



MEETING SUMMARY

High School Project Weekly Meeting Monday, September 14, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & 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	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Dr. Mann and S. Whelan are working on the plans for EDT'S fall meetings. D. Abdur-Rahman and M. Jauhar have provided supporting documents for those meetings. The dates will be sent out to the EDT members today (September 14) and they will be asked how they would like to participate in various aspects of the next phase of EDT activities.</p> <p>D. Abdur-Rahman asked for recommendations on who should be included in the conversations regarding flexible spaces that</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>could support CTE, Arts and STEM. Dr. Mann recommended Andrew Watson and Suzanne Futrell should be included in these conversations that had commenced with Labs and CTE spaces.</p> <p>D. Abdur-Rahman asked the Curriculum team to also start thinking about who should be included in the “school team.” He reminded the group that design decisions begin during the planning phase, so it would be helpful to engage those EDT members now while the space program is being developed.</p>
Industry Advisory Boards	<p>Dr. Jacobs reported there are three IAB team meetings scheduled this week. E&H IAB will meet on Wednesday (September 16), STEM and B&G IABs will have their meetings on Thursday (September 17). The IABs are focusing on what types of Work-Based Learning (WBL) and teacher professional development resources that are available.</p>
Development Planning/Assessment	<p>The team continues to coordinate with the Office of Housing on potential frameworks for affordable housing. B. Collins informed the team that the Office of Housing and Alexandria Housing Development Corporation (AHDC) has started providing recommendations on affordable housing for the storyboard and will send the updated version to the team this week. B. Collins also informed the team that the main point of emphasis regarding affordable housing goals for the City is that the Office of Housing is not relying exclusively on ACPS sites to fill the remaining affordable housing goals and those goals will be fulfilled regardless.</p> <p>Dr. Hart informed the team that E. Gulick will provide the budget priorities to the School Board this week. The kickoff on the budget process was last week.</p>
Stakeholder Outreach and Community Engagement	<p>The team has a comprehensive presentation and work session with the School Board this Thursday. The team will send the lineup of presenters this week.</p> <p>During last week’s Joint Capital Council meeting the point was made that The High School Project needs to benefit from the lessons learned from the Douglas MacArthur Project with regard to community engagement and budget management.</p>
Execution	<p>The evaluations panel has started, and the A/E RFP evaluation process is ongoing</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event

THE HIGH SCHOOL PROJECT MEETING SUMMARY

IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Sep 16 4:00 – 5:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sep 17 9:00 – 10:00 a.m.	STEM IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sep 17 12:00 – 1:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sep 17	School Board Meeting	Comprehensive Project Update	Public	STATUS: Confirmed
Thurs, Sep 17 TBD	School Board Work Session	FY 2022 Budget	Public	STATUS: Confirmed
Thurs, Sep 24 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Mon, Sep 28 11:00 – 12:00 p.m.	ACPS/IAB Chairs Quarterly Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, September 21, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	Dr. Mann provided an update on the EDT meetings. The next EDT meeting is scheduled for September 30. The EDT will expand to include more teachers. Dr. Hutchings recommended that the EDT should also have the input and perspective from elementary and middle school staff.
Industry Advisory Boards	Dr. Jacobs informed the team that three of the four IABs held their meetings last week. The IABs discussed how to contribute to the October professional development day. The October IAB meetings will include time for teachers to provide their perspective. This will give the IABs a better

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	sense of the way curriculum and instruction is delivered in the classroom.
Development Planning/Assessment	<p>Dr. Hutchings asked the team if a complete feasibility study would be conducted on colocation. D. Abdur-Rahman responded that a full feasibility study is included as an option in the A/E scope of work, but the schedule did not allow for it to be completed by the time a decision is required on the scope of the project.</p> <p>D. Geratz asked to confirm the initial square footage assumptions the team had been using for affordable housing. This will help him think through FAR guidelines for the site. D. Abdur-Rahman and H. McIlvaine informed the team that the minimum sq ft ranged between 40K -50K and 50K-60K housing units had been used in previous discussions. All site planning parameters assume there is underground parking even if there is no affordable housing on-site. The additional costs associated with housing at the site will be funded by the Office of Housing development partner. Dr. Wilkins asked the team if underground parking would be shared if housing is colocated. D. Abdur-Rahman responded that this scenario is being explored and is under review by the ACPS Operations and Security team.</p> <p>D. Abdur-Rahman asked the team about the next steps for determining funding responsibilities for displaced fields. E. Gulick stated the responsibilities would be determined as the scope of alterations for each site is confirmed.</p> <p>Dr. Hutchings agreed with D. Abdur-Rahman's recommendation that some Central Office functions should be considered for colocation on site.</p>
Stakeholder Outreach and Community Engagement	The team is working on collecting the lessons learned from past projects that will inform the planning for THSP. Dr. Hart recommended that the team focus on a more robust community engagement. D. Abdur-Rahman asked the team whether there has been a decision made on having a community advisory group. E. Gulick responded that the team should have a focused discussion about engagement next steps.
Execution	The full evaluations panel has started, and the A/E RFP evaluation process is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
--------------	-------------	----------	-----------------

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Sept 16 4:00 – 5:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sept 17 9:00 – 10:00 a.m.	STEM IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sept 17 12:00 – 1:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sept 17 4:00 p.m.	School Board Meeting	Comprehensive Project Update	Public	STATUS: Confirmed
Thurs, Sept 17 4:00 p.m.	School Board Work Session	FY 2022 Budget	Public	STATUS: Confirmed
Thurs, Sept 24 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Mon, Sep 28 11:00 – 12:00 p.m.	ACPS/IAB Chairs Quarterly Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, September 28, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & 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	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	Dr. Mann informed the team that there is an EDT meeting scheduled for Wednesday, and the team is working on finalizing the agenda. The EDT will be expanding to include more teachers.
Industry Advisory Boards	D. Abdur-Rahman informed the team that since not all chairs could attend the ACPS/IAB chairs quarterly meeting, it has been postponed and will be rescheduled to a later date. The team has scheduled a presentation from ACE Mentors at the next CTE Department chairs meeting. The desired

