



MEETING MINUTES

PROJECT: Lago Vista ISD – New High School

MEETING DATE: 01/03/2012

PREPARED BY: Bob Shelton / Fromberg Associates, Ltd.

Randy Fromberg, Bob Shelton, Bobby Tober, Drew Cummings / Fromberg Associates, Ltd.

Buck Hendrix / Hendrix Consulting Engineers

Matt Underwood - Superintendent / Lago Vista I.S.D.

Dustin Riley / Owner's Building Resource

ACADEMIC DEPARTMENT

- 1) LIFE SKILLS / SPECIAL EDUCATION – meeting with Ms. Stacey Bingham
 - a) Need space for the following items:
 - i) 3 stoves (currently, but less OK)
 - ii) 3 sinks (currently, but less OK)
 - iii) 1 refrigerator
 - iv) Washer/dryer (residential type)
 - v) Restroom with shower
 - b) Currently have no students that need to be changed, possible in future. Provide mobile changing station or area to store mobile changing station.
 - c) Need space to construct things with tables
 - d) Need office or small secure area for storing files.
 - e) Distributing rooms throughout as shown in drawing is preferred.
- 2) SPEECH / DEBATE / JOURNALISM – meeting with Mr. Eric Holt
 - a) 2 classes are taught at once. Speech/debate/yearbook/film. Would like double classroom with no partition, if not 2 classrooms, larger than 700sf would be preferred
 - b) 5 computer stations preferred.
 - c) Need room for 10x10 stage, will reuse & relocate existing stage.
 - d) Area for storage needed, area to keep 2 flags
 - e) Needs a location for large pull down projection screen.
- 3) ENGLISH / LANGUAGE ARTS – meeting with Mrs. Bernice Donnellan
 - a) Language arts/Spanish/English should all be close together. Would like to be at the end of the first floor (south end)
 - b) Storage space for books/novels required.
- 4) SOCIAL STUDIES – meeting with Mrs. Scottie Johnson
 - a) Layout with cabinets at far side of room, the long wall between classrooms should be teaching wall with teachers desk is suggested. Include drawers and doors with adjustable shelving.
 - b) Do not locate emergency button near the door. Kids can easily hit it on the way out.
 - c) Doors should be lockable from the inside of the classroom.
 - d) Provide a thermostat in each room.
 - e) Provide multiple outlets spread throughout room.
 - f) Access to comp lab, library and gym preferred.
 - g) Currently there are 5 social studies topics with 5 teachers and 3 classrooms.
 - h) Door Locksets to have 'keyed interior lockset' so that teacher's can 'lock-down' from within classroom in an emergency rather than go out into corridors.
 - i) No Carpet is preferred
- 5) MATH – meeting with Mrs. Robyn Statham
 - a) Windows/Natural light preferred
 - b) Wall of locking cabinets for storage. Include sink if possible, if not OK.
 - c) Possibility that labs will replace laptop carts.
 - d) Requested offices to be used by teachers who float.
 - e) Currently 5 math teachers with 4 classrooms.

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- 6) ART – meeting with Mr. Andrew Larkin
 - a) Natural light, possibly wall of windows to outside
 - b) Would like double door to classroom to allow for large student projects to be moved out of room.
 - c) New kiln will be needed. Provide with pull down exhaust hood if possible.
 - d) Kiln room should be accessed from storage room rather than classroom. Provide cooling shelves for fired projects.
 - e) Requested covered outdoor area to work on projects.
 - f) Prefers sealed concrete floors with floor drains to allow for wetting and to squeegee floors.
 - g) Minimum 4 clay wheels. Prefer type that mounts to drawer for easy access and storage.
 - h) Area needed for drying racks.
 - i) Zoned or dimmable lighting needed.
 - j) Currently has 2 research computers. Graphic & BIM programs are taught elsewhere.
 - k) Min 1 large sink with clay trap needed.
 - l) Provide Lockable Display Cases, so that students can't vandalize displayed art, distribute display cases throughout school

TECHNOLOGY DEPARTMENT

- 1) SCIENCE – meeting with Matt Canafax, Janet Carpenter, Karen Green, Debi Hoskins
 - a) Subjects include:
 - i) Environmental Science
 - ii) Biology
 - iii) Chemistry
 - iv) Physics
 - b) Natural light is very important in both Environmental Science and Biology
 - c) The ability to make the Physics room dark is important for light experiments
 - d) 5 labs will work for 550 students, 6 labs would hold them longer for future expansion.
 - e) Divided Lab/Classroom is preferred. Peninsula type experiment tables with sink and electric.
 - f) Physics only moveable tables would be useful with sinks and electric located in casework.
 - g) If possible gas could be useful in Chemistry lab only
 - h) Locate a fume hood in all science classrooms.
 - i) Maximum of 1 pint of acid is used per year in all chemistry classes combined. Teachers see no need for acid dilution tank or acid waste piping
 - j) Copy machine located in upstairs “teacher’s retreat” would be preferred.
 - k) Locate a floor drain at all emergency showers. (slope floor preferable)
 - l) 2 sided fume hood in chemistry room could be useful but not necessary.
 - m) All sinks should be large. Approx. 15”x18”
 - n) If rooms are landlocked, consider providing skylights
 - o) Combined Prep Room for 4 central science labs, with separate chemical storage within prep room
 - p) 5th separate Science Lab requires individual prep room (physics can be stand alone lab)
- 2) TECHNOLOGY – meeting with Mr. James Shipman & Mr. Leo Holland
 - a) Workroom with Benches in or next to server room
 - b) Would like to move to passive optical if possible. This would lessen or possibly delete IDF rooms.
 - c) Servers will be servers for the district.
 - d) Currently use Region 13 network
 - e) In MDF room. Currently there are 5 servers on 1-2 racks
 - f) Wireless throughout preferred, with min 2 hardwired locations as backup
 - g) Computer labs hardwired
 - h) 1 data drop on each wall preferred. 2-4 drops OK.
 - i) Most teachers are on laptops.
 - j) Provide data drops at all P.O.S.
 - k) Current HS library has 23 computers.
 - l) Currently work with TFE and Cisco
 - m) Security cameras will be IP type
 - n) Smart Boards would be preferred in classrooms if possible
 - o) Very few video conferences. Hosted at Region Center. Currently computer on cart to a projector
 - p) Would like a room for teaching teachers continued ed (can be computer lab)
 - q) Wireless at all fields would be preferred as well.
 - r) Flip MDF & Computer Workroom so that MDF is not accessible from corridor

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LEARNING RESOURCES CENTER

- 1) LIBRARY MEDIA CENTER – meeting with Ms. Joyce Rutherford
 - a) Requested 100% visibility throughout library.
 - b) Multiple computer stations required.
 - c) Tables for study areas.
 - d) Library Responsible for managing textbooks
 - e) Proximity to Bookroom
 - f) After hours use is possible

VOCATIONAL DEPARTMENT

- 1) VOCATIONAL / AG – meeting with Mr. Rusty Bookout
 - a) Overhead doors to be 12' wide
 - b) Add one overhead door on north side of building for cross ventilation
 - c) Divide tool room in half for one tool room and one paint storage room.
 - d) Provide access to classroom from corridor
 - e) Provide operable wall between classrooms to enable larger meeting space for FFA etc.
 - f) Would prefer one classroom to be a technology lab with computers.
 - g) Provide rolling chain hoists in shop.
 - h) Wood working area will not need to be as large as Welding area.
 - i) Curriculum to include:
 - i) Woodshop
 - ii) Welding
 - iii) Automotive
 - iv) Agriculture
 - j) Air-conditioning in shop not required. Heat in shop required.
 - k) No FCS program required, delete FCS & Sewing Labs

PERFORMING ARTS COMPLEX

- 1) THEATER ARTS – meeting with Mrs. Bernice Donnellan
 - a) Requested covered walkway from main building, with good lighting.
 - b) Storage inadequate. Requested minimum of 1800 sf storage for props. (Vertical Wardrobe storage is Acceptable)
 - c) Stated there are issues with sharing with others
 - d) Would like to be able to host UIL 1-act plays.
 - e) Will need access from lobby to back of stage?
 - f) Requested lockable trophy case in lobby
 - g) Noise barrier between Band/Auditorium.
 - h) Current Sewing @ Theatre, consider reallocating Sewing S.F. to Theatre
- 2) BAND HALL – meeting with Ms. Laura Stehn
 - a) Wenger practice rooms preferred
 - b) Wenger instrument storage preferred
 - c) Would like to have as much wall space as possible in band hall.
 - d) No window is needed between office and ensemble room
 - e) Requested a staff restroom with shower. (could be taken away from ensemble room as it is currently bigger than needed.)
 - f) Need to add storage room for booster club
 - g) Align double doors @ band hall with double doors @ stage
 - h) 'Removable Mullion' at all double doors is not desired
 - i) Loading Dock does not need to be a 'raised platform'

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FOOD SERVICE DEPARTMENT

- 1) CAFETERIA / KITCHEN – meeting with Ms. Judie Blaylock
 - a) More food court like rather than serving lines, with 4 stations.
 - b) Snack bar/concession idea and location is Acceptable
 - c) Freezer and cooler the same size is preferred.
 - d) Large pantry preferred. Referenced current HS pantry works well and current ES cooler/freezer layout works well.
 - e) Not sure if there is a need for washer/dryer. Food service doesn't need it but maintenance may.
 - f) Provide warewash
 - g) Store room should be bigger and warewash smaller
 - h) Dumpster located in back of parking lot behind kitchen preferred.
 - i) Vending machines currently only in athletics gym locker room area, not required at main building
 - j) No preference on loading dock vs. flat ground.
 - k) 4-6 staff parking spots requested adjacent to kitchen
 - l) Large turning radius's for delivery trucks are needed, minimize bollards as existing bollards have been knocked over

