



**Meeting Minutes**

**North Houston Early College High School**

**MEETING NO.:** 007

**LOCATION:** North Houston Early College High School

**DATE / TIME:** July 18, 2013, 2:00 pm

**ATTENDEES:** Angela Lundy-Jackson, Principal, Geoffrey Ohl, Assistant Principal, Rajone Lyman, HCCS-Professor, Gilda Torres, HISD-IT, Raul Ortegón, HCCS-Campus Manager, Monica Herbert, PTO-VP, Kedrick Wright, HISD-Sr. Manager of Design, David Funk, HISD-Facility Planner, Daniel Ortiz, RdIR, Clay Clayton, HISD-Facilities Planner

**PURPOSE:** The purpose of this meeting was to focus on the Site Specific Educational Specifications for North Early College High School and to begin discussion of building layout.

**AGENDA ITEMS:**

- Status of site work to be completed this summer
- Review and edit draft Site Specific Educational Specifications
- Review spreadsheet of program requirements prepared by RdIR and discuss location of areas by floor
- What to expect next PAT Meeting

**NOTES:**

**Discussion**

1. Site Utility Package
  - a. Daniel Ortiz of RdIR reported that all permits except for one have been approved by the city.
  - b. RdIR has been resubmitted and expects feedback/permit from the city within 10 days.
2. NHECHS Site Specific Educational Specification discussion
  - a. The Draft Site Specific Room Descriptions for NHECHS was distributed for the PAT to review.
  - b. The group was split into two groups with a HISD Facility Planner in each group.
    - a. Group 1 reviewed and made comments/adjustments to the Neighborhoods and Administration/Guidance.
    - b. Group 2 reviewed and made comments/adjustments to the PE/Athletics, Performing Arts (Vocal Music), Custodial/Maintenance and Food Service was tabled and will be reviewed at a future meeting.
    - c. There was much discussion related to the lack of a private restroom for the Principal. This issue will be discussed with the General Manager for Facilities Planning and reported on at the next meeting.
  - c. The edits will be made and Site Specific Educational Specification will be updated by Facilities Planning prior to the next PAT meeting.
  - d. The PAT wanted to know if the building will be 2 stories or 3.
    - a. It has been determined that the new facility will be a 3 story structure.
  - e. RdIR distributed an adjacency diagram for the neighborhoods.
    - a. The diagram was not a floor plan, but intended to show relationships and how the building could be designed.
    - b. The diagram showed a Learning Commons area central to Learning Centers, labs, CTE, teacher work area and restrooms.
  - f. RdIR distributed a spreadsheet showing all of the spaces that will be required in the new facility.
    - a. The team discussed the list and discussed in general where certain areas will need to be located.
    - b. It was determined the new facility will have 4 neighborhoods, two 9<sup>th</sup> grade, one 10<sup>th</sup> grade and one shared 11<sup>th</sup> & 12<sup>th</sup> grade. This division was developed because at the higher grades, more and more learning is done on the HCC campus. It was confirmed that there will be no HCC students using High School facilities.
    - c. The PAT is tasked with reviewing the spaces and determining the priority of what needs/should be on the each floor of the facility. They are to mark up the sheets provided by RdIR and return them to Daniel via email. This will be then be discussed and finalized at the next PAT meeting.

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**What to Expect Next PAT Meeting**

1. Review edits to the Draft Site Specific Room Descriptions.
2. Obtain additional Feedback on Site Specific Educational Specifications from PAT
3. Discuss priorities by floor in new facility.
4. Review of Draft Site Specific Educational Specifications

**ACTION ITEMS:**

- 007-1 Revise Site Specific Room Descriptions (Facilities Planning)
- 007-2 Prioritize program spaces by floor and return to RdIR (PAT)
- 007-3 Review request for private restroom for Principal (Facilities Planning)
- 007-4 Follow up on early site package permit (RdIR)

**NEXT MEETING:** August 22, 2013 at 2:00 pm.

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

Sincerely,

David W. Funk  
Facilities Planner, Facility Planning  
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attachment:

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