



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

MEETING NO.: 006

LOCATION: Fonwood Early Childhood Center

DATE / TIME: January 29, 2014 10:00am

ATTENDEES: Princess Jenkins, HISD Facilities Planning; Bob Myers, HISD Facilities Design; Kimberly Agnew, HISD Principal; Tristan Bragg, HISD Assistant Principal; Devin Kopp, HISD PK Teacher; Marianne Keating, HISD Science Teacher; Drusilla Phillips-Griffin, HISD Parent; Melba Williams, Kwame Building Group PM; Cheryl Lawrence, RWS Architects; Sue Davis, One World Strategy Group

PURPOSE: The purpose of this meeting was to continue the design process for North Forest Early Childhood Center.

AGENDA ITEMS:

- Discuss the Community Meeting
- Review Site Plan
- Review Floor Plan
- Review Floor Plan
 - Evaluation per Room
 - Design Concept per Area
 - Review Millwork
- What to Expect at the Next PAT Meeting

NOTES:

Discussion

1. Project Schedule
 - a. The completion date for the project is being reviewed by the District.
 - b. The relocation of the existing learning center furniture that is planned to be reused in the new facility will need to happen before summer school starts.
2. Feedback from the Community Meetings
 - a. The January 22, 2014 Community Meetings were well received by the parents and the community.
 - b. Dr. Agnew has not heard any negative comments and wants to continue to have a morning and evening meeting to accommodate the parents' schedule.
 - c. The community is hopeful that Houston ISD will work with the City of Houston to clean up the apartments across Sterlingshire Street.
 - d. One World and HISD reached out to the community to inform them about the Community Meetings.
 - e. Dr. Agnew had provided a list of community leaders and will verify that they were notified.
3. Built-in Casework
 - a. The PAT still wants built-in furniture because of potential for the furniture to be pulled over or moved by the students.
 - b. An inventory of existing furniture to be relocated to the new facility will need to be done by the school.
 - c. PAT members prefer for all learning center cubbies and teacher's desk to be built-in casework..
 - d. PAT members also prefer built-in casework for the workstation in the Receptionist's Area.
4. Site Plan
 - a. The location of the opaque fences was confirmed.
 - i. They will be at the back property line and will enclose the play areas.
 - ii. They will be located at the east outdoor extended learning area.
 - iii. They will also be located around the play area on the east side of the building.
 - b. The opaque fences will be 6'-0" tall.
 - c. The fence at the service yard will be 10'-0" tall and will have louvers on the east side.

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- d. RWS Architects provided information about the play area equipment, shade covers, fall surfaces for play areas and site furniture for the school to review and make selections.
 - i. If a meeting with one of the suppliers is required, RWS Architects will work with the Program Manager to set it up.
- 5. Floor Plan Review – Wet Lab

The PAT requested the following in the Wet Lab:

 - a. Provide media wall on the west wall.
 - b. Provide tack wall on the south wall.
 - c. Provide tackable wall surfacing above the wall cabinets.
 - d. Furr out the walls behind the sinks and provide a drying rack above each sink.
 - e. Provide electrical outlets between all of the sinks.
 - f. Provide an electric cooktop with burners on the north wall.
 - g. Locate the safety goggle monitor in the Storage Room.
 - h. Provide a tall storage cabinet with tote trays.
 - i. Provide windows to the corridor with prints of animals between the base cabinets and wall cabinets.
 - j. Provide tack boards on either side of the media wall on adjacent walls.
- 6. Floor Plan Review – Wet Lab Storage Room

The PAT requested the following in the Wet Lab:

 - a. Provide a refrigerator with an ice machine.
 - b. Provide a built in microwave.
 - c. Locate safety goggle monitor on the north wall.
- 7. Floor Plan Review – Visual Arts Lab

The PAT requested the following in the Visual Arts Lab:

 - a. This room will be set up like the wet lab, but in lieu of a cooktop it will have a cabinet for paper storage
 - b. This room will have windows to the corridor with prints of geometric shapes between the base cabinets and wall cabinets.
- 8. RWS Architects will verify that all outlets for technology are included in AV1/AV2.
- 9. Floor Plan Review – Learning Centers

The PAT requested the following in the Learning Centers:

