



Meeting Minutes
2012 Bond Project Advisory Team (PAT) Meeting #14
Scarborough High School

PAT MEETING #: 14

LOCATION: Scarborough High School

DATE / TIME: January 21, 2016 3:30pm

ATTENDEES: (those marked with a check were present)

Present ?	NAME	ORGANIZATION / ROLE	Present ?	NAME	ORGANIZATION / ROLE
✓	Dr. Diego Linares	Principal	✓	LaJuan Harris	CFS Facilities Planner
✓	Omari R. Issa	Assistant Principal	✓	Bob Myers	CFS Facilities Design Manager
	Stella Cunningham	Classroom Teacher	✓	Mel Butler	CFS Program Director
	John Feitshans	Classroom Teacher	✓	Christel Coleman	CFS Program Manager
	Jacqueline McWilliams	Classroom Teacher		Michael Porterfield	Randall-Porterfield Architects
	Robin Nuber	Classroom Teacher	✓	Carrie Sheldon	Randall-Porterfield Architects
✓	Dr. Kristen Craft	HISD, SSO	✓	Xavier Vargas	Randall-Porterfield Architects
✓	Lee Mashburn	School-Based Staff	✓	Jim Helm	Randall-Porterfield Architects
	Josie Cavazos	Non-Instructional Staff	✓	Jason Spencer	HISD, Chief of Staff
✓	Esther McMillan	Non-Instructional Staff	✓	William Allen	Band/Choir Director
	Mary Thurman	Community Member	✓	Rick Parker	Sr. JROTC Instructor
	Keisha Roberts	Parent	✓	Marissa C.H.	Dance Director
	Rebecca Janacek	Parent			



AGENDA:

- Welcome & Introductions
- Schematic Design Progress Update by Randall-Porterfield
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting – February 18, 2016, 3:30pm

DISCUSSION:

1. The meeting began with Welcome & Introductions by Christel Coleman, HISD Program Manager and a brief review of the planned Agenda.
2. Carrie, Randall-Porterfield Architects, began the presentation by reviewing the scope items for the renovations to be completed at the campus.
3. Mrs. McMillian, PAT member, mentioned that one of the allocated Special Education classrooms may not actually be utilized for Special Ed.
 - a. Randall Porterfield will update plans once the PAT confirms what the classroom will actually be utilized for.
4. Bob Meyers, HISD Design Project Manager, asked if two doors were needed on the Arms Storage in the JROTC building.
 - a. Mr. Parker, JROTC instructor responded, "No."
 - b. R&P will remove the additional door.
5. Jason Spencer, HISD Chief of Staff, asked why the Band Director's office was so big.
 - a. Lajuan Harris, HISD Planner, replied that this was a shared office space with windows at each end to monitor students in both instructional centers.
6. Dr. Kristen Craft, School Support Officer, asked if the band uniform storage is large enough to fit all the uniforms.
 - a. The Band Director replied, "No," and if it was possible to minimize some of the music storage square footage and add to uniform storage square footage since most of the music is digital.
7. Dr. Craft then asked the JROTC instructor, Mr. Parker, if the storage for uniforms is large enough.
 - a. Mr. Parker responded, "No," however, other storage solutions will be added.
8. The Band Director asked if the display cases could be moved out of the band room and into a space with more visibility.
 - a. R&P responded that they will incorporate the change.
9. Mr. Parker commented that he had concern with having the students for band and JROTC enter into the same entrance making him responsible for more students.
 - a. Carrie, R&P, replied that signage could help direct band students to the entrance on the other side of the building which is also a more direct route.
10. Mr. Spencer reminded the PAT and attendees to continue to thinking long term and that the design may not accommodate all leadership styles.
11. Ms. Harris mentioned that the students would be easier to monitor while in the restroom if the doors were off.
 - a. The PAT agreed.
 - b. R&P will update the drawings.
12. Ms. Harris also mentioned eliminating the showers from the changing rooms to gain more space. This change will also be incorporated by R&P.



13. The band director asked if a marching band practice area was going to be added.
 - a. Carrie, R&P, mentioned that the R&P group would review the site plan and see if they could allocate some space near the football field.
14. Ms. Coleman reminded the PAT that switching the band room into the dance room could not be completed until the JROTC & Performing Arts Building has been completed. The PAT agreed.
15. After reviewing the floor plan for the dance room, the dance teacher commented that more display shelving/cases were needed.
 - a. R&P will incorporate into the drawings.
16. The PAT mentioned updating the storage area in the custodian's break room located in the cafeteria.
 - a. Ms. Coleman will coordinate with Ms. Harris on adding this scope (refrigerator, sink, microwave, other FFE items).
17. Bob Meyers, HISD Design Project Manager, mentioned meeting with Cheryl Hughes in the HISD Procurement group to begin coordinating the move.
 - a. Ms. Coleman agreed.
18. The meeting adjourned.



ACTION ITEMS:

- 12-01 Consider retaining at least two portables for Storage. Action: R-PA
- 12-03 Mel Butler requested images / product info for Sound & Sun-Screen mounted to interior of beam from Architect. Action: R-PA.
- 12-07 Meeting with librarian to discuss quantity of stacks based on proposed window wall that was approved by PAT. Action: Architect to calculate LF quantity of stacks existing and proposed. Action: Meeting with Librarian (as Dept. Head) and R-PA
- 12-08 Meeting is required to select color scheme for each Learning Community. Action: R-PA and PAT.
- 12-09 Confirmation of color palette for auditorium is required. Action: R-PA and PAT.
- 12-10 Logo for weight room wall – Ms. Tieu will send .jpg file of new logo to Xavier Vargas, Project Architect, R-PA.

NEXT PAT MEETING: February 18, 2016 (3:30 pm) at Scarborough HS.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Review Design Development Design progress from A/E.

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.

Best regards,

Christel Coleman

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