



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Mandarin Immersion Magnet School

MEETING #: 38

LOCATION: Mandarin Immersion Magnet School Classroom

DATE / TIME: June 21, 2016 @ 4:00 PM

ATTENDEES: (those marked with a check were present)

✓	Chaolin Chang	Principal	✓	Dane Roberts	Asst. Principal
	Patricia Butler	Teacher	✓	Sheila Wilson	MIMS S.I.R.
✓	Leslie Culhane	MIMS P.T.O.	✓	Elizabeth Eastman	Teacher
✓	Gary Whittle	Heery PM	✓	Angie Chen	Parent
✓	Sizwe Lewis	HISD Construction	✓	John Ernst	St. Geo. ES PTO
✓	Eric Blankenship	S&P Construction	✓	Chris Fields	Heery PM
✓	Eric Hogan	S&P Construction		Carlos Ramirez	HISD SSO
✓	Albert Wong	Heery/HISD PM	✓	Michael Liu	Teacher
✓	Sam Savage	PBK	✓	Paul Alleyne	Parent

PURPOSE: Provide a brief description of current construction activities on the MIMS Project jobsite and provide construction schedule updates.

AGENDA:

- Provide an update of current and future construction activities on the MIMS Project site.
- Discuss potential move-in dates, teacher training and contingency plans.

DISCUSSION:

1. The meeting began with Eric Hogan, the Construction Contractor's Project Manager, making a brief presentation about the current and upcoming construction activities at the new MIMS campus location. He presented some aerial photos of the overall campus site and mentioned that work was continuing on the roof soffit and fascia panels for the main entrance and Dining Commons building areas. He indicated that the outdoor basketball court was recently poured with the new foundations added for a future steel roof cover structure. Moveable partitions have been installed between adjacent classrooms and ceiling grids are installed in many first floor areas, including the Dining Commons and kitchen areas. All the scheduled new kitchen equipment is in town and will be installed when the walls and floors are ready to receive this equipment.



2. The painting of the exposed roof structure in the Multi-Purpose/Gym area is completed and acoustical tectum panels will begin installation in the near future. The basketball court's synthetic flooring will be poured in the near future, also.
3. The Learning Commons three story atrium space is almost completely painted, but the third floor frames and windows into this area still need to be installed.
4. All the scheduled casework and millwork are still being fabricated but should be delivered within the next two weeks for installation to begin. All of the restroom toilet fixtures and water fountains have been installed throughout the building's first floor areas. All of the building's interior finishes should be completed before the end of July. Crews have been working inside the building for the last four weeks installing IT, communications and security cabling throughout the building.
5. On the exterior, work has begun on the 96 masonry support columns for the perimeter security ornamental fencing around the new campus, with landscaping and irrigation work to also begin soon.
6. Mr. Hogan presented information about the updated overall Project Construction Schedule. The following information about estimated completion was shared with the PAT: Exterior Finishes- June 2016; Interior Finishes- July 2016; Landscaping- August 2016; IT, Communications & Security- July 2016; Waxing Floors, Initial T&B, Final Clean, FF&E- July to August 2016; Substantial Completion (SC) - August 8, 2016; and Teacher Move-In- August 15, 2016. However, it was also shown that all these indicated dates were noted as still tentative at this time.
7. Mr. Wong mentioned that, when a Temporary Certificate of Occupancy (TCO) is achieved and after permanent door hardware cores are installed, the MIMS staff and teachers may be able to begin occupying the new facility. At that time, new keys will be issued to all the MIMS staff and teachers. Ms. Leslie Culhane asked about what items and conditions have to be signed off by the City of Houston inspectors before the building can be occupied. Although all the new flooring and furniture may be installed, the building cannot be occupied until a TCO or the final Certificate of Occupancy (CO) is issued. All of the inspections for installed new building equipment and life safety systems must be passed before a TCO or CO is released by the City of Houston. The doors in the building will need to be lockable before the IT and AV equipment can be installed in the classrooms and elsewhere inside the new facility.
8. Paul Alleyne asked about the Life Safety systems and whether they needed to be functional before the school could be occupied. All of the fire protection sprinkler systems, exit signage, fire alarm devices and emergency lighting must be fully functional and pass COH inspections before the school can be occupied. Sizwe Lewis, the HISD Facilities Construction PM, responded that there is usually much pretesting that is required before these systems become fully operational and pass inspections. Although the City inspectors typically require 48 hour notice, if they are scheduled by 3:00 pm, they usually arrive the next day to review the requested conditions.
9. There was some discussion about a possible fallback position necessary for staff and early teachers' training and orientation, with this may having to occur on the current MIMS campus in Bellaire to begin on August 8th. Principal Chang indicated that all the teachers may have to crunch all of their training during their first week back, with half day training and half day classroom orientation programs. When the new building is ready for occupation, at least the teachers will be somewhat ready for their classes when they move into the new building and get acclimated before school starts on August 22nd.
10. Ms. Culhane expressed some concern about having a contingency plan, if the teachers and staff can't move into the new school in time for classes to begin in the new facility. Principal Chang responded that he and others would talk with the teachers about some procedural plans, if school has to begin on the old Gordon campus instead of the new campus. However, some more realistic expectations may be expected and discussed during the next scheduled MIMS PAT meeting scheduled for August 2nd.



