



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

MEETING NO.: 003

LOCATION: Fonwood Early Childhood Center

DATE / TIME: November 22, 2013, 2:00 pm

ATTENDEES: Melba Williams, Kwame Building Group PM; Gloria Barrera, HISD Facilities Planning; Princess Jenkins, HISD Facilities Planning; Bob Myers, HISD Facilities Design; Kimberly Agnew, HISD Principal; Devin Kopp, HISD PK Teacher; Kenneth Harbord, HISD-Special Education Teacher; Osias Mendoza, HISD PK Teacher; 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:

- Discuss the Community Meeting
- Review Site Plan
- Review Floor Plan and Program
- Discuss Project Timeline
- What to Expect at the Next PAT Meeting
- Schedule of the Next PAT Meetings

NOTES:

Discussion

1. Community Meeting Discussion
 - a. The PAT members felt the information presented at the Community Meeting was well received by the community. However, parent attendance was low. The PAT members suggested a time change from 6:30pm to 9:30am in order to make it easier for parents to attend.
 - b. During the Community Meeting, the new location was presented. The community and the PAT members expressed concern about criminal activity in the neighborhood.
 - c. Principal Kimberly Agnew Borders will provide a list of community influencers for the Program Manager to contact to encourage more community engagement.
 - d. Thursday, February 27, 2014 was proposed as the date for the next Community Meeting. The PAT members were informed that HISD has standardized all Community Meeting times from 6:30pm to 7:30pm.
2. Site Plan
 - a. Cheryl Lawrence (RWS Architects) presented the site plan for 9709 Mesa Road. The site has twenty acres. The building and parking lots are set back from the street. One question that was raised is whether HISD wants to use the entire site for North Forest Early Childhood Center. Because of the size of the site, the issues of parking and turning radius for fire trucks are eliminated.
 - b. The faculty parking lot accommodates 63 cars. There is stacking space for 18 full size buses that do not interfere with student drop off traffic. There is a separate drop off section for special education buses. Visitor parking accommodates 58 cars. Parent drop can accommodate approximately 125 cars. Canopies will be located at each drop off/pick up point.
 - c. Fire truck access is located in the back of the building.

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- d. The detention pond is located off Mesa Street. The area is very shallow and does not require fencing.
 - e. The Geotechnical Investigation is pending approval from HISD.
 - f. The site has three large play areas with a tricycle track around the play field. There will be a 4 foot fence around the play field.
 - g. There was discussion about the locating the school marquee on Mesa Street.
3. Floor Plan and Program Discussion
- a. Cheryl Lawrence (RWS Architects) presented the revised floor plan. The floor plan includes a 4,000 square feet mezzanine for mechanical equipment. The building floor plan includes 82,300 square feet on the first floor.
 - b. The Assistant Principal's and Instructional Coordinator's Offices have been located in the neighborhoods. The PAT members prefer that their entrance doors are off the community mall.
 - c. The two self-contained classrooms now have a vestibule and an exit door.
 - d. Cheryl Lawrence led the discussion regarding the classroom design. She suggested relocating the restrooms to the rear of the room and installing low walls for the hand washing areas. Instead of having glass storefront off the garden area, she suggested a second door with a small canopy at each opening. It was brought to the attention of the PAT members that all doors proposed a security issue. It was also suggested that the best location for a glass wall system is the Community Mall.
 - e. The location for the Media Wall in the classrooms was identified. The desirable height is 24 inches above the finished floor and up to 6 feet high to account for the size of early childhood students.
 - f. The location of the kitchens in the Extended Learning Areas was discussed. Cheryl Lawrence suggested a mobile kitchen table that pulled out in the center of the room instead of a millwork unit in a corner.
 - g. Currently the plan has three play areas for the children. A fourth play area will be added for the Special Education Learning Centers adjacent to their classrooms. A fabric shade structure on all four play areas will be considered to provide shade.
 - h. Green and Gold are the school colors. Their mascot is a tiger cub. There is not an official name for North Forest Early Childhood Center at this time.
 - i. Two portable buildings have been provided at the service yard for storage of chemicals as this was an HISD standard in the past bond program.
4. Project Time Line
- a. The desired completion date set by HISD is December 2014. The proposed completion date presented by Drymalla Construction Company is April 2015. PM and architect will approach Drymalla Construction regarding expediting the schedule. The PAT members expressed concern about having to move during the school year.
5. 2014 PAT Meeting Schedule
- a. The next PAT meeting is scheduled for December 11, 2013 at 3:00 pm. The Schematic Design will be 100% complete. Review of Design Development will begin on the Floor and Site Plans.
 - b. PAT meetings in 2014 are scheduled for the third Wednesday at 3:00 pm. Since the third Wednesday in March occurs during Spring Break, the meeting could be moved to March 26th with PAT approval.

What to Expect at the Next Pat Meeting:

- 1. The Schematic Design will be 100% complete. Presentation of Design Development will begin on the Floor and Site Plans at the next meeting.

ACTION ITEMS

- 3-01 HISD members Princess Jenkins and Gloria Barrera will follow up with Sue Robertson, HISD General Manager regarding a time change on future Community Meetings.
- 3-02 HISD member Bob Myers, Senior Project Manager will follow up with Dan Bankhead, HISD General Manager, regarding surveys.
- 3-03 HISD will report requested Community Meeting date to Sylvia Wood for approval.
- 3-04 Cheryl Lawrence (RWS Architects) will meet with Drymalla Construction Company for solutions to compress the project schedule.

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NEXT MEETING: December 11, 2013, 3:00 pm at Fonwood Early Childhood

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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