



MEETING SUMMARY

High School Project Weekly Meeting

Monday, February 24, 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
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
Y	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	Dr. Mann informed the Team that the February 26 meeting will begin to move away from space and towards instruction at T.C. Williams across the connected network. Dr. Jacobs will provide a presentation on Career and Technical Education. There will be a comparison and benchmarking of school space programs using the prototypical High School Educational Specifications, a potential program based on the themes outlined by the EDT and the Academies of Loudoun.

THE HIGH SCHOOL PROJECT MEETING MINUTES

Industry Advisory Boards	The IAB orientation is scheduled for March 10. Dr. Jacobs, M. Jauhar, D. Abdur-Rahman and K. Laurel are developing the presentation. A key component of the orientation will be to develop a common language between the School Division and industry partners. The scope of work has been developed and will be shared. The current Work-Based Learning (WBL) protocols are being reviewed to ensure ACPS is ready to accommodate additional resources and opportunities proposed by the IABs.
Development Planning/ Assessment	<p>Brandi Collins, Department of Housing, will coordinate a process within the City to confirm housing's colocation preferences on the Minnie Howard campus within 30 days.</p> <p>The team was informed that there are parallel discussions underway in ACPS and the City to confirm the City Council's and School Board's colocation messaging.</p>
Stakeholder Outreach and Community Engagement	<p>Dr. Hutchings confirmed that the March 5 School Board presentation will be an overall project update. The Team can frame the briefing in a manner that is appropriate. Dr. Hutchings will also be talking to the School Board regarding whether they need to approve the Educational Specifications and direction around colocation. E. Gulick mentioned the School Board will discuss the colocation during the March 4 budget work session.</p> <p>Dr. Mozingo noted that the PTAC should be included in stakeholder engagement. T. Pache and M. Jauhar confirmed it is time to update the entire community. She added that the Educational Research Panel should be included in the update to the School Board.</p>
Execution	The A/E procurement schedule depends on collocation direction and the school board's requirement to approve the Educational Specifications.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
March 5 School Board Memo to Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Feb 25	Project Update
March 5 School Board Memo to Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Feb 26	Project Update

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
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Mon, Feb 24, 6:00 p.m.	City Council/ ACPS Joint Meeting	TBD	Public	STATUS: Confirmed
Wed, Feb 26, 4:00 - 6:00 p.m.	EDT Meeting	Programming Presentation, Ed Specs	Internal	STATUS: Confirmed
Thurs, Feb 27, 6:00 – 8:00 p.m.	High School Project Open House	TBD	Public	SMEs: TBD STATUS: Cancelled
Tues, Mar 3, 6:00 – 8:00 p.m.	High School Project Open House	TBD	Public	SMEs: TBD STATUS: Cancelled
Thurs, Mar 5, 7:00 p.m.	School Board Meeting	ED Specs Presentation	Public	STATUS: Pending
Mon, Mar 9, 8:45 – 3:30 p.m.	T.C. Williams Faculty Meetings	Update and Space Assumptions	Internal	STATUS: Confirmed
Tues, Mar 10, 11:00 – 12:00 p.m.	Educational Programming & Design	School Opening Task List	Internal	STATUS: Confirmed
Tues, Mar 10, 5:30 – 7:30 p.m.	IAB Orientation	Context, Roles & Responsibilities	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, March 2, 2020

ATTENDEES

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

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	S. Whelan provided the Team with a summary of the EDT meeting on February 26. During the EDT meeting, Dr. Jacobs provided a presentation on CTE and how work-based learning and project-based learning are a priority. D. Abdur-Rahman presented the EDT a high-level recap of all their meetings and then provided an update on the high space programming recommendations. The EDT was provided a comparison and benchmarking of school space programs using the prototypical high school Ed Specs, potential space program based on the

