



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

MEETING NO.: 008

LOCATION: Fonwood Early Childhood Center

DATE / TIME: February 19, 2014

ATTENDEES: Princess Jenkins, HISD Facilities Planning; Albert Wong, HISD Facilities Design; Kimberly Agnew, HISD Principal; Tristan Bragg, HISD Assistant Principal; Gemma Lacanlale, HISD Instructional Coordinator; Devin Kopp, HISD PK Teacher; Alice Hahn, HISD Librarian; Angela Valdez, HISD PK Teacher; Stephanie Blow, HISD PK Teacher; Melba Williams, Kwame Building Group PM; Cheryl Lawrence, RWS Architects; Sue Davis, One World Strategy Group

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

AGENDA ITEMS:

- **Review Site Plan**
- **Review Floor Plan and Program**
- **Review Millwork**
- **What to Expect at the Next PAT Meeting**

NOTES:

Discussion

1. Floor Plan
 - a. The plan changes requested in the previous meeting were reviewed.
 - i. The door to Restroom 1 (RR1) was relocated out of Reception A100 and into Community Room A101.
 - ii. The entrances into the Visual Arts Lab C300 and Wet Lab C600 were relocated to the opposite side of the rooms so that they are not adjacent to the teaching surface/media wall.
 - 1) All of the sinks in the Visual Arts Lab and the Wet Lab have been located to a shared wall.
 - 2) The Architect noted that the cooktop was located between the sinks when they were relocated to the same wall. In this configuration, it would be awkward for the students observe demonstrations at the cooktop. It was determined that the cook top should be located on an island instead of along the wall.
 - iii. The changing room with the refrigerator, microwave and washer/dryer was relocated into the self contained learning center.
 - 1) Princess Jenkins, HISD confirmed that the changing tables could be 5' long. Space for two will be provided.
 - 2) The PAT wants the lift to access toilets, the shower and both changing tables.
 - b. The comments from the Architect's meeting with HISD Library Services Director were reviewed.
 - i. The director recommended that the requested "cave" and the Story Time room be configured with shelving not walls so the space would be flexible. The PAT did not agree with this recommendation.
 - ii. The wall between the Learning Commons Workroom and IT Services will be deleted and the new room will have entrances at the Learning Commons and the Flex Lab. The PAT agreed with this recommendation.
 - iii. The Librarian emphasized the need for the appropriate amount of lighting in the library.
 - iv. The location of the restroom in the library was discussed. It was agreed that the location at the front of the Library was best for supervision.
 - c. Preliminary floor tile patterns were presented.
 - i. For the classrooms, the PAT likes the pattern of larger checkerboard areas.
 - ii. The patterns in the hallways needed to have stronger colors running in the direction of travel.
 - iii. The use of numbers in the floor patterns was discussed. It was decided that the numbers should be on the walls not the floors.
 - iv. The architect clarified earlier comments about having the colors on the floors and if that was leading to using

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- Vinyl Composition Tile (VCT) in the classroom halls. The PAT stated that they would prefer Luxury Vinyl Tile (LVT) in the halls with accents of color from the same material.
- d. The student lockers/cubbies are indicated on the plans. They could either be moveable or fixed.
2. Site Plan
 - a. The comments from the Architects meeting with the HISD Alarm/Communications Manager were reviewed.
 - i. Gates should be added to the faculty parking lot with access control. The PAT agreed with the recommendation.
 - ii. The gates to the bus drop off loop can be manual.
 - iii. The entrance gate to the visitor parking lot should not be access controlled.
 - b. The Architect reviewed the information provided by the playground equipment supplier.
 - i. The activity centers that the PAT has requested in the Extended Outdoor Learning Areas can be provided by the playground equipment supplier.
 - ii. Swing sets are not desired at the play areas.
 - c. Benches will be added on the south side of the play areas facing the play areas and the basketball court.
 - d. The three basketball goals can be the triple hoop ball toss.
 - e. The Architects advised the committee that the amount of the playground equipment and the components for the Extended Outdoor Learning Areas were not in the project budget.
 - i. The option of relocating the existing equipment from Fonwood ECC to save money for the additional playground equipment and the components for the extended outdoor learning areas was suggested by the Architect. The PAT did not agree with this suggestion.
 - f. The PAT emphasized the importance of the play areas and Extended Outdoor Learning Areas because their students learn through experience in all the activities that they participate in.
 3. The Architect requested that the PAT resend the copies of the pictures that the PAT shared in the January 29 meeting, to make sure that they were all received.

What to expect at the next PAT Meeting

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

NEXT PAT MEETING: The next PAT Meeting will be held on March 26, 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

Program Manager – KWAME Building Group
Houston Independent School District
3200 Center St.,
Houston, TX 77007-5909
(713) 556-9323
MWILLI65@houstonisd.org

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Office: 713-556-9299

Fax: 713-676-9582