



## MEETING MINUTES

### High School Project Weekly Meeting

### Monday, January 13, 2020

#### ATTENDEES

| Present | Name                  | Title/Department   | Organization     |
|---------|-----------------------|--|------------------|
| Y       | Dr. Gregory Hutchings | Superintendent   | ACPS             |
| Y       | Dr. Terri Mozingo     | Chief Academic Officer                                   | ACPS             |
| Y       | Dr. Gerald Mann       | Exe. Director, Secondary Ed.                             | ACPS             |
| Y       | Sarah Whelan          | Curriculum, Design & Services                            | ACPS             |
| Y       | Mignon Anthony        | Chief Operating Officer                                  | ACPS             |
|         | Erika Gulick          | Director of Capital Programs, Planning & Design          | ACPS             |
| Y       | Dawud Abdur-Rahman    | Project Director   | ACPS             |
|         | Helen Lloyd           | Director of Communications                               | ACPS             |
| Y       | Tiffany Pache         | Communications   | ACPS             |
|         | Kurt Huffman          | Director, Schools, Business and Community Partnerships   | ACPS             |
| Y       | Jack Browand          | Division Chief, Recreation, Parks & Cultural Activities  | Alexandria City  |
|         | Megan Oleynik         | Urban Planner, Transportation and Environmental Services | Alexandria City  |
| Y       | Dirk Geratz           | Principal Planner  | Alexandria City  |
| Y       | Katherine Carraway    | Urban Planner, Planning and Zoning                       | Alexandria City  |
| Y       | Madeeha Jauhar        | Public Relations Specialist                              | DP Consultants   |
| Y       | Diane Pratt           | Principal  | DP Consultants   |
| Y       | Kaitlyn Laurel        | Graduate Intern  | Gtown University |
| Y       | Tim Mazzucca          | Assistant Director                                       | Savills          |
|         | Rick Barnett          | Executive Managing Director                              | Savills          |
| Y       | Camilo Bearman        | Senior Design Architect                                  | Stantec          |
|         | Joan Glynn            | Senior Principal   | Stantec          |
|         | Derk Jeffrey          | Senior Principal   | Stantec          |
|         | Robert Schiesel       | Project Manager - Transportation                         | Gorove/Slade     |

| Team/Work Lane                 | Agreements, Significant Comments and/or Issues   |
|--------------------------------|--|
| <b>Educational Design Team</b> | <p>Team will schedule an Educational Research Panel recap and recommendations meeting with Dr. Mozingo. The video of the Research Panel discussion is now available. In addition, Communications Department will have a condensed version posted soon.</p> <p>Team is currently developing a comprehensive list of everything that needs to occur (i.e. HR, student services, technology, staff reassignments) prior to the new campus opening in September 2024.</p> <p>Team discussed the timeline for Early College and will be</p> |

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|   | <p>updated on the status later this month.</p>   |
| <p><b>Industry Advisory Boards</b></p>                  | <p>Team was updated on the membership of each IAB with Business and Government fully recruited to 12+ members. The remaining 3 IABs are expected to be fully staffed before the IAB member orientation. Team will prepare the agenda for the January IAB chairs conference call and plans for the orientation.</p> <p>Dr. Hutchings asked the Team to ensure each IAB member is properly vetted and if needed move IAB members to fit all 17 career clusters.</p> <p>Team will provide a High School Project update at the CTE Advisory Committee meeting on January 14.</p>   |
| <p><b>Development Planning/<br/>Assessment</b></p>      | <p>Team will host a work session/charette for co-location on Thursday, January 16 for ACPS and City Partners. The draft shared will be an entry-level “Playing with blocks” to elicit responses from stakeholders. Team will work with City Partners to discuss the potential height of schools and what they can afford during the work session on Thursday.</p> <p>Dr. Hutchings confirmed Team is exploring options for displaced fields during Minnie Howard construction. This week’s bi-weekly ACPS/ City Planning and Zoning and Recreation, Parks and Cultural Activities will focus on-site options for interim displaced Minnie Howard fields.</p> <p>Potential concerns from the surrounding neighborhood include noise, parking, trash and transportation. Team will have a narrower list of sites to consider.</p> <p>There is a consensus that alterations will need to be planned at King Street to ensure there is equity as the Minnie Howard campus is developed. Currently, the scope of that work has not been determined and no budget formulation has occurred.</p> <p>Team has scheduled a meeting on Friday, January 17, to begin exploring intermediate solutions for current overcrowding at King Street campus.</p> |
| <p><b>Stakeholder Outreach/Community Engagement</b></p> | <p>Team expects a draft Educational Specifications by the end of January. Team discussed the High School Project to be present at the Joint City/ACPS Facilities Master Plan Open House in February. There will be an opportunity to provide flyers and information during the meeting.</p> <p>Team expects community engagement to begin in earnest in February and will continue to keep the project website up to</p>   |