 - a. 25 to 30 student cubbies/backpack storage that extend to the corridor wall (prefer built-in cubbies).
 - b. Revising the exterior windows at the learning center to different sizes and elevations to provide safe zones and reading nooks.
 - c. Prefer built-in desk for teachers located near AV1 per HISD technology guidelines.
 - d. Flip door location and extend to corridor wall.
 - e. Extend Restroom wall at sinks.
 - f. Provide tackable wall surface at corridor wall.
- 10. Floor Plan Review – Self-Contained Learning Center

The PAT requested the following in the Self-Contained Learning Centers:

 - a. Prefer built-in teacher desk
 - b. Provide cubby/backpack storage for 12
 - c. Changing room furniture can be moveable except for sink counter, provide counter space for microwave.
 - d. Add a drinking fountain in vestibule
 - e. Consider flipping entrance door.
 - f. Both classrooms need a window into the classroom.
 - g. Provide tackable wall covering at corridor wall.
- 11. Floor Plan Review – Self-Contained Learning Center Changing Room

The PAT requested the following in the Self-Contained Learning Center Changing Room:

 - a. Provide a lift between the changing table and one restroom.
 - b. Move washer and dryer to the northwest corner.
 - c. Move the refrigerator where the washer/dryers were previously located.
- 12. Floor Plan Review – Performing Arts Lab

The PAT requested the following in the Performing Arts Lab:

 - a. Provide local reinforcement sound system.
 - b. Provide a glass block wall at south wall
 - c. Provide media wall at west wall.
 - d. Provide tackable wall covering at east wall.
 - e. Provide a marker board with staff on the north wall.
- 13. Floor Plan Review – Performing Arts Lab Storage

The PAT requested the following in the Performing Arts Lab Storage:

 - a. A marker board and tack board are not required.
 - b. File Cabinets will not be needed as well as the shelving above them.

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- c. The following Owner furnished furniture is not needed:
 - i. Music Sorting Cabinet
 - ii. File Cabinets
 - iii. Table
 - iv. Chairs
- d. Owner provided instrument storage needs to be for keyboard storage and cubbies for small instruments.
- 14. Floor Plan Review – Small Group Room
The PAT requested the following in the Small Group Room:
 - a. Revise to be open to Extended Learning Area.
 - b. Provide an island with cook top with seating for students on three sides.
 - c. Provide 8' marker board with 1' tack board above.
 - d. Do not need tack board.
 - e. Provide oven
 - f. Provide refrigerator.
- 15. Floor Plan Review – Extended Learning Center
The PAT requested the following in the Extended Learning Center:
 - a. Each Extended Learning Center will have a different activity wall. Activity wall will include magnetic wall, buildable wall and slate wall.
 - b. Provide infrastructure for media floor.
 - c. Provide motorized projection screen
 - d. Provide motorized shades.
 - e. Provide 5' Marker Board and 5' Slate wall on either side of activity wall.
 - f. Provide reading platform with wing wall and tackable wall covering on walls.
 - g. Provide one window wall at each of the two center Extended Learning Centers.
- 16. Floor Plan Review – Learning Commons/Information Center
The PAT requested the following in the Learning Commons/Information Center:
 - a. Provide an enclosed story time area
 - b. Provide nooks with different shapes
 - c. Provide seats built into the walls
 - d. Window seat at corridor window
 - e. In lieu of computer workstation the PAT wants iPad stations
 - f. Provide motorized projection screen
 - g. Provide tables and chairs for 30
 - h. Add a restroom at the southwest corner
- 17. Floor Plan Review – Learning Commons/Information Center Storage
The PAT requested the following in the Learning Commons/Information Center Storage:
 - a. Provide refrigerator
- 18. Floor Plan Review – Flex Lab
 - a. The IT support office needs to be connected to the Flex Lab.
 - b. Windows need to be provided from the corridor into the Lab.
 - c. Media wall will be provided outside of the Flex Lab.
- 19. Floor Plan Review – Multi-Purpose Activity Room
The PAT requested the following in the Multi-Purpose Activity Room
 - a. Provide movable basketball goals.
 - b. Provide media wall on east wall.
 - c. Provide motorized shades at windows interior and exterior.
 - d. Consider adding clerestory windows at north and south walls.
 - e. Provide a tack board at the entrance.
- 20. Floor Plan Review – PE Office
The PAT requested the following in the PE Office:
 - a. Provide 4' tack board.
 - b. A marker board is not required.
- 21. Floor Plan Review – PE Storage
The PAT requested the following in the PE Storage:
 - a. Provide 24" deep, 7' tall shelving.
- 22. Floor Plan Review – Stage
 - a. A curtain will be provided at the proscenium opening with a valance. A curtain will not be provided at the back of the stage.
 - b. A local sound reinforcement system will be provided.
- 23. New Mother Room shown on the Matrix is not required.

