



Meeting Minutes
2012 Bond Project Advisory Team (PAT) Meeting #2
Scarborough High School

PAT MEETING #: 2

LOCATION: Scarborough High School

DATE / TIME: November 4, 2014, 4:00pm

ATTENDEES: (those marked with a check were present)

Present ?	NAME	ORGANIZATION / ROLE	Present ?	NAME	ORGANIZATION / ROLE
✓	Dr. Diego Linares	Principal		Josie Cavazos	Non-Instructional Staff
✓	Omari R. Issa	Assistant Principal	✓	Esther McMillan	Non-Instructional Staff
	Stella Cunningham	Classroom Teacher		Mary Thurman	Community Member
✓	John Feitshans	Classroom Teacher		Keisha Roberts	Parent
	Jacqueline McWilliams	Classroom Teacher	✓	Rebecca Janacek	Parent
✓	Robin Nuber	Classroom Teacher	✓	LaJuan Harris	CFS Facilities Planner
✓	Phuong Tieu	School-Based Staff	✓	Mel Butler	CFS Project Manager
	Lee Mashburn	School-Based Staff	✓	Christel Coleman	CFS Project Manager

AGENDA:

- Welcome & Introductions
- Scarborough High School Guiding Principles
- Scarborough High School Priorities List
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting

DISCUSSION:

1. All members introduced themselves and indicated their current involvement with the school and project.
2. LaJuan Harris, HISD Facilities Planner confirmed with Principal Linares that the Guiding Principles had been completed.



3. Ms. Harris reviewed the priority list discussed at the previous PAT Meeting. PAT established a ranking of importance for the items.
4. During the review of the priority list, the following was discussed:
 - a. Principal Linares asked about utilizing document cameras in lieu of smartboards; in his experience the document cameras were more efficient. Mel Butler, HISD Project Manager, suggested putting digital whiteboards in the computer labs and having document cameras in every classroom. Phong Tieu, PAT member, mentioned that she was an advocate for the whiteboards, and there are programs that can be used to achieve the same thing as a document camera. The overall consensus was to include digital whiteboards in all classrooms to maintain technology standards and get a small number of document cameras to be checked out by teachers as needed. An actual count for these items will be revisited.
 - b. Modifying the burglar alarm is already a work order item; this item will be removed from the priority list.
 - c. The Fire Code section will be officially removed as this is a part of current work orders.
 - d. Esther McMillan, PAT member mentioned that the back wall in the Library is currently wall to wall shelving; lockable storage is needed in the Library for equipment.
 - e. Ms. McMillan mentioned that she will ensure Mr. Torres, Athletic Director, is included in the next meeting to re-establish the most significant items for the athletic fields. Ms. Harris and Mr. Butler suggested having a dual purpose field; possibly install artificial turf and restripe for intended use.
5. The PAT suggested adding an additional serving line in the cafeteria. This will be discussed by CFS to determine the best way to achieve this.

ACTION ITEMS:

- 1-1 The PAT members will follow up with any other items that need to be added to the priority list and will be ready to discuss at the next PAT (11/25).
- 1-2 Post Guiding Principles on Bond website (Harris)
- 1-3 Determine method to add cafeteria serving line (Coleman)

NEXT PAT MEETING: Tuesday, November 25, 2014, 4:00 pm

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Review/ Finalize Priority List

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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