opens.
- c. The Program Manager will research this issue and report at the next PAT.

7. Projectors

- a. The Teacher Workroom will not need a projector; however the marker board and tack board will still be required.
- b. Administration requested a projector and screen be provided in the Professional Development Center.

8. Cosmetology

- a. Sport Clips will partner with Milby High School on the cosmetology program. Representatives from Sport Clips requested that the front door to the space be relocated to the south side of the building for more public visibility.
- b. Sport Clips will provide a layout of the space. The Program Manager will forward the layout to Kirksey once received so they can coordinate the electrical power requirements with their consultants.

9. Culinary Arts
 - a. Kirksey is reworking the layout of the culinary area and it will be reviewed at the next PAT meeting.

What to Expect at the Next PAT Meeting:

1. Review of revisions to Culinary Arts, Athletics and Special Education areas.

NEXT PAT MEETING: Tuesday, September 2, 2014 at 4:15pm. The Milby High School Pat Meeting will be held @ Jones High School.

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

Sincerely,

Nestor Martinez
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