



Meeting Minutes
2012 Bond Project Advisory Team (PAT) Meeting #4
Scarborough High School

PAT MEETING #: 4

LOCATION: Scarborough High School

DATE / TIME: December 11, 2014, 4:00pm

ATTENDEES: (those marked with a check were present)

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

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 first time attendees Michael Porterfield and Carrie Sheldon of Randall-Porterfield Architects also introduced themselves.
2. Christel Coleman and Mel Butler, HISD Project Managers, distributed an updated copy of the priority list for the PAT Members to review. Several of the items in the 'Priority Items' column of the spread sheet were not selected by PAT members at the last PAT Meeting when they completed the exercise of ranking items by highest priority in each corresponding category. These items were discussed to ensure the correct priority was denoted. A column entitled 'Mandatory' will be added to the spreadsheet to flag items that must be completed regardless of their noted priority.
3. Mr. Feitshans asked why a Priority List that showed the cost for each item was not distributed. Ms. Harris answered that although the cost estimate had been completed, she wanted the PAT members to stay focused on finalizing items on the list first.
4. Mr. Feitshans also asked if the soccer field would be changed to astro turf. Mr. Butler responded that making the soccer field astro turf would allow for a multi-purpose field for football and soccer. The acceptance of that item would be determined by cost.
5. Ms. Cunningham mentioned that Mr. Torres (Plant Operator) wanted the fence to be replaced on Costa Rica. Mr. Butler responded that only replacing the damaged areas of the fence would be more cost efficient since the entire gate is wrought iron which is a costly material.
6. Mr. Feitshans asked if it was possible to also upgrade the existing security cameras as well as add them in needed areas. Mr. Butler responded that this will be reviewed with the district specialist, but HISD standards must be maintained.
7. Mr. Porterfield asked if resistant glass is already included in the budget or would be considered an addition. HISD will confirm and follow up.
8. Mr. Issa mentioned that an analysis was completed for the burglar alarm, but the specialist that made a site visit never followed up as promised. Ms. McMillian mentioned that she will provide Ms. Coleman with the work order that was given to her for record. HISD will follow up on the status of the completion of this work.
9. Ms. McWilliams mentioned that the auditorium needed to be more inviting. Mr. Porterfield commented that painting the auditorium would allow it be more inviting. PAT members agreed.
10. Mr. Porterfield asked if an ADA Compliance Study has recently been completed for the school. Ms. Harris responded that she will follow up.
11. Ms. McWilliams mentioned that installing hand dryers versus paper towel dispensers would help eliminate some of the excessive waste by the students. PAT members agreed. Ms. Harris will confirm but believed that hand dryers were a part of the current design guidelines as well as black partitions.
12. Ms. McWilliams mentioned that during the renovations from the HISD 2007 Bond Program, the same sinks were reinstalled again. The issue with this is some of the faucets do not work properly. This item was added to the Priority List.
13. It was also mentioned that vents for the restrooms were supposed to be added during the renovations for the HISD 2007 Bond Program, but this work was not completed. This item was also added to the Priority List.
14. Below are a few additional items that were also mentioned and added to the Priority List.
 - a. Exterior Façade Cleaning and Treatment
 - b. Vent hood replacement in kitchen (to be reviewed on 12/17 site walk)
 - c. Kitchen facility upgrades (to be reviewed on 12/17 site walk)
 - d. Science Lab upgrades (to be reviewed on 12/17 site walk)

ACTION ITEMS:

HOUSTON INDEPENDENT SCHOOL DISTRICT

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- 4-1 Continue to evaluate the current Scarborough High School Priority List and follow up with any other items that need to be added at the next PAT (PAT)
- 4-2 Review existing security camera locations and review with HISD (Project Manager)
- 4-3 Determine if resistant glass is included in estimate (Project Manager)
- 4-4 Determine status of alarm work (Project Manager)
- 4-5 Determine status of ADA study (Project Manager)
- 4-6 Confirm Design Guideline requirements regarding hand dryers (Project Manager)

NEXT PAT MEETING: Friday, January 23, 2015, 4:00 pm

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Review/ Finalize Priority List
2. Discuss next steps for conceptual design

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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