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	outcome is to provide information about ACE Mentors as a way to create awareness and promote interest in design and construction pathways.
Development Planning/Assessment	<p>The School Board/City Council Subcommittee meeting is scheduled for this afternoon (September 28.) The team will meet to finalize the presentation.</p> <p>J. Browand will provide the revised displaced fields memo to the team this afternoon. The team confirmed that the planned school opening is still scheduled for SY 2024.</p>
Stakeholder Outreach and Community Engagement	<p>D. Abdur-Rahman informed the team that the next steps for stakeholder management are dependent on the outcomes of the September 28 School Board/City Council Subcommittee meeting.</p> <p>The team continues to work on collecting the lessons learned from past projects that will inform the planning for THSP.</p>
Execution	The full evaluations panel process for the A/E is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Mon, Sep 28 10:00 – 11:00 a.m.	ACE Mentors Presentation to CTE Dept. Chairs Meeting	ACE Mentors	Internal	STATUS: Confirmed
Mon, Sep 28 5:00 – 6:00 p.m.	Joint School Board/City Council Subcommittee Meeting	TBD	Internal	STATUS: Confirmed
Wed, Sep 30 3:45 – 5:45 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Oct 1 5:00 p.m.	School Board Public Hearing	FY 2022 Combined Funds & FY 2022-2031 CIP Budgets	Public	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Tues, Oct 6 4:00 – 5:00 p.m.	E&H IAB Work Session	IAB Action Plan	Internal	STATUS: Confirmed
Wed, Oct 7 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Tues, Oct 13 4:00 – 5:00 p.m.	CTE Advisory Committee Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 14 4:00 – 5:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 22 4:00 – 5:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 22 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, October 5, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	S. Whelan updated the team on the EDT meeting last Wednesday. The EDT was expanded to include more members and there is another meeting scheduled for this week. The team will reach out to T. Mayer-Harding, A. Watson, S. Futrell, C. Mills and K. Lutrell to include them in the STEAM space meetings. The Curriculum team will confirm which members of the EDT are interested in the school space team.

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>A tour of the new George Mason High School which is under construction is being planned. Members of the EDT may participate. S. Whelan will confirm EDT interest.</p>
<p>Industry Advisory Boards</p>	<p>Dr. Jacobs provided an update on the IABs. The Education & Human Services(E&H) IAB action plan work session is scheduled for this Tuesday. All IABs have scheduled meetings this month.</p> <p>ACE Mentors, one of the resources recommended by members of the Business and Government (B&G) IAB presented at the CTE Department meeting last week. There are teachers who are interested in creating an ACE Mentors chapter at T.C. Williams. ACE Mentors is an organization that exposes high school students to career fields in Architecture, Construction and Engineering. Students also have the opportunity to compete for scholarships in those fields¹.</p>
<p>Development Planning/Assessment</p>	<p>D. Abdur-Rahman provided an update on the School Board/City Council Subcommittee meeting last week. If confirmed, there will be a work session on October 20 on colocation options under consideration at the Minnie Howard Campus. The School Board is asking to evaluate what are the benefits of different colocation options to the school division. The idea of evaluating various options as concentric circles of benefits from ACPS’ perspective was mentioned. E. Gulick informed the team that the work session might not be specific to Minnie Howard but be more general discussion. E. Gulick informed the team that Dr. Hutchings wants to be very clear about what it means to pursue the options for collocating affordable housing.</p> <p>D. Abdur-Rahman asked that the discussion on colocation be included in this week’s Planning & Zoning/ACPS bi-weekly meeting. B. Collins agreed that the City would continue to work closely with the ACPS and lead affordable housing discussions as required. D. Abdur-Rahman stated a similar protocol should be implemented for any aspect of the campus redevelopment when a particular city service, for example the proposed teen Wellness Center or Community use of open athletic fields is discussed.</p> <p>J. Browand will provide the revised displaced fields memo to the team. The team will have a separate meeting and further discussions on the aquatic center at Minnie Howard. D. Abdur-Rahman and E. Gulick informed the team that the budget for the aquatic center is part of the costs for the</p>

¹ <https://www.acementor.org/index.php/affiliates/washington-dc/washington-dc/about-us/>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	project. D. Abdur-Rahman informed the team that the details of the spaces and the budget associated with them will be broken down during the pre-design phase.
Stakeholder Outreach and Community Engagement	<p>The team discussed the engagement strategy on colocation options discussions and whether they are specific to THSP or should it be broader to include all ACPS sites. The consensus was the team should refer to the larger context, but the focus of these discussions was the redevelopment of the Minnie Howard Campus.</p> <p>D. Abdur-Rahman provided a recap of the outcome from last week’s Joint Capital Council Meeting. The City Manager has asked the team to provide all the information the School Board needs to make a timely and informed decision.</p>
Execution	The full evaluations panel process is for d the A/E is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Oct 6 4:00 – 5:00 p.m.	E&H IAB Work Session	IAB Action Plan	Internal	STATUS: Confirmed
Wed, Oct 7 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Tues, Oct 13 4:00 – 5:00 p.m.	CTE Advisory Committee Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 14 4:00 – 5:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Tues, Oct 20 7:00 p.m.	School Board Work Session	TBD	Public	STATUS: Confirmed
Wed, Oct 21 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Wed, Oct 22 4:00 – 5:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 22 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, October 12, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
	Dirk Geratz	Principal Planner	Alexandria City
	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Dr. Mann confirmed the members for the School Space team and the EDT STEAM requirements sub-team. The EDT held a meeting last week and had detailed discussions on how ACPS could implement small learning communities. The EDT also reviewed the recommendations from the educational expert panel.</p> <p>Dr. Hutchings reminded the team that the EDT should also continue to focus on the strategy for 100% virtual learning as a part of the educational programming discussions.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Industry Advisory Boards	The Education & Human Services IAB monthly meeting is scheduled for this Wednesday (October 14). All IABs have scheduled meetings this month.
Development Planning/Assessment	<p>E. Gulick confirmed that the Alexandria Health Department will have the funding responsibility for the Teen Wellness Center.</p> <p>D. Abdur-Rahman and M. Jauhar are reviewing the FGI guidelines for outpatient facilities provided by the Alexandria Health Department as they will inform the space square footage and performance requirements for the Teen Wellness Center.</p>
Stakeholder Outreach and Community Engagement	<p>The Office of Housing is developing a draft presentation to provide to the School Board. E. Gulick informed the team that the October 21st School Board work session is canceled, the potential dates for the work session are October 29 and November 9.</p> <p>E. Gulick will review the draft design phase engagement plan and provide her feedback. The team is working with B. Collins and H. McIlvaine to further refine the colocation storyboard.</p>
Execution	The A/E evaluation process is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Oct 13 4:00 – 5:00 p.m.	CTE Advisory Committee Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 14 4:00 – 5:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Tues, Oct 20 7:00 p.m.	School Board Work Session	TBD	Public	STATUS: Pending

