



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

MEETING NO.: 004

LOCATION: Fonwood Early Childhood Center

DATE/ TIME: December 11, 2013, 3:00 pm

ATTENDEES: Melba Williams, HISD Program Manager, Kwame Building Group; Princess Jenkins, HISD Facilities Planning; Kimberly Agnew-Borders, HISD Principal; Tristan Bragg, HISD Assistant Principal; Gemma Lacanlale, HISD Instructional Coordinators; Alice Hahn, HISD Librarian; Devin Kopp, HISD PK Teacher; Angela Valdez, HISD PK Teacher; Marianne Keating, HISD Science Lab Teacher; Osias Mendoza, HISD PK Teacher; Drusilla Phillips-Griffin, HISD Parent; Cheryl Lawrence, RWS Architects; Tori T rexel, RWS Architects; Jaa St. Julien, One World Strategy Group

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
- Discuss Project Timeline
- Discuss Date for Community Meetings
- Schedule of the Next PAT Meetings
- What to Expect at the Next PAT Meeting

NOTES:

Discussion:

1. Site Plan Review
 - a. The site location at 9709 Mesa Drive was confirmed as the site for the North Forest Early Childhood Center by HISD. The large amount of traffic on Mesa Drive requires that the school entrance be on Sterlingshire Street. The school marquee will be located on Mesa Drive.
 - b. Cheryl Lawrence (RWS Architects) presented the site plan. The stadium has been demolished. A residential neighbor is located west of the property. KIPP operates three campuses adjacent to the property.
 - c. Gates are proposed at the entrance of the school parking lot. The neighborhood has an issue with stray animals. It is desirable for the entire property to be fenced. The entrances on Sterlingshire Street and Mesa Drive are proposed to have metal gates.
 - d. Sidewalks are proposed for the perimeter of the site. Pick-up and drop off traffic are proposed on Sterlingshire Street.
 - e. A fourth playground was added to accommodate the special education learning center. A 4 foot tall fence is proposed around all playgrounds.
 - f. The detention pond is located off Mesa Drive. The depth of the detention pond is undetermined at this time but it will probably very shallow and large. The detention pond will be easy to maintain and does not require fencing.
 - g. A road for fire truck access was defined along the back of the building.

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2. HISD Facilities Design requested the following revisions; reconfigure service yard, reduce concrete by eliminating one of the driveways in the faculty parking lot, and reduce visitors parking. A traffic study is required to help determine the size of the parent pick-up and drop off. The Geotechnical Investigation is in process.
3. Floor Plan and Program Discussion
 - a. Cheryl Lawrence (RWS Architects) presented the floor plan. Glass walls are proposed in the Community Areas. All offices have windows.
 - b. Restrooms in learning centers are located to the rear. PAT requested a changing table with a lid.
 - c. RWS will price covers for the outdoor play fields.
 - d. RWS will present finishes at the next PAT meeting. Luxury Vinyl Tile is proposed for the corridor floors and acoustical panels are proposed for the multi-purpose area, the learning centers, and the student dining area.
 - e. PAT requested a copy of the site plan, floor plan, and elevations.
 - f. Pending approval from HISD, PAT requested to visit Sheridan Elementary School.
 - g. PAT committee inquired about the status of technology and furniture meetings.
4. Project Time Line
 - a. Drymalla Construction Company has prepared an accelerated schedule and budget to achieve the completion date of December 2014. The scheduled and budget are under review.
5. Community Meeting
 - a. HISD approved holding two Community meetings to accommodate parents' schedule and encourage more participation in the process.
 - b. Principal Kimberly Agnew Borders provided a list of community influencers that should be contacted to increase participation.
 - c. Wednesday, January 22, 2014 is the date for the next Community Meeting. It will be held at both 9:00am and 6:00pm.
6. 2014 PAT Meeting Schedule
 - a. The next PAT meeting is scheduled for January 15, 2014 at 3:00 pm.
 - b. PAT meetings in 2014 are scheduled for the third Wednesday at 3:00 pm. HISD approved March 26th meeting date since the third Wednesday in March occurs during Spring Break.

ACTION ITEMS

- 4-01 Princess Jenkins HISD Facilities Planner will follow up with approval from HISD to conduct a school tour.
- 4-02 Program Manager will follow up with HISD to confirm status of technology and furniture meetings.

NEXT MEETING: The next PAT meeting will be held on January 15, 2014 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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