



**Meeting Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting #7**  
**Scarborough High School**

**PAT MEETING #:** 7

**LOCATION:** Scarborough High School

**DATE / TIME:** May 27, 2015, 3:30pm

**ATTENDEES:** (those marked with a check were present)

Present ?	NAME	ORGANIZATION / ROLE	Present ?	NAME	ORGANIZATION / ROLE
	Dr. Diego Linares	Principal		Keisha Roberts	Parent
✓	Omari R. Issa	Assistant Principal		Rebecca Janacek	Parent
✓	Stella Cunningham	Classroom Teacher	✓	Lajuan Harris	CFS Facilities Planner
✓	John Feitshans	Classroom Teacher	✓	Mel Butler	CFS Program Manager
✓	Jacqueline McWilliams	Classroom Teacher	✓	Christel Coleman	CFS Program Manager
✓	Robin Nuber	Classroom Teacher	✓	Michael Porterfield	Randall-Porterfield Architects
✓	Phuong Tieu	School-Based Staff	✓	Carrie Sheldon	Randall-Porterfield Architects
✓	Lee Mashburn	School-Based Staff	✓	Wally Huerta	Huerta & Assoc. Architects
✓	Josie Cavazos	Non-Instructional Staff		Stacey Dueitt	Huerta & Assoc. Architects
✓	Esther McMillan	Non-Instructional Staff		Kong Eunhye	Randall-Porterfield Architects
	Mary Thurman	Community Member		Sang Le	Randall-Porterfield Architects



## AGENDA:

- Welcome & Introductions
- Recap from Design Charrette
- Schematic Design Progress Update by Randall-Porterfield
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting – Determine June, July & August PAT Meeting Dates

## DISCUSSION:

1. The meeting began with Christel Coleman, HISD Program Manager, briefly reviewing the agenda.
2. Mike Porterfield, Randall-Porterfield Architects, begins the presentation by discussing the findings and design developments at the Design Charrette held April 21-April 22, 2015.
3. Mr. Porterfield then presented the following items:
  - a. Proposed Learning Center Renovations (locations & scope of work to be completed)
  - b. Proposed design of the Learning Commons and Learning Communities (locations & scope of work to be completed)
  - c. Proposed design of the JROTC Building with incorporated space for the Music/Fine Arts program
  - d. Proposed design of the Welcome Center
4. Mrs. McWilliams, PAT Member, asked if the new Music/Fine Arts space will have areas for storage.
  - a. Mr. Porterfield answered 'Yes,' and that all of the programmed space has not been identified on the floorplan yet and will be once acceptance of the proposed layout is received from the PAT.
5. Esther McMillan, PAT Member, also mentioned that the location of the proposed HVAC Lab is currently a Storage room for the school. During Construction, space will be needed to move these items to that are in the Storage Room.
  - a. Christel Coleman, HISD Program Manager, confirmed that she will coordinate with Ms. McMillan to ensure the school's storage needs are met during construction.
6. Mr. Feitshans, PAT member, commented that having a new Music/Fine Arts space included in the new JROTC building is a great attraction for the school. Other PAT members agreed.
7. Mike Porterfield, Randall-Porterfield Architects, commented that at the Review Meeting with teachers held on April 30, 2015, it was brought to his attention that teachers had to eat lunch in the hallway in order to monitor students leaving the Cafeteria to go to the Restroom. To alleviate this issue, Mr. Porterfield proposed the adjacent Multi-Purpose Room with restrooms could be used to resolve this issue by replacing the adjoining wall with an operable partition that could be opened during lunch periods.
  - a. Ms. McMillan, PAT Member, responded that the Multi-Purpose Room was used for testing and was also a space specifically designated for adults and teachers. She also commented that this solution was not preferred. Ms. McMillan then asked if it was possible for the current Cafeteria Storage to be relocated and restrooms built in that space.
  - b. Mr. Porterfield confirmed that the Randall-Porterfield Design Team would review this as a possible solution and develop other design solutions as well to be reviewed by the PAT at the next PAT Meeting.
8. At the close of the presentation, Mike Porterfield asked the PAT members to provide feedback on the proposed Welcome Center to ensure this space will meet Scarborough High School's needs.
  - a. PAT Members commented that the current proposed design will meet their needs for a secured Welcome Center for parents and visitors. The PAT also mentioned that incorporating a



Computer Station/Genius Bar for parents and visitors to access needed forms would be beneficial. Having a display of graduates from Scarborough High School was also suggested.

9. Mr. Feitshans, PAT Member, asked if carpet would be maintainable in the Welcome Center since there would be a high volume of traffic.
  - a. Mr. Porterfield ensured Mr. Feitshans that the proposed carpet tiles for this space are very durable and would withstand high volumes of traffic. He also mentioned that if there was a need to replace the carpet, the carpet tile allows for only the damaged areas to be replaced without needing to replace all the carpet.
10. Mr. Feitshans then asked if the manual gates at the Student Parking lot could be automated to allow for easier ingress and egress at non-peak periods of the school day.
  - a. Christel Coleman, HISD Program Manager, responded that the Randall-Porterfield Design Team will incorporate an operator for the middle and back gates of the Student Parking lot if the budget allows.
11. As the meeting closed, Ms. Coleman mentioned that the next PAT Meeting would be a review of the following items:
  - a. Restrooms at the Cafeteria
  - b. Genius Bar at the Welcome Center
  - c. Genius Bar in specified hallways
  - d. Revised Priority List for signoff

**ACTION ITEMS:**

- 4-1 Update Priority List for PAT member review – HISD Program Manager
- 4-2 Incorporate comments from PAT into Schematic design

**NEXT PAT MEETING:** Wednesday, June 24, 2015, 2:30 pm

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Review Schematic 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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