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Wed, Oct 21 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 22 4:00 – 5:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 22 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Oct 29 4:00 - 5:00 p.m.	School Board Meeting	CIP	External	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, October 19, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
	Dirk Geratz	Principal Planner	Alexandria City
	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>The EDT will have a meeting this Wednesday (October 21); the team has started discussions on how ACPS could implement small learning communities.</p> <p>D. Abdur-Rahman and M. Jauhar have started discussions with A. Watson on STEAM. Dr. Mann and S. Whelan will follow up to get their feedback on lessons learned. D. Abdur-Rahman asked whether the students should be on the School Space team and the Steam requirements team. S.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>Whelan thought students could participate in both and will verify that with Dr. Mann.</p>
<p>Industry Advisory Boards</p>	<p>The Arts and B&G IABs have their monthly meeting scheduled for this Thursday (October 22). The B&G IAB will have teachers as guest speakers and The Arts IAB is working on a survey to send out to the arts community to find out what type of Work-Based Learning (WBL) opportunities are available for the students.</p>
<p>Development Planning/Assessment</p>	<p>The Office of Housing is creating a presentation for the School Board in response to the City Manager’s request. The presentation will be on colocation for the Joint Facilities Master Plan (JFMP) as well as the School Board work session. The Office of Housing has also provided the team two profiles of the residents who live in affordable housing. The team will decide on whether to include the profiles in the package to support the work session.</p> <p>The team will provide comments on the updated displaced fields memo this week. D. Abdur-Rahman informed the team that James Parker asked why George Washington Middle School fields were not considered as viable options for the Minnie Howard displaced fields. J. Browand informed the team that the George Washington Middle School was not considered a viable site since there are upgrades planned for the school.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>E. Gulick informed the team that the date for the School Board work session has not been confirmed.</p> <p>J. Browand informed the team that the Park and Rec Commission has designated a representative for the project.</p> <p>D. Abdur-Rahman recommended the team to plan on providing the School Board a brief before the work session.</p> <p>The proposed dates for the community open house are November 11 and 19. During that meeting, there will be a discussion on displaced fields and the colocation options being explored at Minnie Howard. The proposed calendar hold will be sent out to the team after the meeting. The team will also utilize the assistance from the IABs to reach diverse community members.</p> <p>The presentation for the draft CIP budget will be provided to the School Board work session this Thursday. E. Gulick recommended that some colocation information can be talked through during the work session.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	B. Collins requested the team to schedule a meeting with the security team before the work session.
Execution	The A/E evaluation process is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Oct 20 7:00 p.m.	School Board Work Session	TBD	Public	STATUS: Pending
Wed, Oct 21 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 21 3:30 – 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Oct 22 4:00 – 5:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Oct 22 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Tues, Oct 27 11:00 - 12:00 p.m.	EDT - STEAM Sub Team Meeting	Ed. Programming & Space Requirements Work Session	Internal	STATUS: <i>Pending</i>
Thurs, Oct 29 4:00 - 5:00 p.m.	School Board Meeting	CIP	External	STATUS: Confirmed
1st or 2nd Week in November	School Board/ City Council Work Session	Colocation and Community Outreach	External	STATUS: <i>Pending</i>
Wed, Nov 4 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Nov 11 3:30 to 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Wed, Nov 11 6:00 – 8:00 p.m.	Proposed Scoping Meeting/Open House	The High School Project	External	STATUS: <i>Pending</i>
Wed, Nov 18 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Nov 19 6:00 – 8:00 p.m.	Proposed Scoping Meeting/ Open House	The High School Project	External	STATUS: <i>Pending</i>



MEETING SUMMARY

High School Project Weekly Meeting

Monday, October 26, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	The EDT held a meeting last Wednesday (October 21); the team is tackling the discussion on how ACPS could implement Small Learning Communities (SLC). The EDT was taken through ideas and tactics that have been tried in the past and associated lessons learned. During the next meeting, the group will create an elevator pitch for how small learning communities can work within T.C. Williams High School. The team has tried to keep the EDT meetings to an hour to an hour and a half and are very focused which the EDT members have said is working.

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>The team kicked off the School Space team which will be working with the core project team and architect during the design phase.</p>
<p>Industry Advisory Boards</p>	<p>Dr. Mazingo informed the team that Dr. Jacobs is working with the IABs to have a meeting with the School Principals to provide an industry perspective.</p> <p>The Arts IAB worked on finalizing the survey to send out to the arts community to find out what type of Work-Based Learning (WBL) opportunities are available for the students.</p> <p>The B&G IAB will have its monthly meeting on November 5th. The B&G IAB will have four teachers as guest speakers.</p>
<p>Development Planning/Assessment</p>	<p>During the School Board meeting last week the Board Chair requested a prioritization exercise for the colocation options during the November 17 School Board/City Council work session. The team will determine how the prioritization exercise format, since the meeting is going to be virtual the team will have to think of innovative ways to engage. The School Board and City Council will determine which colocation opportunities are their top priorities. E. Gulick suggested that the team also add constraints to the prioritization exercise for the colocation options. The team will ask the City partners to provide feedback on the prioritization exercise.</p> <p>The team has scheduled a work session tomorrow with the ACPS Operations and Security and the Office of Housing to coordinate requirements for collocating affordable housing at Minnie Howard.</p> <p>J. Browand stated the team should confirm the zero-dollar option for the displaced fields. ACPS will verify the needs for ACPS athletics fields. RPCA will then be able to determine how to distribute the City uses to interim fields. D. Abdur-Rahman informed the team that the School Space team did recommend having PE classes at King Street Campus and using the Chinquapin site as transportation logistics between classes would make going to another site impossible to manage.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>THSP is on the agenda for the City Council School Board Subcommittee meeting this afternoon. The team will provide an update on the next steps for the project.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	The team has scheduled a virtual open house on November 19 th . The open house will include a project update and will include three focused discussions on educational programming, displaced fields, and colocation. The team will also reach out to the diverse groups during this period to inform and solicit their feedback. The team also plans to ask the IABs to assist with outreach.
Execution	The A/E evaluation process is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Oct 27 11:00 - 12:00 p.m.	EDT - STEAM Sub Team Meeting	Ed. Programming & Space Requirements Work Session	Internal	STATUS: <i>Pending</i>
Thurs, Oct 29 4:00 - 5:00 p.m.	School Board Meeting	CIP	External	STATUS: Confirmed
1st or 2nd Week in November	School Board/ City Council Work Session	Colocation and Community Outreach	External	STATUS: <i>Pending</i>
Wed, Nov 4 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Nov 11 3:30 to 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Wed, Nov 11 6:00 – 8:00 p.m.	Proposed Scoping Meeting/Open House	The High School Project	External	STATUS: <i>Pending</i>
Wed, Nov 18 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Nov 19 6:00 – 8:00 p.m.	Proposed Scoping Meeting/ Open House	The High School Project	External	STATUS: <i>Pending</i>



