



Meeting Minutes

Mandarin Chinese Language Immersion Magnet School

MEETING NO.: 005

LOCATION: Mandarin Chinese Language Immersion Magnet School

DATE / TIME: September 3, 2013, 4:00 – 7:00 pm

ATTENDEES: Yi-Ching Wu, Teacher; Chaolin Chang, Principal; Dane Roberts, Assistant Principal; Michael Liu, Teacher; Patricia Butler, Teacher; Angie Chen, Parent; Jill Ward, Teacher; Leslie Culhane, PTO; Tracy Penn, Parent; Paul Alleyne, Parent; Neil Verma, Community Member; Rick Blan, PBK-Architect; Melissa Turnbaugh, PBK-Architect; David Funk, HISD-Facility Planning; Bob Myers, Heery-Project Manager

PURPOSE: The purpose of this meeting was to focus on the Educational Program and the Space Requirements for MCLIMS.

AGENDA ITEMS:

- Final Review of Educational Program
- Review of Space Requirements
- What to expect at the next PAT meeting

NOTES:

Discussion

1. The meeting began with introductions.
2. Review of the Capacity Model
 - a. The current model indicates a capacity of 883 for K-8 school
 - b. Revising the model to include 4 science labs increased the student program capacity to 904. This model has a total of 43 teaching stations.
3. The PAT asked if it is possible to revise the budget for the school. Facilities Planning explained the budget amounts are based upon number of students and a fixed amount of square footage per student that was presented to and approved by Houston voters and cannot be revised.
4. How are athletic programs incorporated into a magnet school? Dave Funk reported that he confirmed with the HISD Athletic Department that magnet programs do not compete in competitive sports with other schools in the district. Students can return to their home school to participate and compete in competitive sports programs.
5. The PAT decided that space for bleachers in the Multi-purpose/gym area can be removed from the program, which will allow for that square footage to be reallocated to other areas of the program.
6. The team reviewed and finalized Space Requirements.
 - a. Administration area should include three offices plus one for payroll.
 - b. The staff wants to have 5 teacher workrooms, one located in each of the pod areas. Teachers from different grade levels can share workspace in the pods.
 - c. Teacher workrooms can be around 600 square feet. Staff restroom should be located off the corridor near the workroom.
 - d. Teacher workrooms can also serve as conference space for small meetings.
7. Educational Program revisions will be incorporated for final sign off on September 12th.

What to Expect Next Project Advisory Team Meeting

1. Review and sign off the Educational Program.
2. Finalize plans for site visits to existing schools.

NEXT MEETINGS:

1. September 12, 2013, 4:00 pm. – Sign Off
2. September 26, 2013, 9:00 am. To 4:00 pm. – Regular PAT Meeting and Visit Existing Schools

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,

Bob Myers
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