



**Meeting Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting #12**  
**Scarborough High School**

**PAT MEETING #:** 12

**LOCATION:** Scarborough High School

**DATE / TIME:** October 29, 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		Bob Myers	CFS Facilities Design Manager
	Jacqueline McWilliams	Classroom Teacher	✓	Mel Butler	CFS Program Director
	Robin Nuber	Classroom Teacher		Christel Coleman	CFS Program Manager
✓	Phuong Tieu	Assistant Principal	✓	Michael Porterfield	Randall-Porterfield Architects
✓	Lee Mashburn	School-Based Staff	✓	Carrie Sheldon	Randall-Porterfield Architects
	Josie Cavazos	Non-Instructional Staff	✓	Xavier Vargas	Randall-Porterfield Architects
✓	Esther McMillan	Non-Instructional Staff			
	Mary Thurman	Community Member			



## AGENDA:

- Welcome & Introductions
- Schematic Design Progress Update by Randall-Porterfield
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting – Confirm (November 19, 2015)

## DISCUSSION:

1. The meeting began with Welcome & Introductions by Mel Butler, HISD Program Director and a brief review of the planned Agenda.
2. Design Progress Update was provided by Randall-Porterfield Architects, and referred to the PowerPoint slide presentation.
3. Exterior Site Layout description was provided by Mike Porterfield, Owner, Randall-Porterfield Architects (R-PA), with selected features described for:
  - a. Tennis courts ;
  - b. floodway avoidance;
  - c. Note: basketball was never utilized, so tennis is requested and provided.
4. Question: Principal Dr. Linares asked about retention of existing portables for storage. In Answer Mike Porterfield advised that additional space is contemplated for future expansion of tennis courts.
  - a. Question follow-up: Dr. Linares reminded the PAT that storage is a huge problem and that we should consider retaining at least two portables for Storage. In Answer Mike Porterfield advised that the layout could be adjusted slightly. Action: RP-A.
5. JROTC Bldg. Exterior Layout description was provided by Mike Porterfield, with selected features described for:
  - a. Drainage strategy, including culvert at walkway, river rock under bridge; and drainage pipe under baseball field.
  - b. ADA access via pathways and landscaped terrace provides inviting to students.
6. JROTC Bldg. Interior Layout description (very high-level) was provided by Mike Porterfield, with selected features described for:
  - a. 7 ft. wide corridors
  - b. Restrooms are ADA compliant
7. Question: Principal Dr. Linares asked about the sound-proofing of the 'Music Learning Center'. In Answer Mike Porterfield advised that yes, whether partial wall or glass, the room will be effectively sound insulated.
8. Question: Asst. Principal (AP) Issa asked if baseballs might damage the new JROTC building. In Answer, Mike Porterfield advised that very little glass, only two small vertical windows, are on the building elevation facing the baseball field. Question follow-up: AP Issa asked if netting to eliminate any building contact would be best. In Answer Mel Butler advised that Architect, R-PA will evaluate the situation and report back to the PAT. Action: RP-A.



9. Mike Porterfield described the Exterior rendering for the JROTC Bldg., and noted that Kalwall® provides both sound attenuation and thermal insulation.
10. Scheme No. 1 features grassy pavers on proposed terrace steps.
11. Scheme No. 2 features transparency to neighbors, with Storefront, not curtainwall, and a beam across the center of the storefront covered by a spandrel panel.
  - a. Sound & Sun-Screen mounted to interior of beam, motorized or Movable for shade and sound effects.
  - b. Mel Butler requested images / product info from Architect. Action: R-PA.
  - c. Note: wrought-iron fence not shown
  - d. Finish floor is 4 feet above exterior grade (behind a planter for ease of transition).
12. Bldg. 2 Floor Plan Review was provided by Mike Porterfield and referred to the PowerPoint slide.
  - a. Action: Meetings with Staff to finalize Room Layouts; i.e., Dance, etc.
13. The Welcome Center was described by Carrie Sheldon, Project Coordinator, R-PA, with selected features described for:
  - a. Stone floor, carpet behind public counter, and laminate finish is wood veneer, "Uptown Walnut".
14. Question: Ms. Tieu, Asst. Principal, asked how these finishes match up with the entire school. In Answer, Carrie Sheldon advised that the theme agreed-to based on these finish pallets would be consistent throughout the school.
15. The PAT agreed that Finish Pallet No. 1 ("Grieger") was the preferred palette.
16. Question: from Ms. Esther McMillan, School Secretary, asked about the counters in the office area of Welcome Center. In Answer, Carrie Sheldon advised that a meeting with Ms. McMillan as the Admin. Representative is required. Action: R-PA and Ms. McMillan.
17. Carrie Sheldon reviewed the HISD requirements for the security vestibule and intended path of travel. The PAT reaction was "Great" !
18. The Library was described by Carrie Sheldon, with selected features described and displayed using the new PowerPoint slide of the fully-rendered Library.
  - a. Carpet choice was No. 1 (Blue-hues)
  - b. PAT also approved using a shading pattern for the installed carpet.
19. Question: Principal Dr. Linares asked why the library circulation desk appears so tall. In Answer, Carrie Sheldon advised that we will adjust height based on meeting with the Librarian. Action: Meeting with Librarian (as Dept. Head) and R-PA.
20. Previously the Architect proposed removal stacks for installation of a new window wall and smart bar.
  - a. Question: Ms. McMillan noted that this plan results in approx. 1/3 of stacks removed which will be a key problem considering the amount of inventory. In Answer, Carrie Sheldon reminded the PAT that the window wall was approved by PAT, so follow-up is required. Action: Meeting with librarian to discuss quantity of stacks. Action: Architect to calculate LF quantity of stacks existing and proposed.