MEETING SUMMARY

High School Project Weekly Meeting

Monday, November 2, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & 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	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Dr. Mann provided the team an update on EDT's next meeting which is scheduled for next Wednesday, November 11. The EDT is going to focus on what it means to say we are reimagining the high school experience and how they can make it happen.</p> <p>D. Abdur-Rahman and M. Jauhar have engaged the STEAM Space team and School Space teams. Both teams are fully engaged and excited about their participation and process to ensure that the site-specific Ed Specs, design, and follow-on</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>construction and move in really support the school's educational programming.</p> <p>Dr. Wilkins asked D. Abdur-Rahman to inform the team that he and Coach Parker will attend the VDOE Sports Webinar. Winter sports start in December. Sports are scheduled as follows:</p> <p style="padding-left: 40px;">Winter, December 7 – February 20 Fall, February 4 – May 1 Spring, April 12 - June 26</p> <p>D. Abdur-Rahman asked the Curriculum team to focus on the satellite learning and NVCC Early College program assumptions and finalizing them. The project is approaching the point where those assumptions need to be confirmed.</p>
<p>Industry Advisory Boards</p>	<p>B&G IAB will have its monthly meeting on November 5th and will have four teachers as guest speakers. This was a request by the IAB members to provide them with the teachers' perspective.</p> <p>Dr. Jacobs reported the team is working on rolling on the Work-Based Learning (WBL) dashboard which will be piloted with the Governor's Health Science Academy.</p> <p>There have been talks with Amazon and VA Tech University on WBL opportunities in the Construction and Information Technology fields.</p>
<p>Development Planning/Assessment</p>	<p>The team had a productive colocation of the affordable housing work session on October 27. If the affordable housing option is selected, the A/E will be tasked to develop design solutions that meet security and operational requirements and that mitigate impacts to the community, school, and residents. These guidelines will be included in the latest draft of the storyboard which will be sent to the team this afternoon.</p> <p>The team also confirmed the assumption that there will be no net loss of fields and when the site is flipped the POS size will remain the same. Also, the zoning for the portions of the site dedicated to the building and POS cannot be used for other uses.</p> <p>D. Abdur-Rahman reconfirmed the PE and athletics assumptions for the displaced fields and sent an updated memo to J. Browand. ACPS can meet all of its needs at the King street Campus as long as there are lights.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>The School Space team reviewed the Chinquapin site and developed suggestions for minor alterations which will also be shared with J. Browand.</p> <p>The team is confirming presentation protocols for the November 17 CIP work session. D. Abdur-Rahman, M. Jauhar, and E. Gulick had a meeting with Clinton Page last week to work on the prioritization exercise for the November 17th work session. A draft framework will be shared with the team.</p>
Stakeholder Outreach and Community Engagement	<p>The virtual open house is scheduled for November 19th. The open house will include a project update and will include three focused discussions on educational programming, displaced fields, and colocation. The team will be scheduling a practice session for the webinar and will be reaching out to the panelists shortly.</p> <p>The team has started reaching out to the neighborhood organizations and targeted outreach to the diverse organizations with a request to provide a project update during their monthly meeting. The team will ask the IABs to assist with outreach.</p>
Execution	The A/E evaluation process is continuing.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Nov 4 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Nov 5 4:00 – 5:00 p.m.	B&G IAB Meeting	Finance Academy Guest Speakers	Internal	STATUS: Confirmed
Wed, Nov 11 3:30 to 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Thurs, Nov 12 4:00 – 5:00 p.m.	E&H IAB Meeting	TBD	Internal	STATUS: Confirmed
Tues, Nov 17 7:00 p.m.	Joint School Board/ City Council Work Session	Colocation and Community Outreach	External	STATUS: <i>Pending</i>
Wed, Nov 18 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Nov 18 3:30 to 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Nov 19 6:00 – 8:00 p.m.	High School Project Open House	The High School Project	External	STATUS: Confirmed
Mon, Nov 23 5:00 - 6:00 p.m.	Joint City Council/School Board Sub Committee	The High School Project	External	STATUS: Confirmed
Wed, Dec 2 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 2 3:30 to 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, November 9, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Kristin Luttrell	Project Intern	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
	Dirk Geratz	Principal Planner	Alexandria City
	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Dr. Mann updated the team on EDT's upcoming meeting on Wednesday which will include a panel of TC alumni to provide a perspective on how smaller learning communities have been implemented in TC in the past.</p> <p>The current understanding is not to assume 400 students will be accommodated as a part of the NVCC Early College program and those students will need to be accommodated primarily at the King Street and Minnie Howard campuses. Dr. Mazingo informed the team that there should be a</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>confirmation of the number of students in the next couple of weeks. Dr. Hutchings also asked the team to add a separate completely online section to the student capacity assumption list.</p> <p>The project has a new graduate intern, Kristin Luttrell, who is an ACPS teacher and graduate degree student. Her participation helps with her program and it is a form of teacher professional development.</p>
<p>Industry Advisory Boards</p>	<p>Last week’s B&G IAB meeting included four teachers from the Business and Finance programs. The teachers provided examples of resources that would help them. They would like to see guest speakers come in and provide an industry perspective as they teach their courses. The team is planning to provide a calendar to coordinate the guest speakers.</p> <p>The Education and Human (E&H) IAB meeting is scheduled for this Wednesday.</p>
<p>Development Planning/Assessment</p>	<p>There have been a couple of coordination meetings with the Office of Housing and ACPS Security and Operations Department to confirm their requirements and areas that might require resolution during the design phase. This will provide the architect planning and design parameters if the affordable housing option is exercised.</p> <p>J. Browand informed the team that there was a plan approved and funded but later removed to have the Chinquapin pool expanded. There needs to be a discussion on whether there can be a pool placed on POS if there would be a need to revisit that discussion. D. Abdur-Rahman confirmed the pool at Minnie Howard is still part of the space program for the High School Project.</p> <p>The team will develop a detailed package for the joint work session scheduled for November 17th with the City Council and School Board. E. Gulick informed the team that there won’t be a colocation presentation on specific colocation opportunities. The City Manager will determine if there is a need for an affordable housing presentation at the joint work session. The colocation exercise will be included in the work session and the team is finalizing an approach to the prioritization exercise. Dr. Hutchings asked the team to keep the budget and schedule as the primary decision drivers and asked the team to rank the colocation opportunities before the work session. The team would then ask the School Board and City Council whether they agree.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>E. Gulick mentioned that as the team is finalizing the architect's scope, there is concern that the project schedule might need to change. D. Abdur-Rahman mentioned the team wants to use the lessons learned from Douglas MacArthur's experience as the schedule is refined.</p> <p>D. Abdur-Rahman and E. Gulick met with Bill Miner from the Department of General Services to help with the project. There is a willingness to proactively work together on this and other projects consistent with the recommendations from the Joint Facilities Investments Task Force.</p>
Stakeholder Outreach and Community Engagement	The virtual open house is scheduled for November 19 th . The open house will include a project update and will include three focused discussions on educational programming, displaced fields, and colocation. The team will be scheduling a practice session for the webinar and will be reaching out to the panelists.
Execution	The A/E evaluation process is continuing. The team is still planning on having the architect on board by the end of the month.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Nov 11 3:30 - 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Nov 12 4:00 – 5:00 p.m.	E&H IAB Meeting	TBD	Internal	STATUS: Confirmed
Tues, Nov 17 7:00 p.m.	Joint School Board/ City Council Work Session	Colocation and Community Outreach	External	STATUS: Confirmed
Wed, Nov 18 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Wed, Nov 18 3:30 - 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Nov 19 6:00 – 8:00 p.m.	High School Project Open House	The High School Project	External	STATUS: Confirmed
Mon, Nov 23 5:00 - 6:00 p.m.	Joint City Council/School Board Sub Committee	The High School Project	External	STATUS: Confirmed
Wed, Dec 2 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 2 3:30 - 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 9 7:00 - 8:00 p.m.	Fairlington Citizens Association	High School Project Update	External	STATUS: Confirmed
Thurs, Dec 10 7:00 – 8:00 p.m.	Seminary Hills Citizens Association	High School Project Update	External	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, November 16, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Kristin Luttrell	Project Intern	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	Dr. Mann provided the team an update on last week's EDT meeting which included a panel of TC alumni who provided their perspective on how smaller learning communities have been implemented in TC over the years. The panel included students from the 1986 to 2021 graduating class, which helped provide the EDT with a historical perspective to help inform what it would take to change the experiences the students are having.

