



HISD Project Advisory Team (PAT) Meeting Minutes
North Forest Early Childhood Center

MEETING NO.: 005

LOCATION: Fonwood Early Childhood Center

DATE / TIME: January 15, 2014

ATTENDEES: Melba Williams, Kwame Building Group PM; Princess Jenkins, HISD Facilities Planning; Kimberly Agnew, HISD Principal; Tristan Bragg, HISD Assistant Principal; Alice Hahn, HISD Librarian; Devin Kopp, HISD PK Teacher; Marianne Keating, HISD Science Lab Teacher; Drusilla Phillips-Griffin, HISD Parent; Sergeant Richard Cook, HISD PD, Sue Davis, One World Strategy Group; Cheryl Lawrence, RWS Architects

PURPOSE: The purpose of this meeting was to further the design process and identify important tasks for North Forest Childhood Center.

AGENDA ITEMS:

- Review Site Plan
- Review Floor Plan and Program
- Review Finish Palette
- Review Millwork
- Discuss Project Timeline
- What to Expect at the Next Community Meeting
- What to Expect at the Next PAT Meeting

NOTES:

Discussion

1. Sergeant Cook with HISD Police Department attended the meeting and reviewed departmental recommendations for safety and security that were made at the internal Design Review Meeting on 01/14/14.
 - a. He recommended the number of exterior doors be limited.
 - b. The exterior door at the principal's office should be deleted. Dr. Agnew understood the concerns.
 - c. The exterior doors at each of the classrooms should be deleted. Access from the exterior directly into a classroom should be avoided. The PAT feels that the exterior doors will enhance the educational program. The school administration will review.
2. Site Plan Review
 - a. Existing trees that will remain on the site during construction have been identified.
 - b. Three alternates for paving have been identified, they include:
 - i. Alternate to add 30 parking spaces to the visitor parking lot. Base Proposal includes visitor parking for 28 cars.
 - ii. Alternate to double the size of the parent drop-off/pick-up loop providing additional stacking for approximately 66 additional cars. The Base Proposal will include stacking for approximately 84 cars.
 - iii. Alternate to provide a separate entry drive to the faculty parking lot with a motorized gate with access control.
 - c. A fence, gate and sidewalk will be added at the north side of the bus loop for walker.
 - d. An access control gate will be provided at the west entry drive on Sterlingshire Street and at the adjacent single gate.
 - e. The revised service yard was reviewed. The school administration does want a gate at the dumpsters. They are currently experiencing vandalism with their dumpsters. At night the trash is removed and left around the site.
 - f. The school administration does need the play area at the self-contained classrooms because some students attend recess with their self-contained class depending upon the Individual Education Plan (IEP).
 - g. The need for three play areas was discussed. The team believes that 3 play areas are needed. They currently have 3 play areas and this allows them to keep the classes separate and more closely monitored.

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- h. Drinking fountains need to be added at the play areas.
 - i. The fall surfacing at the play areas will be a resilient rubber surface.
 - j. The paving at the fire truck access drive will be widened to add a small hard-court with basketball goals at Pre-K height.
 - k. The team is going to consider the play fields and provide a list of what they desire.
 - l. The PAT would like to have "astro-turf" at the outdoor extended learning areas and around the play areas.
 - m. Planting in the outdoor extended learning areas will be container planting.
3. Floor Plan Review
- a. A faculty restroom was added in Hall X015. The PAT requested that another faculty restroom be added to the west end of Hall X012. The size of office A406 can be reduced to accommodate the requested restroom.
 - b. A transaction counter has been added between the Entry Vestibule X010 and Reception A100.
 - c. An office has been added adjacent to C100. The adjacent FCR has been converted into an office and the size of Office C100 has been reduced. HISD will need to confirm that they do not need the FCR. There should be a door between the two offices as well as a door to the corridor for each office.
 - d. The doors into the classrooms swing out and have been recessed. The recess is a window wall and will have a window shade.
 - e. The classroom walls at the corridors will have tackable wall coverings.
 - f. The only casework in the classrooms is 9 linear feet of shelving with an adult height sink and student height sink.
 - g. The casework in the Wet Lab and the Visual Arts Lab is the same.
4. Color Palette
- a. A preliminary color palette was presented.
 - b. The PAT wants to look at a carpet similar to the carpet in their conference room.
 - c. The PAT would prefer linoleum flooring in lieu of Vinyl Composition Tile (VCT). This will be considered as an alternate.
 - d. The PAT did not like the powder blue color proposed for the acoustical panels and the tackable walls.
 - e. The PAT would like to see the use of a darker green in the color palette that matches the school colors.
 - f. A larger sample of the wall protection board will be provided for review.

What to Expect at the Community Meeting

- 1. Wednesday, January 22, 2014 is the date for the next Community Meeting. It will be held at both 9:00am and 6:00pm.

What to expect at the next PAT Meeting

- 1. The next PAT meeting is scheduled for February 19, 2014 at 3:00 pm.
- 2. Dr. Agnew requested an extended PAT meeting to go through the floor plan in more detail.

ACTION ITEMS:

- 5-01 Princess Jenkins will verify if RWS can send Dr. Agnew a copy of the plan.
- 5-02 The Program Manager will schedule the extended PAT meeting.

NEXT PAT MEETING: The next PAT Meeting will be held on February 19, 2013 at 3:00 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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