



**Meeting Minutes**

**Mandarin Chinese Language Immersion Magnet School**

**MEETING NO.:** 002

**LOCATION:** Mandarin Chinese Language Immersion Magnet School

**DATE / TIME:** June 3, 2013, 3:30 pm

**ATTENDEES:** Yi-Ching Wu, Teacher; Patricia Butler, Teacher; Angie Chen, Parent; Sheila Wilson, S.I.R.; Leslie Culhane, PTO Parent; Bryan Bordelon, Principal; Christina Aguirre-Oliva, Assistant Principal; Steve Gross, Parent; Paul Allenye, Parent; Samir Sinha, Parent; Neil Verma, Parent; Karl Brown, Parent; Lim Chung, Parent; Maxine Hunt, Parent; Jill Ward, Teacher; Michael Liu, Teacher; Eda Morita, Parent; Princess Jenkins, HISD-Facility Planning; Kedrick Wright, HISD-Facility Planning

**PURPOSE:** The purpose of this meeting was to focus on the Capacity Model and begin the discussion about the Space Requirements for MCLIMS.

**AGENDA ITEMS:**

- Introductions
- MCLIMS' Educational Program
- Begin discussion about the Capacity Model
- Begin discussion about Space Requirements

**NOTES:**

**Discussion**

1. The 2012 Bond lists a new 750 – 900 student school for MCLIMS.
2. HISD Facilities Planners will be with the PAT throughout the entire Bond process for continuity.
3. The District Wide Educational Specifications (Ed Specs) have been drafted. The Ed. Specs. remain in draft form and will continue to be modified.
  - a. The District Wide Ed. Specs. include a Capacity Model, Space Requirements and Room Descriptions. Room Descriptions include users, activities and lists of furniture, fixtures and equipment.
4. Capacity Model Definitions
  - a. Teaching Station – any room where you would regularly schedule a full-size class
  - b. Students per Teaching Station – average number of students in a regularly scheduled full-size class
  - c. Program Capacity – number of Teaching Stations multiplied by the number Students per Teaching Station
  - d. Net Square Footage – length multiplied by width of the inside of a space
5. Capacity Model Discussion
  - a. The Draft Capacity Model was reviewed with the PAT and changes were made. The changes that were made, adding (1) Kindergarten Learning Center, (5) Grades 1-5 Learning Centers and removing the Special Education Learning Centers resulted in a Program Capacity larger than the Bond approved Capacity.
    - a. The Special Education Learning Center(s) will remain in the program.
    - b. More discussion will be needed to achieve a Program Capacity within the Bond approved 750-900.
6. Space Requirements Discussion
  - a. The Pat reviewed the Draft Space Requirements for MCLIMS.
    - a. More discussion is needed to refine the Space Requirements.
    - b. The next PAT meeting will include focused discussion regarding what the middle school program will entail.
    - c. The Draft Space Requirements currently has space listed as “Specialty Program Space Allocation”. This space is intended for any program requirements unique to MCLIMS K-8 and the planned exploratory programs for Grade Levels 6-8.
      - i. A new Music Program and a potential Dance Program were mentioned as potential exploratory programs

## Question and Answer

1. Will there be separate buildings for the elementary and middle schools.
  - a. The layout of the new building has not been decided. Once the Capacity Model and Space Requirements have been sufficiently revised, the architect will begin to prepare options for the layout of the new building. The design of the new school will take into consideration appropriate grade separation, based on the input of the PAT.
2. Has the architect been finalized?
  - a. Yes, the architect assigned to MCLIMS is PBK Architects.
3. Will there be a relocation of the students during construction?
  - a. Potential relocation of students during construction is not known at this time. During the design process, the architect will develop phasing plan options that will be shared with the PAT.
4. Has this site been selected as where the new school will be? Will the Elementary and Middle Schools be located together?
  - a. The current plan is for the new building to be located at the site of the existing campus. The architect will conduct a site analysis to determine the best location for the new school. Once the Capacity Model and Space Requirements have been sufficiently revised, the architect will begin to prepare layout options for the new school.
5. Will the new building accommodate Pre-K?
  - a. Yes, the planned program for the new campus includes space for Pre-Kindergarten.
6. Historically, how long has it taken for the architect to come on board?
  - a. The amount of time it takes for the architect to fully come on board varies. Executing a contract involves review and agreement among a number of parties from both HISD and the consulting firm. The MCLIMS project is not behind in any way and is not being delayed because of the contract execution.
7. Will summer affect the planning progress?
  - a. No, PAT meetings will continue throughout the summer.
8. Is there an opportunity to accelerate the process during the summer?
  - a. Access to the site will be easier during the summer months without school being in session. One of the architects' first steps will be to conduct a site analysis. This work will take place over the summer.
9. How much involvement will the PAT have in planning and design?
  - a. The PAT will be involved in every aspect of the planning and design of the new school. The PAT is currently actively involved in developing the Program Capacity and Space Requirements for the new school. Eventually, the PAT will review the architects' drawings, participation in furniture selection, help pick out colors and finishes, etc.
10. Is it possible to get a blueprint of a K-8 school so we can see if we want certain spaces in our school?
  - a. The architect will provide examples of 21<sup>st</sup> Century Learning Spaces and what spaces may be needed in a K-8 school. The spaces provided in the Ed Specs will be determined by the educational program needs at MCLIMS.
11. Will the Confucius Institute be housed in the new building?
  - a. No, the Confucius Institute is not part of the planned program for MCLIMS.
12. Will the new school have a pod concept or a traditional concept?
  - a. Once the Capacity Model and Space Requirements have been sufficiently revised, the architect will begin to prepare different layout options for the new school. All of the 2012 Bond schools will be planned and designed consistently with best practices in 21<sup>st</sup> Century school design.
13. Will there be methods to improve safety in the new design?
  - a. Safety and security are one of the highest priorities for every school campus. In addition to modern surveillance and security, 21<sup>st</sup> Century schools embody Crime Prevention Through Environmental Design (CPTED) principles.
14. Will the PAT receive a copy of the Ed. Specs?
  - a. The District Wide and Site Specific Ed. Specs. will be posted on the Bond website.
15. Is there a standard number of playgrounds for the planned capacity? Will there be a covered pavilion outside for outside activity?
  - a. There is not a set number of playgrounds associated with the planned capacity of the new school. The PAT will decide the best use of resources when addressing the need for outdoor space and physical education needs as a whole.
16. Is there anything to talk about unless the architect is present at the next meeting?
  - a. Yes. The first activity in the planning process is for HISD staff to work with the PAT to establish Guiding Principles, a capacity model, and draft space requirements. As soon as the architect is under contract, the architects will join that dialogue.

## What to Expect Next Project Advisory Team Meeting

1. Finalize the Capacity Model
2. Review the Draft Space Requirements

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**NEXT MEETING:** July 8, 2013, 1:30pm.

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  
Facilities Planner, Facility Planning  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9333

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