



MEETING MINUTES

High School Project Kick Off Meeting

Thursday, June 20, 2019

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Terri Mazingo	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
Y	Erika Gulick	Senior Planner	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
	Charles Stone	Director, Transportation	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation and Environmental Services	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	Tim Mazzucca	Assistant Director	Savills
Y	Rick Barnett	Executive Managing Director	Savills
Y	Camilo Bearman	Senior Design Architect	Stantec
Y	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Haidi Lui	Design Architect	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Educational Design Team (EDT) had their second meeting on Monday, June 17. EDT discussed the different recommendations on potential sites for either a Connected High School Network (CHSN) or 2nd high school.</p> <p>Team discussed the timetable for the EDT report, when can it be made public and avenues for teacher engagement in the last two weeks of August.</p> <p>Dr. Mazingo and Dr. Mann discussed carving out time for teacher outreach during Teacher Professional Development week (August 26 - 30).</p>

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<p>Industry Advisory Boards</p>	<p>Team discussed Industry Advisory Boards (IABs) roles and responsibilities and asked for member recommendations.</p> <p>Team reviewed the timeline and process for receiving timely feedback from the IABs to incorporate into EDT final report.</p> <p>Dr. Mozingo and M. Anthony discussed the timeline for sending the invitation letter to potential members.</p>
<p>Development Planning/Environmental Assessment</p>	<p>Team discussed the timetable for the Environmental Assessment (EA) report. Stantec will send out draft EA report timetable by June 24.</p>
<p>Site Evaluations</p>	<p>Savills informed the team that they did not receive any responses for Site Acquisition Expression of Interest (EOI) advertised in May. The highest and best use from a land investor perspective is not a public school.</p> <p>Team agreed to assume any impacted open space needs to be replaced on site.</p> <p>ACPS needs to develop land only ready in its inventory. The team agreed that George Washington Middle School, Minnie Howard campus and Francis Hammond Middle School will be the sites for the alternatives studied in detail.</p> <p>Traffic planning needs to consider access to and from the sites as well as between sites. The transportation team is confirming planning principles; feedback from the team will be appreciated.</p>
<p>Community Engagement</p>	<p>Community Engagement will be ongoing throughout the summer. Team members were asked what possible Alexandria city events can be utilized for the community engagement.</p> <p>Team agreed a one page factsheet/brochure needs to be created for distribution during citywide events.</p> <p>DP Consultants (DPC) discussed meeting with various ACPS departments to inquire about potential outreach opportunities during the summer.</p> <p>Team identified July 13 Alexandria city birthday celebration and August 22 ACPS backpack giveaways as events to use for community engagement.</p>

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ACTION ITEMS/WORK IN PROGRESS

Deliverables	Accountable	Due Date	Status/Comments
Communications Log	DPC	6/25/2019	DPC will create a draft auto response for team's review and approval.
IAB Members Recommendations	ACPS Team	6/28/2019	In Progress
EDT Roles and Criteria	Dr. Mozingo/Dr. Mann/S. Whelan	6/28/2019	In Progress
IAB Invitation Letter	D. Abdur-Rahman/M. Jauhar	Week of July 1	In Progress
IAB Feedback Questions	Dr. Mozingo/Dr. Mann/M. Anthony/D. Abdur-Rahman	Week of July 8	Draft questions to send to the IABs for their feedback.

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

Date	Name	Topic	Type	Status
Tues. June 25	Educational Design Team Meeting	Two High Schools	Internal	Confirmed
Mon. July 1	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Mon. July 8	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Thurs. July 11	Educational Design Team Meeting	Two High Schools	Internal	Confirmed
Sat. July 13	Alexandria Birthday Celebration	The High School Project Update	Public	SME: TBD STATUS: Pending
Mon. July 15	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed