



**Meeting Minutes**

**North Houston Early College High School**

**MEETING NO.:** 008

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

**DATE / TIME:** August 22, 2013 2:00 pm

**ATTENDEES:** Angela Lundy-Jackson Principal, Lucille Drew Registrar, Gilda Torres IT Rep, Aleicia Roberts College Access, Matthew Weaver Choir, Raul Ortegon HCCS Campus Manager, Warren Hurd HCCS COO, David Funk HISD-CFS, Lorie Westrick RdLR, Daniel Ortiz RdLR, Clay Clayton Facilities Planning, Celeste Garcia HISD, Michael Garfield Kwame-RPH, Ron Roberts Kwame

**PURPOSE:** The purpose of this meeting was to refine the Capacity Model and Space Requirements for North Early College High School.

**AGENDA ITEMS:**

- Status of Site work
  - Permit Update
- Finalize Space Requirements
- Final Review of Site Specific Educational Specifications
- Review and Discuss Adjacency Diagrams
- What to expect next PAT meeting

**NOTES:**

**Discussion**

1. Status of Site Work
  - a. Modifications to shorten the utility runs have been submitted and the Permit is expected to be granted in early September.
2. The PAT team finalized and adjusted Space Requirements since the facility was slightly over its target square footage.
  - a. Kitchen space remains a point of contention since the space requested seems larger than the school needs or is staffed by Food Service.
    - i. The School currently and plans to continue to have only one lunch period.
    - ii. Food is brought in and warmed by two part-time Food Service personnel that are on-site for approximately 30 minutes.
  - b. The PE storage space was decreased from 400sf to 200sf. The PAT felt the limit physical education program did not need as much storage space since the equipment needed is small.
  - c. The Health Clinic will be modified from 250sf to 125sf. The PAT stated the school does not have a full-time nurse and with a small student population a standard high school health clinic was too large. The health clinic will need to be located adjacent to the administrative person that also serves as the school's nurse.
  - d. Office B will be modified from 2 counselors to 1 and the space will be adjusted from 250sf to 125sf.
  - e. The GO Center shall be located on the first floor in all plan configurations. The PAT wants the GO Center to be a focal point of the first floor and is a critical component to culture of the school.
  - f. Book Room and Testing Materials Storage area is need and is to be separate and lockable. This was an added requirement by the PAT.
  - g. Uniform/Music Storage/Music Library space shall be modified to 180sf with riser storage to be included in the Multipurpose Storage area.
  - h. A small office space was requested for the Security Officer and has been added to the program.
3. Site Specific Educational Specifications

- a. Copies of the completed Educational Specifications were distributed to the PAT members for review and all comment shall be returned by August 29, 2013.
  - i. Comments were received and incorporated into the final document.
- 4. Review of Adjacency Diagrams
  - a. The Site Master Plan was reviewed showing the orientation of the site, the Campus Core, the Vehicular Loop and possible Service Yards.
  - b. Possible space requirements and relationships inside the building were reviewed and comments taken by RdIR. Key points of consideration expressed by the PAT were:
    - i. Orientation and traffic flow between HISD and HCCS sites
    - ii. Natural light throughout classrooms,
    - iii. Consolidating the Cafeteria and Multi-Purpose into one large space without separation.

**What to Expect Next PAT Meeting**

- 1. Review Conceptual Design diagrams and site plans prepared by RdIR.
- 2. Discuss priorities by floor in new facility.
- 3. Discuss Community Meeting.

**ACTION ITEMS:**

**NEXT MEETING:** September 19, 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  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9307

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