



Minutes 2012 Bond Project Advisory Team (PAT) Meeting Milby High School

MEETING #: 016

LOCATION: Jones High School

DATE / TIME: September 02, 2014, 4:15 PM

ATTENDEES: (those marked with a check were present)

| | | | | | |
|-------------------------------------|------------------|----------------------------------|-------------------------------------|------------------------|----------------------|
| <input checked="" type="checkbox"/> | Roy de la Garza | Principal | <input type="checkbox"/> | Stephanie Hobbs | Teacher/English |
| <input checked="" type="checkbox"/> | Steven P Amedeo | Culinary Teacher | <input checked="" type="checkbox"/> | Cecilia A Jackson-Witt | Teacher/Sp. Ed. Dir. |
| <input type="checkbox"/> | Dave Bertram | | <input type="checkbox"/> | Noelia G Longoria | SSO |
| <input type="checkbox"/> | Albert W Brown | Teacher | <input checked="" type="checkbox"/> | Marcia Powell | Teacher/ Music |
| <input checked="" type="checkbox"/> | Philip Camp | Teacher/ Coach | <input type="checkbox"/> | Rowena M Verdin | Librarian |
| <input type="checkbox"/> | Richard Carroll | Business Mgr. | <input type="checkbox"/> | Andre Rodriguez | Teacher/ Soc St |
| <input checked="" type="checkbox"/> | Norma Conerly | Milby Alumni Dir. | <input type="checkbox"/> | Cynthia Rodriguez | Nurse |
| <input checked="" type="checkbox"/> | Owen Conerly | Milby Alumni Dir. | <input checked="" type="checkbox"/> | Brooke C. Skeen | Teacher/ AVID |
| <input type="checkbox"/> | Remy Dillenseger | Teacher | <input type="checkbox"/> | Accelyn D. Williams | Asst. Principal |
| <input checked="" type="checkbox"/> | James K. Duffer | Teacher/ Coach | <input checked="" type="checkbox"/> | Jeffrey Stear | Teacher/Engineer |
| <input checked="" type="checkbox"/> | William Ellis | Asst. Principal | <input type="checkbox"/> | Dan Bankhead | HISD |
| <input type="checkbox"/> | Gloria Barrera | HISD | <input type="checkbox"/> | Clay Clayton | HISD |
| <input type="checkbox"/> | Chris Fields | HSID | <input checked="" type="checkbox"/> | LaJuan Harris | HISD |
| <input checked="" type="checkbox"/> | Jody Henry | Kirksey | <input checked="" type="checkbox"/> | Nicola Springer | Kirksey |
| <input type="checkbox"/> | Gary Machichek | Kirksey | <input checked="" type="checkbox"/> | Nestor Martinez | HISD |
| <input type="checkbox"/> | Sue Roberston | HISD | <input type="checkbox"/> | Kedrick Wright | HISD |
| <input checked="" type="checkbox"/> | Carlos Morales | Athletics | <input checked="" type="checkbox"/> | Alicia Green | Teacher/ Fine Arts |
| <input checked="" type="checkbox"/> | Melissa Krause | Foodservice Design Professionals | | | |

PURPOSE: Provide an update on the current status of the project and other requirements for Milby High School

AGENDA:

- Project Status Update
- Review Culinary Arts Layout
- Discuss Special Education Requirements and Layout
- Discuss Storage Requirements
- What to expect at the next PAT Meeting

DISCUSSION:

1. Nestor Martinez, HISD Project Manager, welcomed the participants and reviewed the agenda.
2. Nicola Springer, Kirksey Architects, updated the participants on the design progress of the project.
 - a. Kirksey is currently waiting for HISD approval of the Design Development package.
3. Coaches and Athletics representatives were present to review locker rooms and locker room counts:

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- a. The final locker counts from the District have not been finalized; Kirksey will move forward with locker counts provided by the coaches in July 2014.
- b. Physical Education area will be reviewed at the September 30th PAT Meeting.
4. It was incorrectly stated during the meeting that the Educational Specifications indicate a single sink in the Visual Arts Learning Center. The Finish, Fenestration and Infrastructure Matrix calls for two sinks. The PAT stated during the meeting that more sinks were needed.
 - a. A total of four sinks have been added to the Visual Arts Learning Center.
 - b. The amount of moveable furniture will be reduced to accommodate the increase in the number of sinks in this area.
 - c. Kirksey asked the Fine Arts representative to review this with the Visual Arts teachers and report back on acceptability at the next PAT Meeting.
 - d. The PAT asked if the Kiln in the Kiln Room was included. An electric kiln is listed in the program to be contractor furnished and installed.
5. Kirksey reviewed the Culinary Arts area with the representative from Culinary Arts and with the Principal. The following was discussed:
 - a. A Point of Sale Station will be needed. Kirksey to coordinate the data and power requirements with their engineers.
 - b. Milby staff confirmed that the following items would not be needed.
 - i. Tilt skillet
 - ii. Fryer
 - c. The dumpsters are located on the northwest corner of the site.
 - d. The Culinary Arts instructor indicated the following equipment had been recently purchased and would be moving into the new building:
 - i. 6 top burner
 - ii. Griddle with cabinet base
 - iii. Char burner
 - iv. 2-door reach-in refrigerator (only if space allows since a walk-in cooler is in the program)
 - v. 3-door reach-in freezer (only if space allows since walk-in freezer is in the program)
 - e. The Culinary Arts instructor requested the food consultant include the following items to be purchased:
 - i. 6 Kitchenaid mixers
 - ii. A maple tabletop in bakery area
 - f. The storage room will be shifted south and a server station will be added in its place that will include:
 - i. Ice tea machine
 - ii. Beverage/ soda machine
 - iii. Linen storage
 - iv. Condiments storage
 - g. It was suggested by Culinary Arts to move the ice maker to the space formerly occupied by the iced tea machine. This will provide more space in the "Baking" area. Kirksey to evaluate.
 - h. A suggestion was made by Culinary Arts and the Principal to rotate the cook, prep and serving line 90 degrees. This will help with the flow of prep, server in and food out when serving lunch in the café. Kirksey to evaluate.
6. The Special Education area was reviewed with the Director of Special Education, the Principal and the Assistant Principal and the following was discussed:



- a. Special Ed's storage needs to accommodate at least 10 file cabinets. This equates to 20 linear feet of file cabinets.
 - b. Kirksey added an Admission, Review, and Dismissal Room (ARDS). This room will have a table and chairs to hold 10 people.
 - i. The ARDS room should be accessed from the corridor.
 - ii. File storage should be accessed from the ARDS room.
 - c. Deaf Education Director and Special Education Director require separate offices.
 - i. Kirksey will divide their current office space into 2 offices and delete the door to one of the Deaf Education resource rooms.
7. Storage needs were discussed with the Assistant Principal.
 - a. English as a Second Language (ESL) requires 20 linear feet of lateral files.
 8. The learning centers designated for HVAC and Welding were discussed as possible locations for core academics. Administration will review their scheduling needs and determine if a direct access from the HVAC and Welding Labs is still needed.
 9. A Director/Operator for the Day Care has not been identified. The Principal will update the PAT when this position is filled.
 10. Kirksey to meet at J. Harding Print Company on Monday, September 8, 2014 at 10:30 AM to review equipment needs for the Printing/ Graphics Learning Center.
 11. Assistant Principal Bill Ellis requested PDF's of the floor plans so staff could "virtually" move in and confirm that the correct number of offices are provided.

ACTION ITEMS:

- 16-1 Review the comments noted above and revise the design accordingly (Kirksey)
- 16-2 Send Floor Plans to Bill Ellis (Kirksey)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Review Physical Education Area
2. Review Learning Commons

NEXT PAT MEETING: Thursday, September 30, 2014 at 4:15 pm, Jones High School

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

Sincerely,

Nestor Martinez

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