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24. Floor Plan Review – Dining Commons
The PAT requested the following in the Dining Commons:
 - a. Add window to the corridor on the north wall.
 - b. Provide a projection screen at the operable partition.
 - c. Move drinking fountains to the north wall.
 - d. Provide recycling station at south wall.
 - e. There is seating for 784 chairs when operable partition is open.
25. Floor Plan Review – Teacher Dining, A109
The PAT requested the following in the Teacher Dining:
 - a. Provide an under counter ice machine
 - b. Provide power for 2 microwaves.
 - c. Provide power and data for copier.
 - d. Provide 4' tack board. A marker board is not needed.
26. Systems furniture should be used at all office and administration areas.
27. All file cabinets need to be lateral file cabinets.
28. RWS Architects requested the name of HISD's system furniture vendor.
29. Floor Plan Review – Office C400 (Clerk)
The PAT requested the following in Office C400:
 - a. Expand into corridor
30. Floor Plan Review – Office C401 (Assistant Principal)
 - a. Marker board and tack board are not required.
31. Floor Plan Review – Office C500 (Instructional Specialist)
 - a. Marker board and tack board are not required.
32. Floor Plan Review – Principal's Office
The PAT requested the following in the Principal's Office:
 - a. Provide door to conference room.
 - b. Door to exterior has been removed.
 - c. No marker board or tack board is required.
33. Floor Plan Review – Small Conference A104
The PAT requested the following in Small Conference A104:
 - a. Provide 8' marker board on south wall.
 - b. Install smart board on west wall.
 - c. Provide a console with under counter refrigerator and microwave.
34. Floor Plan Review – Office 103
 - a. May be reduced to have two workstations in Office 102.
35. Floor Plan Review – Health Clinic Office
 - a. No marker board or tack board is required.
36. Floor Plan Review – Health Clinic Office
The PAT requested the following in the Health Clinic Office:
 - a. Provide window to corridor.
37. Floor Plan Review – Records/File Room
The PAT requested the following in the Records/File Room:
 - a. No marker board or tack board is required.
 - b. Provide lockable cabinets on east wall to store banker's boxes. Melba Williams will confirm if they are included as furniture, fixtures and equipment.
 - c. Provide lateral file cabinets.
38. Floor Plan Review – Workroom/Break Room
The PAT requested the following in the Workroom/Break Room:
 - a. Provide 36" deep countertop on south wall.
 - b. Provide sink and refrigerator on west wall.
 - c. Provide outlets for copier on north wall with wall cabinets above. Open with shelves.
 - d. Built in island not required, provide table.
 - e. No marker board or tack board is required.
39. Floor Plan Review – Shared Professional Development Room/Data Room
The PAT requested the following in the Shared Professional Development Room/Data Room:
 - a. Provide tackable wall surfacing on west wall.
 - b. Provide outlets/data for copier on west wall.
 - c. Provide Audio Visual 1 (AV1)/Audio Visual 2 (AV2) on south wall.
 - d. Provide marker board wall on east wall.

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40. Floor Plan Review – Large Conference Room
The PAT requested the following in the Large Conference Room:
 - a. Provide tackable wall surfacing on west wall.
 - b. Locate credenza on south wall.
41. The PAT wants the front of the school to look like an old school house as well as the entrances to each neighborhood. Children's building blocks could be used for graphics. The entries at each neighborhood should include the colors of the teams in the neighborhood.
42. The PAT will scan and forward copies of the photographs that they have found of facilities that they like.
43. There was not time to review the Extended Outdoor Learning Centers and the play fields. Several options were discussed for the next meeting.

What to expect at the next PAT Meeting

1. Continued development of the site and floor plans will be reviewed.

NEXT PAT MEETING: The next PAT Meeting will be held on February 7, 2014 at 10:00 am.

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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