



Meeting Minutes 2012 Bond Project Advisory Team (PAT) Meeting #13 Scarborough High School

PAT MEETING #: 13

LOCATION: Scarborough High School

DATE / TIME: November 19, 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	✓	Jim Helm	Randall-Porterfield Architects
	Mary Thurman	Community Member			

AGENDA:

- Welcome & Introductions
- Schematic Design Progress Update by Randall-Porterfield
- Next Steps
- Questions / Open Discussion
- Next PAT Meeting – Confirm (December 10, 2015)



DISCUSSION:

1. The meeting began with Welcome & Introductions by Christel Coleman, HISD Program Manager 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. Jim, Randall-Porterfield Architects, discussed changes made as a result of feedback received from the JROTC and performing arts staff as noted below:
 - a. 200 S.F. was removed from the Rifle Range and added to the Learning Center
 - b. Four offices were added to the Band area
 - c. Vandal resistant doors will be installed at the storage area for the rifles
4. LaJuan Harris, HISD Planner, asked if the design for the Rifle range still meets the Ed. Spec. requirements since some of the square footage has been removed.
 - a. The Randall-Porterfield team confirmed, 'Yes,' the Rifle Range does still meet the requirements in the Ed. Spec.
5. Ms. Harris commented that the office layout should possibly be revised to accommodate a larger shared office for the Assistant Band Director and Band Director to keep with the 21st Century principles.
6. Randall-Porterfield noted that in the Dance Room, the end user would like mirrors on two walls and a ballet bar as part of the renovations.
7. Principal Linares noted that Randall-Porterfield needed to meet with the User Groups again to show them the layout updates. The team agreed, and Christel Coleman, HISD Program Manager, will coordinate with Ms. McMillan to set this meeting up with Dance, JROTC, and Band user groups.
8. Principal Linares commented that the name the PAT agreed on for the new JROTC building is the "JROTC & Performing Arts Building."
9. Carrie, Randall-Porterfield, asked if there were security standards for the reception area in the Welcome Center.
 - a. Ms. Harris responded that once a visitor passes through the safety vestibule, the reception area can be accessed. There will be 2 buzzers at the Welcome Center.
10. PAT discussed possibly rescheduling the December PAT meeting for January. Ms. Coleman will follow up with Principal Linares to confirm a date.
11. The meeting adjourned.

ACTION ITEMS:

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| 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.' (COMPLETED)
- 12-12 PAT will evaluate potential statue options for 'JROTC Bldg.'

NEXT PAT MEETING: December 10, 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,

Christel Coleman
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