21. Library wall treatment was discussed, and Carrie Sheldon noted the existing 'pop of color' behind circulation desk. PAT prefers the proposed brighter orange labeled "Kid Stuff" as new 'pop of color' to replace existing.
22. Question: Principal Dr. Linares noted the finish for tables shown in the PowerPoint. In Answer Mike Porterfield advised that the rendering shows "Bamboo" finish. PAT agreed that 'Uptown Walnut' is preferred throughout.
23. Learning Commons description and discussion was provided by Carrie Sheldon, with selected features described for:
  - a. Carpet – the gray patterned carpet tile is Approved.
  - b. Walls, door frames, door colors were described and approved by the PAT.
24. Carrie Sheldon described the color coding aspects and coordinating for each Learning Community.
25. Genius Bar was described as outfitted with power and magnetized surfaces.
26. New staircase with aluminum handrail with mesh panels from first floor Learning Commons to the second floor Learning Commons was described.
27. Question: AP Tieu noted that the 'bold' colors are too bright for high school.
28. Bold as presented vs. "softer and warmer"; PAT selected 'softer & warmer'.
29. Action: Meeting is required to select color scheme for each Learning Community.
30. Auditorium description and discussion was provided by Carrie Sheldon, with selected features described for:
  - a. Seating refurbished off-site
  - b. Stain concrete floor and lay carpet tiles in aisles.
  - c. Action: per Carrie Sheldon, confirmation of color palette for auditorium is required. Two options- blue-ish or beige/brown. Agreed: 'Dusty lilac' is best.
  - d. Mike Porterfield advised that final choice for seating stain color occurs after refurbish contract execution.
  - e. Mike Porterfield advised that a meeting is required to discuss and review sound attenuation options.
31. Weight room description and discussion was provided by Carrie Sheldon, with selected features described for:
  - a. New rubber floor
  - b. Wall finish with colorful banding
  - c. Remove existing acoustical ceiling/tiles and lighten underside of slab to provide more height and openness.
  - d. Action: Logo for weight room wall – Ms. Tieu will send .jpg file of new logo to Xavier Vargas, Project Architect, R-PA.
  - e. PAT agreed that logo on wall is acceptable in weight room only.



32. Additional JROTC Bldg. details were described by Mike Porterfield, as follows:
  - a. Carpet in offices only - three ea. JROTC; one ea. Band/Music.
  - b. Question” Principal Dr. Linares asked if office is planned for assistant band director, since the program is growing and will continue to grow. In Answer, Carrie Sheldon advised that the Ed. Specs dictate only one office, so staff will share one office (it has plenty of space).
  - c. Carpet was agreed-on as the “blue stripe” sample.
  - d. Finish agreed to is “Uptown Walnut”.
  - e. Flooring in corridors – Vinyl Enhanced Tile (VET) – a neutral field with accent borders.
  - f. Overall PAT reaction to finish proposals was: “Great”!
33. At this point in the Meeting the PAT was prepared to vote on their preference in for the overall JROTC building design options, JROTC Option A (Scheme No. 1) or Option B (Scheme No. 2). The PAT selected Option B (Scheme No. 2) as its preferred option.
34. Mel Butler asked the PAT if the name on JROTC building should reflect only JROTC, or also reflect the band/music programs as well. In answer, the PAT agreed to evaluate and report back for next PAT meeting. Action: PAT evaluate potential naming options for ‘JROTC Bldg.’
35. Principal Dr. Linares asked the PAT if there should be a statue in front of the JROTC building. In answer, the PAT agreed to evaluate and report back for next PAT meeting. Action: PAT evaluate potential statue options for ‘JROTC Bldg.’

#### **ACTION ITEMS:**

- 12-01 Consider retaining at least two portables for Storage. Action: R-PA
- 12-02 AP Issa asked if netting to eliminate any JROTC building contact by baseballs would be best. R-PA will evaluate the situation and report back to the PAT. 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.
- 12-04 Meetings with Staff to finalize Room Layouts; i.e., Dance, etc.. Action: R-PA & SHS Staff
- 12-05 Meeting with Ms. McMillan is, as the Admin. Representative, required about the counters in the office area of Welcome Center. Action: R-PA and Ms. McMillan.
- 12-06 Meeting with Librarian (as Dept. Head) and R-PA regarding the library circulation desk height.
- 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.
- 12-11 PAT will evaluate potential naming options for 'JROTC Bldg.'
- 12-12 PAT will evaluate potential statue options for 'JROTC Bldg.'

**NEXT PAT MEETING:** November 19, 2015 (3:30 pm) at Scarborough HS.

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

1. Respond to design detail questions posed in PAT Mtg. #12.
2. 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,

Mel Butler, Jr., CCM, LEED AP  
Program Director  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (267) 304-4716  
Email: [mel.butler@urs.com](mailto:mel.butler@urs.com)

For:

**Christel Coleman**  
Program Manager  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (832) 567-2381  
Email: [ccolem11@houstonisd.org](mailto:ccolem11@houstonisd.org)