



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

MEETING NO.: 010

LOCATION: Fonwood Early Childhood Center

DATE / TIME: April 16, 2014 3:00pm

ATTENDEES: Princess Jenkins, HISD Facilities Planning; Bob Myers, HISD Facilities Design; Kimberly Agnew Border, HISD Principal; Devin Kopp, HISD PK Teacher; Alice Hahn, HISD Librarian; Marianne Keating, 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 continue the design process for North Forest Early Childhood Center.

AGENDA ITEMS:

- Discuss Project Updates
 - Millwork in classroom
 - Color Palette
 - Flooring Materials
 - Pending Confirmations on Summer Dates
- What to Expect at the Next PAT Meeting

NOTES:

Discussion

1. Millwork in Learning Centers
 - a. Melba Williams (KWAME) advised the PAT that the student cubbies/lockers will be priced as part of the construction project as an ADD Alternate to be built in casework and if the budget allows they will be included in the construction.
 - b. Bob Meyers (HISD) will present cut sheets for classroom furniture options at a future meeting.
 - c. KWAME will verify if the Furniture, Fixtures and Equipment (FF&E) funds originally designated to pay for the student cubbies/lockers can be re-allocated for the casework described above.
2. Interior Finishes/Color Palette
 - a. RHS is preparing revisions to the scheme presented at the last PAT as well as an additional color scheme for review prior to finalizing the interior finishes.
3. Flooring Materials
 - a. Ms. Williams (KWAME) advised the committee that HISD's Design Guidelines call for resilient tile (VCT) to be used in the building (learning centers and corridors), Linoleum Vinyl Tile will not be provided in the corridor nor will linoleum be provided in the learning centers.
4. Confirmation for Summer PAT Meeting Dates
 - a. The following dates have been confirmed for the summer PAT Meetings.
 - i. June 16, 2014 at noon
 - ii. July 23, 2014 at noon
 - b. The August 20, 2014 at 3:00 may need to be rescheduled. Dr. Agnew is concerned that this date will be inconvenient because of the start of the 2014/2015 school year. She will confirm if it needs to be moved.
5. The Program Manager will schedule a time with Dr. Agnew to sign the DD documents next week. RWS will attend to answer any questions that arise.
 - a. The proposed alternates at DD were discussed. Dr. Agnew requested a list of those alternates. Mr. Myers and Ms. Williams confirmed that it was possible to send the list to the PAT.
 - b. The alternates will be accepted if the project bids below the budget and funds are available for them.

6. Shade structures for the play areas were discussed. Dr. Agnew wants a weather proof cover extends over all of the play areas and at the self-contained play area with covered access from each of the wings. Currently the project has shade structures. RWS will review.
7. RWS Architects will review the layout of each room, including finishes, casework, teaching surfaces, and data outlets at the June PAT meeting.

NEXT PAT MEETING: The next PAT Meeting will be held on May 21, 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

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