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>This week's EDT meeting has been canceled so the EDT members can attend the community open house on Thursday. The STEAM Space team has identified approaches the architect might consider when they come on board and begin to develop options for flexible spaces.</p>
Industry Advisory Boards	<p>Dr. Jacobs updated the team that last week's Education and Human Services (E&H) IAB meeting focused on the members conducting a gap analysis on student work-based learning opportunities.</p> <p>Both Business and Government (B&G) and E&H IABs confirmed that bringing the teachers to the IAB meetings helps them make the necessary connections.</p>
Development Planning/Assessment	<p>Tomorrow's Joint School Board and City Council work session on CIP will also include a colocation discussion. The team was developing approaches to conduct a prioritization exercise but that was dropped after the Joint Capital Council Meeting. E. Gulick asked the members of the core team to join the work session if they can attend. D. Abdur-Rahman will send the list of panelists for the work session.</p> <p>The Superintendent's proposed budget came out last week and the press release is attached to this week's agenda. The proposed budget does include \$30 million for preliminary site development for the High School Project. The total proposed THSP budget was increased to include \$2 million for potential athletic field displacement.</p> <p>J. Browand asked the team to update the displaced fields memo since the King Street stadium lights have been approved. D. Abdur-Rahman will share the scope of improvements to the Chinquapin practice fields developed and recommended by the School Space team.</p>
Stakeholder Outreach and Community Engagement	<p>M. Jauhar reported the virtual open house is scheduled for November 19th. The open house will include a project update and will include three focused discussions on educational programming, displaced fields, and colocation. The team will schedule a practice session for the webinar and will send the panelists a run of the show.</p>
Execution	<p>The A/E evaluation process is continuing. The team is still planning on having the architect on board by the end of the month.</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
--------------	-------------	----------	-----------------

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Thurs, Nov 19 6:00 – 8:00 p.m.	Virtual Community Open House	Project Update	External	STATUS: Confirmed
Mon, Nov 23 5:00 - 6:00 p.m.	Joint City Council/School Board Sub Committee	The High School Project	External	STATUS: Confirmed
Wed, Dec 2 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 2 3:30 - 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 9 7:00 - 8:00 p.m.	Fairlington Citizens Association	High School Project Update	External	STATUS: Confirmed
Thurs, Dec 10 7:00 – 8:00 p.m.	Seminary Hills Citizens Association	High School Project Update	External	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, November 23, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mozingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Kristin Luttrell	Project Intern	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	Dr. Mozingo informed the team that ACPS has two internal meetings scheduled to discuss NVCC Early College and then have a meeting with NVCC to discuss Early College and will have more information for the team in a few weeks. NVCC is aware of the desired capacity for students, but the number of students enrolled in that program will not be 400. There is a chance that Early College will be housed at a different building than previously discussed.

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>D. Abdur-Rahman recommended that the team should be conservative with the assumptions ACPS will provide to the architect to continue site planning. E. Gulick informed the team that the capacity needs to be determined to confirm the Architect’s scope of work and fee. D. Abdur-Rahman confirmed the assumption ACPS felt most comfortable with needs to be provided to the A/E at contract award which is anticipated in 2 weeks.</p> <p>Dr. Hutchings asked the team that the program called “Code RVA” should be shared with the EDT. The program focuses on interdisciplinary studies and preparing students for college and career.</p>
Industry Advisory Boards	<p>Dr. Jacobs informed the team that IABs are scheduling meetings for next month. The team is finalizing the online learning portal which is being piloted at the Health and Medical Sciences Academy and will be expanded to the rest of the high school.</p>
Development Planning/Assessment	<p>E. Gulick informed the team that she will have draft enrollment projections by early December. She doesn’t expect the enrollment projections for the high school to change that much.</p> <p>The team was updated on last week’s Joint School Board and City Council work session which included a colocation discussion. The project team’s consensus from that meeting was the acknowledgment of exercising the option to have the architect conduct the affordable housing feasibility analysis. There was also an acknowledgment that the current Minnie Howard building might not be demolished and could be used as a swing space for future projects.</p>
Stakeholder Outreach and Community Engagement	<p>Dr. Hutchings congratulated the team on a successful open house on Thursday, November 19. The team provided an update to PTAC last Wednesday and there is more targeted outreach to various groups planned in December.</p> <p>The team will have an advisory group for the design phase of the project. The details and make up of that group will be finalized in the next few weeks.</p>
Execution	<p>The A/E evaluation process is continuing. The team is still planning on having the Architect on board by the end of the month.</p> <p>The November 30 Weekly Meeting will be canceled</p>

