



CONSTRUCTION AND FACILITY SERVICES (CFS)
3200 Center Street, Houston TX 77007-5909

HISD PAT Meeting Minutes
North Forest Early Childhood Center

MEETING NO.: 002
LOCATION: North Forest Early Childhood Center
DATE / TIME: October 30, 2013
ATTENDEES: Melba Williams, PM Kwame Building Group; Princess Jenkins, HISD-Facility Planning; Gloria Barrera, HISD-Facility Design; Marranne Keating, HISD; Devin Kopp, HISD; Kimberly Borders, HISD Principal; L.S. Teacher, PAT Committee Members; Cheryl Lawrence, RWS Architects
PURPOSE: The purpose of this meeting was to further the design process for North Forest Early Childhood Center.

AGENDA ITEMS:

- Discuss Design Charrette
- Discuss Space Requirements and Project Program
- What to Expect at the Community Meeting
- What to Expect at the Next PAT Meeting

NOTES:

DISCUSSION

1. The PAT found the two day design charrette very helpful. The process helped the team focus and identify issues in the program and compare them with the prototype site plan.
2. The PAT requested verification of the process of inviting the community for the November 18, 2013 Community Meeting. Princess Jenkins (HISD Facilities Planning) discussed the agenda of the meeting which will include an introduction from the Principal and the Program Manger. The architect will present the site plan to the community followed by breakout question and answer sessions at various boards throughout the venue with different members of the Design Team.
3. Princess Jenkins confirmed the Space Requirements and the Capacity Model change to 27 Learning Centers to accommodate 600 students.
4. RWS Architects presented the site plan to the Project Advisory Team.
 - a) The core building has three zones:
 - i. The front zone is designated for Administration, the middle zone is designed as the community area or "Community Mall" and the back zone is designed for the Learning Centers called Neighborhoods.
 - b) Bus drop off and pick up for 22 buses and faculty parking for 70 cars is located off Tidwell. The main entrance is facing Maddox with 29 spaces for visitor parking. The location for the parent drop off and pick up is on the North side of the building with stacking space for 80 cars.
 - c) RWS Architects identified three separate areas for outdoor play adjacent to the classrooms.
 - d) RWS Architects will present two additional options for the parent drop off and pick up areas. One option will extend into the adjacent Play Field and the second option will extend into the Play Area by the classrooms.
 - e) Three courtyards are centered between the neighborhoods and extend from the play areas to the community areas.

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5. The CMAR will start attending future meeting to provide cost information for the project.

COMMUNITY MEETING: November 18, 2013 at 6:00pm at Fonwood Early Childhood Center

NEXT PAT MEETING: November 22, 2013 at 1:30 pm

Please review the meeting minutes and submit any changes or corrections to Melba Williams.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Melba Williams
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