



**Meeting Minutes**

**Mandarin Chinese Language Immersion Magnet School**

**MEETING NO.:** 009

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

**DATE / TIME:** February 7, 2014; 3:30 pm – 5:30 pm

**ATTENDEES:** Yi-Ching Wu, Teacher; Chaolin Chang, Principal; Dane Roberts, Assistant Principal; Angie Chen, Parent; Leslie Culhane, PTO; Shelia Wilson, S.I.R.; Lim Chung, Parent; Alice Hedstrom, Librarian; Melissa Turnbaugh, PBK-Architect; Richard Chi, PBK-Architect; Rick Blan, PBK-Architect; David Funk, HISD Planning; Bob Myers, Heery-Project Manager

**PURPOSE:** The purpose of this meeting was to continue the discussion of Mandarin Chinese Language Immersion Magnet School relocation to the new proposed site.

**AGENDA ITEMS:**

- PBK Presentation of revisions to the school site and building plans
- Discuss site issues
- Discuss school floor plan revisions
- Finalize date for Community Meeting to present the schematic design
- What to expect at the next PAT Meeting

**NOTES:**

**Discussion**

1. Discussed the Ming concept developed during the Design Charrette and discussed how it relates to the new site and building.
2. Reviewed the site plan and the location of car and bus drop off and pick up areas. The concept design provides for a long parent drop off and onsite pick up area. The parent drop-off should be relocated to the front of the school with an entry off West Alabama. The bus drop-off was relocated to Yorktown. The staff parking and bus drop-off will share a drive.
3. The play fields are adjacent to, or behind, the Learning Center areas.
4. The design needs to provide a field area for use by the middle school students. With the relocation of the parent drive, the size of the play fields will increase.
5. Reviewed the floor plans for revisions since last meeting. The learning commons has been relocated to the heart of the learning centers. The open space serves as a light well to all three floors. The design element will create visible interest and good relationship between floor levels.
6. Teachers expressed the desire to have their own individual collaboration and flexible spaces on each floor of the building.
7. Dining area was moved resulting in clearer circulation for students traveling to music classes. The dining commons now has a direct relationship with the kitchen.
8. Learning Commons is relocated into the Learning Center area.

9. Art is located on the second level. The PAT decided to move one of the art classrooms to the third floor and move one science classroom to the second floor. Moving the classrooms will cut down on frequency of student circulation between floors.
10. Reviewed the conceptual exterior perspective drawings.

**What to Expect Next Project Advisory Team Meeting**

1. Continuation of site plan and floor plan development on the new site.

**NEXT MEETINGS:**

1. Community Meeting: February 27, 2014, 6:30 pm to 7:30 pm
2. PAT: March 11, 2014, 3:30 pm to 5:00 pm

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

Sincerely,

Bob Myers  
Project Manager  
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