



Meeting Minutes

Mandarin Chinese Language Immersion Magnet School

MEETING NO.: 003

LOCATION: Mandarin Chinese Language Immersion Magnet School

DATE / TIME: July 11, 2013, 12:00 pm

ATTENDEES: Yi-Ching Wu, Teacher; Sheila Wilson, S.I.R.; Leslie Culhane, PTO Parent; Chaolin Chang, Principal; Dane Roberts, Assistant Principal; Paul Allenye, Parent; Lim Chung, Parent; Michael Liu, Teacher; David Funk, HISD-Facility Planning; LaJuan Harris, HISD-Facility Planning; Michelle Cloud, HISD-School Support Officer

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

AGENDA ITEMS:

- Introductions
- Review of Guiding Principles
- K-8 Educational Program
- Develop the Capacity Model
- Begin discussion about Space Requirements
- What to expect at the next PAT meeting

NOTES:

Discussion

1. The meeting began with introductions. The new school Administration team added to the PAT includes:
 - a. Chaolin Chang, Principal
 - b. Dane Roberts, Assistant Principal
2. MCLIMS will receive a new 750-900 student school from the 2012 Bond.
3. Review of Guiding Principles
 - a. The overriding purpose of the school is to immerse students in two languages.
 - b. The new school administration will review the draft Guiding Principles and make sure they match the long-term vision of the school.
 - c. The PAT will send a draft of the revised Guiding Principles to Dave Funk by July 29, 2013.
 - d. Guiding Principles will be reviewed at the August 16- 2013 PAT meeting.
4. K-8 Program Discussion:
 - a. The curriculum for elementary classes will include a 50/50 split between English and Mandarin taught classes.
 - b. The middle school curriculum will be taught mainly in English, with 1 or 2 classes taught entirely in Mandarin.
 - i. Additional students will be admitted to the program at the middle school level even though they may not have prior exposure to Mandarin.
 - c. Early childhood, elementary and the middle school levels should be separated.
 - i. Separation of the students at different levels will help with keeping the students safe.
 - ii. Having separate wings or "two sides" with the administrative area in the middle would keep the students contained in their different levels and in their assigned spaces.
 - d. Technology needs to be incorporated into all spaces.
 - i. The school wants to have technology capable of distance learning. Collaboration opportunities with other schools around the world are important.
 - ii. Areas for individual language training should be located in a space within the classroom and throughout the building.
5. The PAT will develop the Capacity Model at the next meeting. Definitions relevant to the capacity model are shown below:
 - 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.

Customer Focused . . . Always Responsive!

- c. Building Capacity – product of the number of teaching stations multiplied by the number of students per teaching station
 - d. % utilization - percentage of the day that a teaching station is utilized. (This is a District level decision. It is intended for classes to share classroom and lab spaces as needed.)
 - e. Program Capacity – product of the building capacity multiplied by the per cent utilization
 - f. Special Education Self-Contained Learning Center– students typically spend 85% or more of their time in this learning space
6. Areas of Concern for the PAT
- a. Parents voiced concerns that they want to be involved and want more information regarding the proposed design and layout of the school.
 - i. Team members have been charged with keeping their respective stakeholder groups informed of discussions and decisions from the PAT meetings.
 - ii. PTO blog will post minutes and updates related to the project.
 - iii. HISD Bond website is a resource where parents can get information on the project.
 - iv. At least three community meetings will be held at key phases in the process to keep the public informed of what is happening with the project. The meetings will occur during the:
 - 1. Preliminary Design Phase
 - 2. Design Development
 - 3. Prior to the start of construction.
 - b. The PAT team asked for drawings or architectural models from other K-8 programs.
 - i. It was noted that it is important to first understand the programmatic needs of Mandarin Chinese Immersion Magnet School.
 - ii. PAT visits to other K-8 schools will be investigated.
 - iii. It was noted that the down side to seeing “models, examples” is then those examples become one’s belief of what the school should be, instead of designing a site specific response to the identified needs of MCLIMS’ program.
 - c. Can a magnet school have sports teams that compete against other schools?
 - i. HISD Athletics department has stated that there is no athletic programming at this school.

What to Expect Next Project Advisory Team Meeting

- 1. Review and finalize Guiding Principles
- 2. Review and revise the Capacity Model
- 3. Review the draft Space Requirements

NEXT MEETING: August 16, 2013, 3:00pm.

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

Sincerely,

David Funk
 Facilities Planner, Facility Planning
 HISD – Construction & Facility Services
 3200 Center Street, Houston, TX 77007
 Phone: (713) 556-9307

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582