

Date: June 7, 2019

For: ACTION \_\_\_\_\_  
For: INFORMATION  \_\_\_\_\_  
Board Agenda: Yes \_\_\_\_\_  
No \_\_\_\_\_

**FROM:** Mignon R. Anthony, Chief Operating Officer

**THROUGH:** Dr. Gregory C. Hutchings Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and Members of the Alexandria City School Board

**TOPIC:** Occupancy Plans for 1701 Beauregard 5<sup>th</sup> and 6<sup>th</sup> Floors

**BACKGROUND:** When 1701 (and 1705 garage) North Beauregard Street was purchased for the West End School Project in 2017 (finally named the Ferdinand T. Day School in September 2018), it was understood that the 5<sup>th</sup> and 6<sup>th</sup> floors of the building, totaling approximately 40,000 square feet, could not be repurposed for educational use due to its fire rating and had to be planned for business use after the school was complete and operational. For the past year, ACPS staff has worked with the City and within its own departments to determine the best and proper use for this ACPS asset. In October 2018, the Superintendent included, and the School Board eventually adopted, an amount in the FY2020 budget to build out one floor of the space for an ACPS Family Welcome Center, for Professional Development spaces, and a common location for ACPS Safety and Security Services offices. In considering non - ACPS occupancies, however, we identified, examined and considered the factors that a non-educational entity residing in the same building as a school must comply with regarding suitability and the business functions of that entity. We also considered the extent to which the entity must meet ACPS security requirements and that the co-occupancy not negatively impact or threaten the environment and operating requirements of the school, students and staff.

In late 2018, the City requested that ACPS consider agreeing to the co-location of the Department of Health and Human Services Adult Mental Health administration (not patients) at 1701 for an approximate period of 30 months. ACPS initially considered the offer, however eventually rejected the use as other Central Office options rose to top priority for completion within the next two fiscal years. Our methodology included interviewing each Central Office Department and function for synergy with the 1701 occupancy objectives. Ultimately the offices chosen to move to 1701 5<sup>th</sup> and 6<sup>th</sup> floors will enhance their benefit to ACPS children and families and maximize efficiency among ACPS Central Office operations. They include: the English Language Learners registration, assessment and testing function; Child Find registration, assessment and testing; Family and Community Engagement; touch down space for the Partnerships offices; School Nutrition Services offices; Safety and Security Services including the ACPS Security Command Center (currently at Minnie Howard); the Educational Facilities office; and ACPS Adult Education (currently on the 7<sup>th</sup> floor in Central Office).

The Central Office spaces made available by these relocations will be used for required seating and meeting/training spaces by Curriculum and Instruction paraprofessionals and part-time employees; Professional Development large meetings and offices; Student Services confidential meeting spaces and offices; Partnership front office; Information Technology staff; the

Superintendent's staff including the Communications offices and collaboration space; the Board Office staff; Operations Department front office and Planning Office staff.

**Summary:**

The kick off for design of 1701 5<sup>th</sup> and 6<sup>th</sup> floors began on June 4. The goal is to reuse as much of the current office space configuration as possible. Classroom and ACPS Family Welcome Center areas will require demolition and reconfiguration with suite separations and privacy and/or security requirements needing to be addressed. The entire space is void of information technology cabling and all new carpet, paint and in some cases lighting and sprinkler system relocation will be necessary. The budget for Phase 1 of this work is \$1.7 million dollars, based upon an estimate obtained by the Educational Facilities design-build contractor who constructed the Ferdinand T Day school.

Another issue being worked through is associated with City Code Enforcement's requirement that no more than 10% of the total space on each floor can house children (ages 2 – 18) at any point in time due to fire code regulations.

The anticipated schedule to complete the construction is March 2020. More information will be forthcoming as the design and an estimate is complete with a phasing schedule that matches our budget and the timeframe that coincides with the work of each of the ACPS offices.

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