ATHLETICS DEPARTMENT

- 1) TRAINER – meeting with Ms. Tommi Seadorf & additional meeting held with A.D. Alan Haire
 - a) An office is needed for meetings, phone calls and confidentiality for medical records. (Preferred to be located by gym training room)
 - b) Needs storage room for coolers and supplies.
 - c) 1 training room at field house and 1 training room by gym
 - d) Room is needed for the following items in the field house training room:
 - i) 2 Whirlpool stand 25"x66"
 - ii) 1 treatment table 35"x78"
 - iii) 1 taping table 26"x40"
 - iv) 1 ice machine
 - e) Room is needed for the following items in the gym training room:
 - i) 1 Whirlpool stand 25"x66"
 - ii) 1 treatment table 35"x78"
 - iii) 1 taping table 26"x40"
 - iv) 1 ice machine
 - f) Anti-slip floor in training rooms preferred.
- 2) GIRLS ATHLETICS – meeting with Debbie Hanson & Sommer Wilson
 - a) More storage needed. Best to have separate room for each sport:
 - i) Volleyball (some large equipment like poles & catcher's)
 - ii) Golf (located underneath press box is Acceptable)
 - iii) Softball (located underneath press box is Acceptable)
 - b) Practice Gym, preferred to have access to restrooms without having to go through locker rooms so public can be locked out of locker rooms.
 - c) Possibly offset court in practice gym for small set of bleachers.
 - d) Storage within dugouts @ softball is required
 - e) Cheer Team Storage requested (share with dance team)
 - f) Volleyball cross courts at Competition Gym, required to facilitate 2 independent nets with independent poles
 - g) Cross courts sports @ Auxiliary Gym is not required
- 3) FIELDHOUSE / BOYS ATHLETICS – meeting with A.D. Alan Haire
 - a) Existing weight room is 1600sf and is too small. Would like to accommodate 100 athletes at a time. Blanco HS weight room was mentioned as Ideal. (approx 3200sf) 900sf programmed is not enough space. New weights at both weight-rooms, existing weights to remain for middle school.
 - b) A/C in weight room is preferred, however the option to naturally ventilate is desired as well. Operable windows up high with rolling/overhead doors.
 - c) Field house location in proximity to practice field is more important than to stadium or other sports.
 - d) Orient weight room to open towards practice field with porch area with awning for outside lifting as well as view of practice field for more effective supervising of multiple athletes.
 - e) Provide lockable glass trophy cases or glassed in areas in Field House
 - f) Provide area for TV on wall to post instruction for athletes.
 - g) Provide office for 10 coaches. (large office with perimeter cubby type desk with central conference table)
 - h) Provide 2 commercial dryers & 1 commercial washer. Provide 'pass through' individual laundry lockers & laundry chute at laundry.

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- i) Training room at field house should be bigger than at gym. Provide area for 2 whirl pools at field house and only 1 at gym.
 - j) Separate concession restroom building from field house.
 - k) Team meetings are held 3 times per week with 76 to 126(with freshmen) athletes. Typically freshmen meetings are held separately.
 - l) 50 lockers in Varsity locker room, & 35 lockers in both JV & freshmen locker rooms (Prefer wildcat style lockers)
 - m) OK for JV and Freshmen to share shower rooms. Separate by rolling door. Boys shower rooms shall be gang type showers with both perimeter and shower poles. Broom Finish Concrete floors are Acceptable
 - n) Provide large oscillating fans in weight room for air circulation.
 - o) Area for groups of 15-20 to watch play videos
 - p) Relocate AD office to Field-house, no AD secretary required (re-allocate s.f.)
 - q) Provide projector & screen in V. locker room, Coaches office, AD office, and team meeting rooms.
 - r) Provide single large storage room. (interior & exterior access) Current storage both sides of Portable (approx 1400 s.f.)
- 4) GYMANSIUMS / BOYS & GIRLS ATHLETICS – meeting with A.D. Alan Haire
- a) Comp gym capacity 1000 split 2/3H and 1/3V. Practice gym min 2 rows (approx 50)
 - b) If possible @ Comp Gym, provide 2nd Tier of retractable seating on home side for flat area for Cheer Team use & painting
 - c) No need for AD office at Gym, relocate to fieldhouse
 - d) 15 varsity lockers for Varsity locker room needed
 - e) 30 lockers for jv/freshmen.
 - f) Locate Girls locker rooms on the south side of the gym for safety
 - g) Provide multiple mirrors and outlets in girls locker room
 - h) Provide 50 small lockers in PE locker rooms
 - i) Retractable bleachers top and bottom preferred
 - j) Provide bell and intercom only in practice gym
 - k) Provide good sound system with inputs and controls in comp. gym
- 5) FIELDS / BOYS & GIRLS ATHLETICS – meeting with A.D. Alan Haire
- a) Artificial turf would be preferred if possible due to watering restrictions and longevity
 - b) Add storage under press boxes at baseball/softball fields.
 - c) Add storage room at end of dugouts with door entering from inside dugout
 - d) Provide sound system with controls and inputs in press box for all fields
 - e) Stadium capacity 2500. Split 2/3 home, 1/3 visitor
 - f) Rather the stadium bleachers be taller than wider, for future expansion considerations
 - g) 2 practice fields are needed with separation berm between fields, not 1 as programmed
 - h) Provide batting gage for each softball and baseball field. Ideally 2 at baseball field and 1 at softball
 - i) There is no need for bleachers at tennis courts
 - j) Football Press box to include office for home, visitor, video. Include clock and phone line
 - k) Would like to save existing well house for storage if possible
 - l) Provide screened porch area for BBQ at concessions. Orient concession for a home and visitor side. Provide windows towards field for workers to see games if possible
 - m) Concessions typically provide BBQ and otherwise pre-packaged food. There is no frying or cooking done.
 - n) Would like athletic complex to be fully fenced for security

CAMPUS ADMINISTRATION DEPARTMENT

- 1) ADMINISTRATION – meeting with Principal Mrs. Larkin , AP Mr. Steve Elder , & Counselor Mrs. Christina Pasak
- a) Provide door between principal office and conference room
 - b) Provide small private waiting area outside principal and AP office, can double as a research area for counselor (2 work stations min)
 - c) Provide small place for 2 workstations in 2nd floor workroom
 - d) ISS should be separate from office area and close to a restroom. Would prefer near gym. ISS eats separately from other students
 - e) Would like small seating area outside of gym in hall to keep food/drinks outside of the gym
 - f) No secretary office is required
 - g) Students need access to registrar, nurse, counselor and attendance clerk. (transaction window at attendance.)
 - h) Provide small college/career center @ counselor. This can also be used as a small testing center.
 - i) Provide small lockable storage area for testing files in counselor's office
 - j) Flip Library and Admin area, so that Admin is centrally located and after hour access to Library is provided
 - k) Provide for copier in Teacher Workroom. All in one printers are used in offices
 - l) Need an office supply closet in workroom
 - m) 2 unisex restrooms off Teacher Workroom. 1 in Admin suite
 - n) Relocate Special Education Areas into Main Academic Area
 - o) Would like lighted niches for display throughout campus

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- p) Provide 12x12 lockers for student I-pad storage, locate in Main Academic Area
 - q) Note, bookroom will become storage if District goes paperless
 - r) Add Registrar's Office
 - s) Admin suit should be transparent with ample glass
- 2) NURSE – meeting with Ms. Gina Carmichael
- a) Suggested drive-up ambulance to football field
 - b) Current office is at elementary
 - c) Add door to corridor (1 to corridor, 1 to admin)
 - d) Proximity to Counselor preferred

MAINTENANCE DEPARTMENT

- 1) SEE ATTACHED Memo prepared by Hendrix Consulting Engineers – dated 1/10/12, 1 page

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MEETING NOTES

PROJECT NAME: Lago Vista High School
PROJECT NO.: 12-017

DATE: 1/10/12
HCE PARTY: BH

Mechanical

- Trane, Carrier, Lennox are all ok
- BAS preference – none currently – yes need BAS for new campus
- Visitor locker room have individual temperature control (by athletic director)
- Circulation fans in football locker/weight rooms.
- Set up meeting to discuss further Systems –
 - leaning to DX Roof-Top for main spaces
 - Roof Top Multi-Zones for Classroom wing for maximum building efficiency (further discussion and presentations of system for final decision)

Plumbing

- pint flush urinal ok
- motion sensor retrofit kit ok for flush valves
- motion faucets in community area only, student areas-no
- push button faucets for student areas
- individual sinks for gang restrooms
- no grease trap in concession stand

Electrical

- card access yes
- security yes
- technology in fieldhouse yes
- rough-in at field/concession for future tv displays
- no sound reinforcement in practice gym
- sound reinforcement in locker/weight facilities (volume control in AD office and at use point)
- circulation fans in football/locker/weight rooms
- hand dryers maybe
- Receptacles in girls locker for hair dryers.