



PAT Meeting Minutes

HISD North Houston Early College High School

MEETING NO.: 015

LOCATION: North Houston Early College High School

DATE / TIME: April 17, 2014, 2:00 pm

ATTENDEES: Aleicia Roberts, HISD-College Access; Lucille Dew, Registrar; Morris Bennett, KWAME- HISD-Project Manager; Clay Crayton HISD, CFS; Daniel Ortiz, RdIR Architects; Chimaobi Izeogu, RdIR Architects; Matisia Hollingsworth, HISD Project Manager, Sue Davis, One World Strong, Gilda Torres, HISD, IT,CUST. REP; Kayla Pacheco, Student; Sunil Parmer, Student; Albert Wong, HISD Facilities Design; Matthew Weaver, HISD Choir; Geoffrey Ohl, HISD Asst. Principal.

PURPOSE: The focus of this meeting was to discuss in greater details the Administration Area and the first floor plan.

AGENDA ITEMS:

- Review and discuss the progress of the Design Development drawings
- The team reviewed and discussed the details of the Administration area with the PAT team
- What to expect at Design Development Review Meetings and moving forward

NOTES:

Discussion

1. Design Details for the Administration area and first floor:

- a. The PAT requested make the storage on the first floor be as large as possible. RdIR will work on increasing the size of the storage area to the school more storage room.
- b. The PAT wanted the doors looking at the bus /parent doors are rethink and maybe locked.
- c. It was discussed that there will only be two lines for food service, not three lines as programed. Also in the food services are there will be a roll up grill door to close off the area when lunch is not served.
- d. RdIR started that the Lockers in the girls and boys lockers room will be the half lockers and there will be 50 lockers in each locker room.
- e. The PAT requested a door to be added from the ticket room to the corridor.
- f. The PE Director requested a glass in the PE Office door; he needs to be able to see the students while they are in the workout class.
- g. The review of the Principal office area was fine; a question came to add a second door to the corridor from the principal office.
- h. There was concern that the conference room was a little small, RdIR stated that the conference room was size to HISD Design Guideline, and it should work for this size school. RdIR will review the conference room to see if they can make it larger.
- i. RdIR will continue to work with the HISD IT department regarding IT requirements and items, such as the copier machine and electronic white boards.

j. The next meeting, we will have the CMAR at the meeting to discuss construction.

What to Expect at the Next PAT Meeting:

- Architects presentation and continue to discuss in more details the Administration area and the second and third floor.
- Discuss the IT requirements and white board needs.

Next PAT Meeting:

May 15, 2014 at 2:00pm - 4:00pm, North Houston Early College High School

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,

Morris Bennett
Project Manager, KWAME-HISD
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 962-2452

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582