



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

**MEETING NO.:** 001

**LOCATION:** Fonwood Early Childhood Center

**DATE / TIME:** October 16, 2013

**ATTENDEES:** Gloria Barrera , HISD- Facilities Planning; Princess Jenkins, HISD-Facilities Planning; Ron Roberts, HISD-PM, Travis Stanford, HISD-Construction Mgr; Kedrick Wright, HISD Facilities Design; Kimberly Agnew, Principal; Tristan Bragg, Assistant Principal; Alice Hahn, Librarian; Kenneth Harbord, Special Education Teacher; Maria-Carmen Gonzalez, HISD-PK Teacher; Angela Valdez, HISD-PK Teacher;

**PURPOSE:** The purpose of this meeting is to focus on the Guiding Principles for North Forest Early Childhood Center which will be used to "test" the decisions that are made throughout the design process.

**AGENDA ITEMS:**

- Introduce Project Advisory Team
- Discuss Project Process
- Create Guiding Principles
- Discuss Capacity Model
- Review and Discuss Draft Space Requirements
- Discuss Design Charrette (October 22- October 23, 2013)
- Set Recurring Monthly Meeting Day and Time
- Set first Community Meeting Date, Time and Location
- What to expect at the next project advisory team meeting

**NOTES:**

**Discussion**

1. The PAT members introduced themselves to the group.
2. Princess Jenkins – HISD Facilities Planner discussed the planning process. She explained to the PAT that since the new building will be a prototype and that the new building is on a fast track this meeting would include creating Guiding Principles and discussing and finalizing the Capacity Model and Space Requirements. These steps are imperative to the planning process which would have taken months to complete on a normal timeline.

3. The PAT came prepared with the following Guiding Principles:

**School Readiness through Literacy**

Literacy is at the heart of all learning. The library will be the learning hub in our new facility. All things will flow to and from the library both physically and instructionally. Students will have access to various genres of literature and text through whole group experiences, individual self-reflective experiences, and by accessing information via the worldwide web. All of these experiences in addition to dramatic interpretation of literature along with opportunities for self-expression will be made possible in the library.

**Safe Flow of Students**

Our school facility facilitates a safe flow of students to school, throughout the day, and through departure. The building and site should make it evident how students, parents, and staff move throughout the site. Finding one's way around the building should be intuitive, regardless of literacy or language acquisition through icons, signage, and marked pathways. Arrival and departure systems should provide for all-weather safe transitions for car riders, bus riders, and families that walk.

**Technology**

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Our school facility will reduce the impact of the digital divide by allowing students to frequently access the worldwide web from any learning area in the school. Wireless access and facility design will allow students to explore, discover, and learn from the internet using desktop computers, laptops, iPads, or Smart boards with ease.

### **Sustainability**

Our school facility will help teach our students the personal and environmental benefits of sustainable living. The building will maximize the amount of natural light, limit the impact of the heat in the summer, and use natural heat in the winter. True recycling will be integrated into the students learning activities and facilitated by students. Outdoor learning spaces, a physical fitness area, and student developed gardens will expand learning opportunities.

### **A Flexible and Interchangeable Space**

Our new school will have space and materials that can be constantly changed throughout to best meet the students' needs and interests.

### **Collaborative Space**

Having space where, teachers, students, parent, and community members can come together for collaboration is a must in the 21<sup>st</sup> century learning environment. Students will have space where they can collaborate with one another that is safe, warm, and interactive. Teachers will have a space where they cannot only come together to share ideas and prepare for their classes, but that can also be used as a learning environment. And finally, our facility will have a space where parents can perform volunteer duties and conduct meetings.

### **Community**

We hope that inside and out, our school campus building will facilitate and provide a warm sense of community among its members. Our facility will include the following:

- A multi-purpose room-- for parent meetings, teacher directed parent workshops, parent computer classes, parents workroom; secluded cooking areas where 1 teacher and 25 students are able to sit safely from the oven area when oven door is opened
  - Small and large presentation areas for puppet shows, speakers, presentations
  - Small niches inside and outside for a class for story telling or story reading
  - Inside small garden area and outside larger garden areas
  - Multiple secluded cooking areas where 1 teacher and 25 students are able to sit safely from the oven area when oven door is opened.
4. Princess Jenkins led the discussion on the Capacity Model which will be used to determine the number of Teaching Stations. Currently, the school has 8 teaching assistants and 22 teachers.
  5. Capacity Model Definitions
    - a. Teaching Station – any room where you would regularly schedule a full-size class.
    - b. Students per Teaching Station – average number of students in a regularly scheduled full-size class.
    - c. Program Capacity – Teaching Stations multiplied by Students per Teaching Station.
      - i. The PAT at each of the campuses will decide how these spaces are allocated at their school.
  6. Princess Jenkins led the discussion on the Space Requirements which allocates square footages to each of the spaces in the building. The PAT was instrumental in making suggestions and giving feedback on the spaces needed in a successful 21<sup>st</sup> century early childhood center.
  7. The Design Charrette will be held on October 22 and 23 at Sherman Crawford Elementary.
  8. The PAT discussed the meeting Dates and Times for the remainder of the year. Meeting times are set as follows:
    - October 30, 2013 at 1:30pm
    - November 20, 2013 at 1:30pm
    - December 11, 2013 at 3:30 pm
  9. The first Community Meeting was set for November 18, 2013 at 6:00 pm.

### **What to expect at the next Project Advisory Meeting (Design Charrette):**

1. The PAT will attend the Design Charrette and begin looking at the prototype building plan and site layout options.

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**DESIGN CHARETTE:** The Design Charrette will be held on October 22, 2013 from 9:00 am – 12:30 pm and October 23, 2013 from 9:00 am – 2:30 pm at Sherman Crawford Elementary.

**COMMUNITY MEETING:** The first Community Meeting will be held for November 18, 2013 at 6:00 pm at Fonwood Early Childhood Center.

**NEXT PAT MEETING:** The next PAT meeting will be held on October 30, 2013 at 1:30 pm.

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

Sincerely,

Ronald Roberts  
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