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|                  | <p>date. Team will resume including weekly meeting minutes in Board briefs.</p> <p>Team discussed a plan to improve outreach to non-English speaking community. Team has created a stakeholders list to contact. Dr. Hutchings recommended Team review collateral materials to be inclusive to all community groups and that Team reach out to all diverse communities including the Daughters of the Revolution, First Baptist Church on King Street, Homeowners Associations, NVAR, Alexandria Chamber of Commerce and the Rotary Clubs.</p> |
| <b>Execution</b> | Procurement planning is underway for the A/E for the Minnie Howard campus redevelopment.   |

### ACTION ITEMS/WORK IN PROGRESS

| DELIVERABLES                                       | ACCOUNTABLE                 | DUE DATE     | STATUS/COMMENTS  |
|--|-----------------------------|--------------|--|
| Project Updates on Webpage                         | THSP Team/H. Lloyd/T. Pache | Ongoing      | Regular as required following a meeting or event         |
| Minnie Howard, Initial Programming/ Test Fits      | Stantec                     | January 9    | Underway, Planning Principles issued to team for comment |
| Jan 23 School Board Memo to Hutchings              | D. Abdur-Rahman/M. Jauhar   | Wed, Jan 14  | In Progress  |
| Jan 23 School Board Memo to Clerk                  | D. Abdur-Rahman/M. Jauhar   | Wed, Jan 15  | In Progress  |
| Draft Feb 6 Board Memo/ Presentation to SLT        | D. Abdur-Rahman/M. Jauhar   | Fri, Jan 17  | In Progress  |
| Feb 6 School Board Memo/ Presentation to Hutchings | D. Abdur-Rahman/M. Jauhar   | Tues, Jan 28 | TBD  |
| Feb 6 School Board Memo/ Presentation to Clerk     | D. Abdur-Rahman/M. Jauhar   | Wed, Jan 29  | TBD  |

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

| DATE                                      | NAME                                  | TOPIC                  | TYPE     | STATUS                      |
|---|---------------------------------------|------------------------|----------|-----------------------------|
| <b>Tues, Jan 14<br/>1:30 - 2:00 p.m.</b>  | Displaced Minnie Howard Matrix - Call | Next Steps             | Internal | <b>STATUS:</b><br>Pending   |
| <b>Tues, Jan 14<br/>11:00 a.m.</b>        | ACPS/Urban Alliance Meeting           | TBD                    | Internal | <b>STATUS:</b><br>Pending   |
| <b>Tues, Jan 14,<br/>4:00 - 5:30 p.m.</b> | CTE Advisory Committee Meeting        | Quarterly Meeting      | Internal | <b>STATUS:</b><br>Confirmed |
| <b>Wed, Jan 15,<br/>11:00 a.m.</b>        | PZ/ACPS Bi-Weekly Coordination        | TBD                    | Internal | <b>STATUS:</b><br>Pending   |
| <b>Wed 1/15 or</b>                        | Minnie Howard                         | Initial Test Fits Work | Internal | <b>STATUS:</b>              |

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| <b>Thurs 1/16<br/>4:00 - 5:30</b>         | Campus<br>Redevelopment           | session/ Charette  |          | Pending                     |
| <b>Tues, Jan 21<br/>9:30 - 10:30 a.m.</b> | IAB Chairs and Co-<br>Chairs      | Quarterly Mtg #1<br>(Conference Call)                              | Internal | <b>STATUS:</b><br>Confirmed |
| <b>Thurs, Jan 23<br/>1:30 - 2:30 p.m.</b> | IAB Chairs and Co-<br>Chairs      | Quarterly Mtg #2<br>(Conference Call)                              | Internal | <b>STATUS:</b><br>Confirmed |
| <b>Thurs, Jan 23,<br/>7:00 p.m.</b>       | School Board<br>Meeting           | Board Brief, See<br>Superintendent's Draft<br>for Potential Topics | Public   | <b>STATUS:</b><br>Confirmed |
| <b>Wed, Jan 29</b>                        | PZ/ACPS Bi-Weekly<br>Coordination | TBD  | Internal | <b>STATUS:</b><br>Pending   |
| <b>Wed, Jan 29, 4 -<br/>6:00 p.m.</b>     | EDT Meeting                       | Review Vision<br>Statements, Review<br>Draft Ed Specs              | Internal | <b>STATUS:</b><br>Confirmed |
| <b>Wed, Feb 5, 6:30<br/>- 8:30 p.m.</b>   | City Master Plan                  | Open House   | Public   | <b>STATUS:</b><br>Pending   |