ACTION ITEMS/WORK IN PROGRESS

THE HIGH SCHOOL PROJECT MEETING SUMMARY

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Mon, Nov 23 5:00 - 6:00 p.m.	Joint City Council/School Board Sub Committee	The High School Project	External	STATUS: Confirmed
Tues, Dec 1 7:30 - 8:30 p.m.	North Ridge Citizens Association Task Force	The High School Project	External	STATUS: Confirmed
Wed, Dec 2 11:00 - 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 2 3:30 - 5:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 9 7:00 - 8:00 p.m.	Fairlington Citizens Association	High School Project Update	External	STATUS: Confirmed
Thurs, Dec 10 7:00 - 8:00 p.m.	Seminary Hills Citizens Association	High School Project Update	External	STATUS: Confirmed
Wed, Dec 30 7:15 - 8:15 p.m.	Alexandria Federation of Civic Associations	High School Project Update	External	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, December 7, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Kristin Luttrell	Project Intern	ACPS
	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Sean O'Donnell	Principal	Perkins Eastman
Y	Andrea Shaw	Principal	Perkins Eastman
Y	Sarah Watling	Project Manager	Perkins Eastman
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Dr. Mann provided the team update on this week's EDT meeting which will focus on the small learning communities. The goal is to have the EDT pick a path, continue to work on that path, and work with the Principal to get school staff buy-in. The team will also introduce the A/E to the EDT on Wednesday.</p> <p>Dr. Mazingo and the curriculum team met with NVCC last Friday and the plan to implement the Early College program</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>remains the same. NVCC is in the process of renovating the Tyler building, so another building will need to be identified for the program. The number of students enrolled in the program will not be 400 students. The number of students that need to be accommodated at the Minnie Howard Campus could be a minimum of 1,800 students. Dr. Mozingo will circle back Dr. Hutchings to confirm the capacity for NVCC and Minnie Howard. D. Abdur-Rahman asked that the team make the capacity determination today to ensure we provide direction to the architect for site planning. D. Abdur-Rahman also recommended that the planning assumption for the design team should be zero students at NVCC to be the most conservative.</p> <p>E. Gulick has confirmed that the team should use the FY 2020 student enrollment projections.</p>
<p>Industry Advisory Boards</p>	<p>This week The Arts IAB will be meeting and next week the Education and Human Services (E&H) IAB will have its meeting.</p> <p>The pilot program for the WBL dashboard “Major Clarity” is up and running. It is currently starting with the Governor's Health Science Academy and the dashboard will have 90+ experiences for students. The team is working with ACE Mentors, Planning and Zoning (P&Z) Department, and INOVA for WBL for students.</p>
<p>Development Planning/Assessment</p>	<p>The follow-up meeting on displaced fields coordination from last week’s P&Z coordination meeting is scheduled for today. The focus will be on direction and messaging. There is a meeting scheduled this Friday for the schedule, timing, and funding as part of the study of the feasibility of affordable housing at the Minnie Howard site.</p> <p>The team is working toward the development of preliminary test fits as a part of the documents the School Board will need to make a decision in January. The presentation will be comprehensive and will include the entire site and building program. Test fits will be comprehensive to the entire program including affordable housing options. The team will follow up with housing on the ideal and minimum housing units at the site.</p> <p>The team has requested the A/E to provide preliminary test fits drafts, analysis, and outstanding questions within 10 days. The A/E firm has already asked for meetings with various</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>ACPS and City departments to confirm requirements. Those meetings are being scheduled.</p> <p>S. O'Donnell asked if the A/E team can join some of the meetings scheduled this week to be more efficient. Kimley-Horn will be conducting a site survey at Minnie Howard. There will be a public notice for the site survey work and the Kimley-Horn team will be on the site in December and January.</p>
Stakeholder Outreach and Community Engagement	<p>The team had a meeting with North Ridge Civic Association GM Task Force on the High School Project. The team has a follow-up question related to agreements reached with the City to request and obtain additional density for school sites and will work with P&Z to develop a FAQ.</p> <p>The comment period for the open house ended yesterday and will be compiled for the team's review.</p> <p>D. Geratz asked that an introductory meeting be scheduled with the A/E and reps from different city departments.</p>
Execution	<p>The School Board authorized the award of a contract to Perkins Eastman for A/E services at the December 3, 2020 School Board meeting.</p> <p>The P&Z hearing schedule for 2021 was just made public. D. Geratz will share the DSUP process schedule with the team.</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/ACPS Comms	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/D. Abdur-Rahman /G. Mann/S. Whelan	NLT, Fri, Nov 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Mon, Dec 7 12:30 - 1:30 p.m.	Displaced Fields	Funding and Outreach Strategy	Internal	STATUS: Confirmed
Tues, Dec 8 3:30 - 4:00 p.m.	ACE Mentors	Planning to Establish a Chapter	Internal	STATUS: Tentative

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Wed, Dec 9 3:30 - 5:00 p.m.	EDT	TBD	Internal	STATUS: Confirmed
Wed, Dec 9 7:00 - 8:00 p.m.	Fairlington Citizens Association	High School Project Update	External	STATUS: Confirmed
Thurs, Dec 10 12:00 - 1:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Dec 10 4:00 - 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Dec 10 7:00 - 8:00 p.m.	Seminary Hills Citizens Association	High School Project Update	External	STATUS: Confirmed
Fri, Dec 11 3:30 - 4:00 p.m.	Affordable Housing	Coordination and Funding	Internal	STATUS: Confirmed
Week of Dec 14	Site Surveys	Kimley Horn begin Survey Work	Internal	STATUS: Pending
Wed, Dec 16 11:00 - 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 16 3:00 - 4:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 30 7:15 - 8:15 p.m.	Federation of Civic Associations	High School Project Update	External	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, December 14, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Kristin Luttrell	Project Intern	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Sean O'Donnell	Principal	Perkins Eastman
Y	Andrea Shaw	Principal	Perkins Eastman
Y	Sarah Watling	Project Manager	Perkins Eastman
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>The EDT was presented with two strategic options to implement SLCs at the December 16 meeting. Afterward, the EDT had smaller group discussions to come up with challenges associated with both options.</p> <p>The Curriculum leadership team met with the A/E team to discuss future EDT meeting schedules and agenda topics. The team also met with the A/E master schedule consultant on how to optimize the school schedule and room utilization.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>Additional meetings will be scheduled this week and after the winter break.</p> <p>Dr. Hutchings informed the team that the virtual learning strategies necessitated by COVID-19 have confirmed that there will be students who will be interested in fully online learning; therefore, the school division should continue to plan for a 100% virtual option for students which will offset the future enrollment projections. He recommended asking students about their preference for a full online learning option. Dr. Hutchings informed the team that the school division is creating a concurrent teaching and learning model where a teacher can teach in person and online and an expanded number of students will have access to a single teacher. The school division will have further discussions on an expanded model even after the pandemic. H. McIlvaine asked if the school system will have an evaluation of virtual learning per classroom. Dr. Hutchings responded that the school division is evaluating how the virtual learning is going and the preliminary data has shown that virtual learning is not for every student, but some students are benefiting from it and prefer this method of instruction and learning.</p> <p>D. Abdur-Rahman and E. Gulick confirmed that the A/E should assume to design a 312,000 GSF building, no net loss of fields that supports a minimum of 1,600 students at Minnie Howard Campus. Dr. Hutchings asked the team what is the maximum number of students that can be accommodated at Minnie Howard while staying within budget. D. Abdur-Rahman responded that the number of students accommodated can change based on the flexibility of school scheduling and timing.</p> <p>Dr. Hutchings confirmed that the team should look at accommodating a minimum of 1,600 students at Minnie Howard with a goal of accommodating more. The future growth of the school building should also be considered.</p> <p>Dr. Hutchings asked the team to start considering Potomac Yards as a potential space for the Early College program and partnering with the NVCC and Virginia Tech.</p>
Industry Advisory Boards	<p>Dr. Jacobs is working on a grant for at-risk students and the IABs have been very instrumental in ensuring that the essential partnerships are already there for this grant.</p>
Development Planning/Assessment	<p>A meeting with the School Space, RPCA, and the design team on Minnie Howard fields is scheduled for this week.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>Dr. Hutchings asked the team when more concrete data will be available for the School Board. The team is working toward the development of preliminary test fits as a part of the documents the School Board will need to decide in January. The “test fits” will be comprehensive, will include the entire program as well as affordable housing options.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>The team had a meeting with Seminary Hill Association and Fairlington Citizens Association last week. Seminary Hill Association members asked the project team to be proactive in updating them about the project.</p> <p>The team is expecting to provide the School Board the “test fits” in mid-January and potentially schedule a work session on January 14. The team will request the School Board to make a decision on the colocation during the February 4th meeting. This will also allow the team to consolidate stakeholder comments and feedback to the School Board.</p> <p>Dr. Hutchings recommended that as the A/E is looking at the feasibility of affordable housing at the Minnie Howard site, the team should consider whether it hinders future expansion, causes the school configuration to be less than optimal, and implications on the future school program.</p>
<p>Execution</p>	<p>The P&Z hearing schedule for 2021 was just made public. D. Geratz will share the DSUP process schedule with the team.</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/ACPS Comms	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Initial Comprehensive Space Program	E. Gulick/D. Abdur-Rahman /G. Mann/S. Whelan	NLT, Fri, Nov 30	In Progress
Comprehensive program Initial “Test Fits”/Progress Report	Perkins Eastman	TBD	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Week of Dec 14	Kimley Horn Site Surveys	Survey Work	Internal	STATUS: Confirmed
Wed, Dec 16 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Wed, Dec 16 3:00 - 4:00 p.m.	E&H IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Wed, Dec 30 7:15 - 8:15 p.m.	Federation of Civic Associations	High School Project Update	External	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, January 4, 2021