11. Mr. Hogan also mentioned that there were some factors that could affect the school's opening on time. Among these were concerns about moisture levels in the new concrete slabs that might delay installation of the scheduled flooring materials, although they have been investigating the potential use of different adhesives that can work with higher moisture content but are very expensive. Currently, there is some difficulty with CenterPoint and electrical meter installation, due to the new campus' assigned street address by the City of Houston's Planning/Permitting Dept. (Later, once this discrepancy about the wrong street numbering (odd vs. even) was brought to the COH Planning Department's attention, they quickly responded and made the necessary changes and contact was made with CenterPoint to immediately revise the street address number from the previous 5440 to 5445 West Alabama St. instead.) This allowed the electrical meter to be installed in a timely manner.
12. AP Dane Roberts indicated that one of the parents was a landscape architect and wanted to present some proposed changes to the current selection of landscaping trees to be planted. Mr. Wong responded that the construction documents, which included landscaping plans, were all approved and permitted by the City of Houston for specific types of plants and trees, If any changes were introduced, these would have to be re-permitted again for any changes to these permitted documents.
13. There was also a brief explanation by Principal Chang about the need to work out an agreeable timetable with the School at St. George Place ES about student pick up and drop off times for both schools. He mentioned that the St. George Place ES students would be dropped off by 7:35 am while the MIMS students would be dropped off by 7:55 am.
14. Ms. Culhane asked about the status of the new outdoor basketball roof cover structure and the response was that it would not be installed before school started in August. Although the concrete slab should be safe to play on, it will not be striped and the basketball goals and support posts will wait until the cover is installed. This outdoor basketball court will be a UIL regulation sized court. This installation is currently scheduled to begin in mid to late September and will take approx. 3 to 4 weeks to complete. Also, the existing Pre-K to K playground equipment set will be relocated from the current MIMS campus, but the other K-5 set will not be used, due to ADA compliance issues. However, two new sets of K-5 playground equipment will also be installed.
15. The next MIMS PAT meeting is scheduled for August 2, 2016.

QUESTIONS/ANSWERS:

1. No additional questions were asked by the PAT during the meeting.

ACTION ITEMS:

1. Prepare for next MIMS PAT Meeting.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Provide construction activities and timeline updates.

NEXT PAT MEETING: Tuesday, August 2, 2016 @4:00 pm, in Mandarin IMS Library.



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

Sincerely,

Albert Wong, AIA

HISD – Construction & Facility Services Project Manager

3200 Center Street, Houston, TX 77007

Phone: (713) 556-9271

Email: awong@houstonisd.org