



Meeting Minutes

**Project Advisory Team Meeting
North Forest High School**

MEETING NO: 001
DATE/TIME: October 2, 2013 3:00pm
LOCATION: North Forest High School
ATTENDEES: Pamela Farinas, Andres Castro, Alicia Blanco, Deron Wiley, Jarvis Dillard, Crystal Blanchard, Joseph Vaughns, Marjory Dominguez, LaShaun Porter, Samuel Gettman, Princess Jenkins, Kedrick Wright, Clay Clayton, Kenneth Owens II, JD Denkins, Tanya Montgomery, Katherine Fisher, Heidi Diaz, Tiffany Wilcox, Ron Roberts
PURPOSE: The purpose of this meeting was to discuss the Guiding Principles which will be used to “test” the decisions that area made throughout the Design Process, discuss and confirm the Capacity Model and discuss the Space Requirements for North Forest High School.

AGENDA ITEMS:

- Introduce Project Advisory Team
- Discuss Project Process
- Create Guiding Principles
- Discuss Capacity Model
- Set Reoccurring 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. Each member of the North Forest High School introduced themselves in order to learn the names of the other members and what area of the community they come from.
2. The main goal of the Project Advisory Teams is to relay to the Design Team their visions for: Site Planning, Building Design, Main Functions, Schools Educational Programs, Needs of Students and the Community as a whole.
3. Guiding Principles Discussion:
 - a) Every element of the building must be created to support the North Forest High School students and surrounding community. The Guiding Principals will articulate NFHS' vision, values, hopes, and ideas to the Design Team. Focusing on these principles will test and guide the decisions made throughout the design process.
 - b) North Forest High Schools 21st Century learning looks to be a cutting edge business model for the future with the ever changing technology as its core. They seek to incorporate all types of technology, fluidly throughout the building with a WEB Based Platform that is rich in form and function; advancing personal learning interaction as well as interaction with nature; wanting students to feel excited open and playful in a learning environment that will not just build relationships, but also prepare them for the Global Marketplace.

4. Capacity Model Discussion:
 - a) Currently North Forest High School is operating in the capacity of 1063 students. The new building will accommodate a program capacity of 1500 students and a building capacity of 1,700 students.
 - b) Capacity Model Definitions: Capacity Model Definitions
 - i. Teaching Station – any room where you would regularly schedule a full-size class.
 - ii. Students per Teaching Station – average number of students in a regularly scheduled full-size class.
 - iii. Building Capacity – number of Teaching Stations multiplied by the number of Students per Teaching Station.
 - iv. Percent Utilization – percentage of the day a Teaching Station is being used.
 - v. Program Capacity – Building capacity multiplied by percent utilization.
 - vi. Teaching Stations Specific to Program – The District-Wide Ed. Spec. provides an allocation of teaching stations that can be identified by each campus to support the educational programs that are offered on that campus beyond Core Academic Learning Centers, Science, Art, Performing Arts, etc. Spaces that will comprise this “Specific to Program” allocation are typically Career & Technical Education Learning Centers and JROTC spaces.
 - 1) The PAT at each of the 2012 Bond campuses will decide how these spaces are allocated at their school.
5. Space Requirements Discussion:
 - a) HISD staff explained to the PAT that during planning the current budget that the PAT is using as currency is square footage.
 - b) North Forest High School PAT expressed that they would like to develop a floor plan that is collaborative and flexible in an open and spacious concept. The spaces should provide convenient access to all Learning Centers, Flex and Wet Labs, Parking and Restroom areas. The building should be community responsible, environmentally friendly, colorful, diverse, and have ample sources of natural lighting throughout building. The PAT also briefly explored the idea of sharing and partnering with Food Services and other Local Businesses to provide quality meals for the students.
 - c) HISD Staff walked through the various space programs with the PAT and ensured that the PAT was at a reasonable comfort level with each of the spaces. Princess Jenkins will take another look at the spaces to make sure that the space program does not exceed its square footage budget. The PAT will get another opportunity to review the Space Program and Capacity Model at the next meeting.
6. The Project Advisory Team meetings will be held on the second Monday of every month from 4:30 pm – 6:30 pm.
7. One of three **Community Meetings** will be held at North Forest High School on **November 4, 2013 from 6:00pm-8:00pm**. More information will follow shortly.

What to Expect at the Next PAT Meeting

1. The PAT will continue to develop the Guiding Principles.
2. The PAT will review and discuss Room Descriptions for the Site Specific Educational Specification.

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ACTION ITEMS:

- 01-001 Create Guiding Principles (North Forest High School PAT)
- 01-002 Identify Administration/Guidance office spaces (North Forest High School PAT)
- 01-003 Update Space Requirements Square Footage (HISD Facility Planner)

NEXT MEETING: The next PAT meeting is Monday, October 14, 2013 at 4:30 am.

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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