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mazingo	Chief Academic Officer	ACPS
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Kristin Luttrell	Project Intern	ACPS
Y	Erin Metcalf	CIP Communications Specialist	ACPS
	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation, and Environmental Services	Alexandria City
	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
	Eric Keeler	Housing Program Manager, Office of Housing	Alexandria City
Y	Sean O'Donnell	Principal	Perkins Eastman
Y	Andrea Shaw	Principal	Perkins Eastman
Y	Sarah Watling	Project Manager	Perkins Eastman
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	D. Abdur-Rahman has asked the design team to frame out the steps they would propose for a client who was attempting to redesign its entire curriculum and method of instruction. This outline will be used as a process and schedule benchmark as the team then attempts to sync the EDT and design schedules.

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>S. Whelan and K. Luttrell will coordinate with Dr. Mann to confirm EDT members who volunteered to work on the team that will focus on small learning communities.</p> <p>S. Whelan informed the team that the next EDT meeting is scheduled for January 13.</p> <p>D. Abdur-Rahman will connect with Dr. Jacobs to identify students who might participate in the School Space team and focus groups.</p>
<p>Industry Advisory Boards</p>	<p>The E&H IAB monthly meeting is scheduled for January 13 and The Arts IAB monthly meeting is scheduled for January 14.</p>
<p>Development Planning/Assessment</p>	<p>There is a list of meetings that the design team has requested which the team is working to schedule. D. Geratz informed the team that an introduction meeting of the design team with the City (projects) Inter-Departmental Review (CIDR) team is scheduled for January 7.</p> <p>The design team would like to schedule a meeting with the Archaeology Department with the design team’s archaeology consultant. The team is scheduling a meeting with the Alexandria Health Department (AHD) and the Department of Community and Human Services (DCHS) this week.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>The team met with the Alexandria Federation of Civic Associations on December 30; the members asked the project team to be proactive in updating them. The legality of the colocation housing at school sites is a question that has frequently come up. D. Abdur-Rahman wants to ensure the project team responds to this question appropriately. H. McIlvaine will confirm the City’s position.</p> <p>The next three months' schedule was shared with the team with ongoing outreach to the community. The first round of meetings will be on colocation, comprehensive program/Ed Specs, and the design concepts.</p> <p>The team will launch the Superintendent’s team and send the invite letters this week. The team is planning a community meeting in January. The team is expecting to provide the School Board the “test fits” during the January 14 School Board work session. The team will request the School Board to make a decision on the “test fits” during the February 4th meeting. This will give the community time to provide their comments and feedback to the School Board.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Execution	The P&Z hearing schedule for 2021 was just made public. D. Geratz will share the DSUP process schedule with the team.
------------------	---

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/ACPS Comms	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive program Initial “Test Fits”/ Progress Report	Perkins Eastman	December 18, 2020	Under Review
January 14 Work session Documents	D. Abdur-Rahman/E. Gulick/ M. Jauhar	January 6	Under Development

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Jan 7 9:20 – 9:45 a.m.	CIDR Meeting	A/E Team Introductions	Internal	STATUS: Pending
Wed, Jan 7 11:00 – 12:00 p.m.	P&Z/ACPS Biweekly Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Jan 13 4:00 – 5:00 p.m.	E&H IAB Meeting	TBD	Internal	STATUS: Pending
Thurs, Jan 14 4:00 – 5:00 p.m.	The Arts IAB Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Jan 14 4:00 p.m.	School Board Work Session	Colocation	External	STATUS: Pending
Thurs, Jan 21 4:00 p.m.	School Board Meeting	Information - Colocation	External	STATUS: Pending
Mon, Jan 25 5:00 p.m.	Joint City Council/School Board Sub Committee	THSP Update	External	STATUS: Pending
Thurs, Feb 4 4:00 p.m.	School Board Meeting	Decision - Colocation	External	STATUS: Pending