



Meeting Minutes

Mandarin Chinese Language Immersion Magnet School

MEETING NO.: 001

LOCATION: Mandarin Chinese Language Immersion Magnet School

DATE / TIME: May 6, 2013, 3:30 pm

ATTENDEES: Yi-Ching Wu, Teacher; Patricia Butler, Teacher; Angie Chen, Parent; Sheila Wilson, S.I.R.; Leslie Culhane, PTO Parent; Tracy Penn, Parent; Bryan Bordelon, Principal; Christina Aguirre-Oliva, Assistant Principal; Sue Robertson, HISD-Facility Planning; Kedrick Wright, HISD-Facility Planning

PURPOSE: The purpose of this meeting was to focus on establishing the Guiding Principles for Mandarin Chinese Language Immersion Magnet School which will be used to "test" the decisions that are made throughout the design process.

AGENDA ITEMS:

- Introductions
- Overview of the process
 - Planning, Design and Construction for New Schools and Renovations
 - Roles and Responsibilities
- What is an Educational Specification?
 - District-Wide Educational Specification
 - Site Specific Educational Specification
- Creating Guiding Principles
- What to expect next Project Advisory Team Meeting

NOTES:

Discussion

1. Construction on Mandarin Chinese Language Immersion Magnet School is scheduled to begin Mid/Late 2014
 - a. The Master Schedule is being developed and will be shared as soon as it is completed.
2. Mandarin Chinese Language Immersion Magnet School is the first K-8 school in the 2012 Bond.
 - a. There will be a lot of discussion about what it means to be a K-8 campus.
 - i. It is more than combining an elementary school and a middle school.
 - ii. There is a uniqueness about K-8 programming and capacity that must be considered.
 - b. For the time being, MCLIMS' Site Specific Educational Specification (Ed. Spec.) will also be the District Wide K-8 Ed. Spec.
3. There will be Community wide meetings at 3 critical milestones: Schematic Design, Design Development and when construction is about to begin.
 - a. These meetings will be widely publicized through the school and direct outreach to the community.
4. MCLIMS' immersion program currently consists of grades Pre-K – 5.
 - a. MCLIMS' current class of 44 2nd graders will be their first 6th grade class.
 - b. School may consider 6th grade as an additional enrollment level.
 - c. Grades 6-8 will be geared towards a more traditional middle school model with an optional immersion track.

Question and Answer

1. Is the new building going to be on this site? Is this current location the most likely site for the new campus?
 - a. The architect will conduct a site analysis to determine the new building's location.
2. What happens to our students during construction? Does HISD have back-up sites/alternative?
 - a. These issues will be addressed as the project develops.

3. Has an architect been selected for this campus?
 - a. PBK Architects (Richard Chi) has been selected for Mandarin Chinese Language Immersion Magnet School.
4. Is the PAT going to be making decisions or suggestions?
 - a. The PAT will be involved in decision-making throughout the entire project. Initially, the PAT will be working on determining program and square footage needs.
5. When will the contractor come on board?
 - a. The delivery method for this project will be Construction Manager at Risk (CMAR). This method allows the contractor to come onboard early in the process.
6. Can the PTO do a fundraising campaign to offset some of the construction costs?
 - a. PTO fundraising to offset certain cost is permitted. However, it would probably be best to focus on items such as play equipment, that are beyond the standard items provided in the Bond Project.
7. What does HISD hope to get from the community?
 - a. HISD has committed to at least 3 community-wide meetings. These meetings are intended for the Design Team to collect input directly from the community.
8. Can the PAT talk to the City of Bellaire in regards to sharing open spaces.
 - a. HISD has reached out to the City of Bellaire to discuss various issues related to the 2012 Bond. The Design Team will continue to have dialogue with the City as necessary.
9. What is HISD's advice to hearing various "excited" teachers and community members who want to influence the new building?
 - a. The PAT should consist of at least one member from each stakeholder group. Each stakeholder group will have different opportunities for internal communication, such as taking advantage of regularly scheduled meetings that already occur. HISD staff will be glad to participate in those gatherings when invited.
10. Are there special restrictions in the City of Bellaire?
 - a. The Design Team will comply with all applicable building codes.
11. Will the PAT be meeting during the summer?
 - a. Yes.

What to Expect Next Project Advisory Team Meeting

1. Next meeting will begin the discussion about the Capacity Model and space requirements.

NEXT MEETING: June 3, 2013 3:30pm.

Please review the meeting minutes and submit any changes or corrections to Princess Jenkins.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Princess Jenkins
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attachment:

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