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>themes outlined by the EDT and the Academies of Loudoun. EDT needs to develop a space program that is reflective of T.C. Williams’s Curriculum and Instruction.</p> <p>S. Whelan informed the Team that the EDT will start to pivot away from space and towards instruction at T.C. Williams across the connected network. She also confirmed that the research panel recommendations and EDT’s key takeaways will be incorporated in the EDT meeting agendas. The next EDT meeting is scheduled for March 18. Dr. Hutchings mentioned that the EDT needs to visit other sites as well.</p>
<p>Industry Advisory Boards</p>	<p>Dr. Jacobs and Team will finalize the presentation and send it to Dr. Mann and Dr. Mozingo for their review. The current Work-Based Learning (WBL) protocols are being reviewed to ensure ACPS is ready to accommodate additional resources and opportunities proposed by the IABs. Currently, WBL opportunities are managed by T.C. Williams’ Counseling Department.</p> <p>Dr. Jacobs provided information on the company “Major Clarity” and how its platform could be incorporated to take data, analyze it and make connections across various subject areas.</p> <p>Dr. Hutchings mentioned that WBL will be part of the new high school experience for ACPS students and asked the team to also show a general/interdisciplinary pathway. He also spoke about how the IABs will be able to provide critical information on how to make ACPS graduates marketable candidates for jobs.</p>
<p>Development Planning/ Assessment</p>	<p>Recreation, Parks & Cultural Activities (RPCA) will update the matrix for the Minnie Howard Interim Fields. It was also confirmed that a representative from RPCA does not need to be present during the March 5 School Board meeting.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>Principle Balas requested that the T.C. Williams Department Chairs meeting be rescheduled to March 16. The Team is still scheduled to present an update at the rolling faculty meeting on March 9.</p> <p>The Team will have a community meeting/open house to provide an update on the High School Project. The community meeting/open house is tentatively scheduled for March 26. The team will discuss the engagement strategy for the Minnie Howard Interim Fields.</p>
<p>Execution</p>	<p>The A/E procurement schedule depends on collocation direction and the school board’s requirement to approve the Ed Specs.</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Orientation Presentation	D. Abdur-Rahman/ M. Jauhar/ Dr. Jacobs	Tues, Mar 10	Draft under development
March 19 School Board Memo to Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Mar 10	TBD
March 19 School Board Memo to Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Mar 11	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Thurs, Mar 5, 7:00 p.m.	School Board Meeting	Project Update	Public	STATUS: Confirmed
Mon, Mar 9 8:45 – 3:30 p.m.	T.C. Williams Faculty Meetings	Update and Space Assumptions	Internal	STATUS: Confirmed
Tues, Mar 10, 11:00 – 12:00 p.m.	Educational Programming & Design	School Opening Task List	Internal	STATUS: Confirmed
Tues, Mar 10, 5:30 – 7:30 p.m.	IAB Orientation	Context, Roles & Responsibilities	Internal	STATUS: Confirmed
Wed, Mar 11, 11:00 - 12:00 p.m.	Bi-Weekly Planning & Zoning/ACPS Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Mar 18	Principals Meeting	Update and Space Assumptions	Internal	SMEs: TBD STATUS: Pending
Wed, Mar 18, 4:00 – 6:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Mar 19, 7:00 p.m.	School Board Meeting	Board Memo	Public	STATUS: Confirmed
Thurs, Mar 26, 6:00 – 8:00 p.m.	High School Project Open House	Project Update	Public	SMEs: TBD STATUS: Confirmed
Thurs, Apr 2 7:00 PM	School Board Meeting	TBD	Public	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, March 9, 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
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation and Environmental Services	Alexandria City
\Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Kaitlyn Laurel	Graduate Intern	Gtown University
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	S. Whelan confirmed the EDT will be moving away from space and towards a deeper dive into Curriculum and Instruction design.
Industry Advisory Boards	Dr. Jacobs confirmed the team was set for the IAB orientation. Final tweaks to the presentation will be incorporated. Dr. Jacobs reported out on a conference call with the company - Major Clarity. They could help with the development of a database and matching students and Work-Based Learning opportunities.

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Development Planning/ Assessment	<p>K. Carraway introduced Lisa Jaatinen who will be the main Point of Contact for the City’s Department of Transportation and Environmental Services.</p> <p>K. Carraway confirmed the Superintendent and City Manager are expecting a working group to work towards recommendations that could eventually lead to a position on affordable housing on school sites.</p> <p>J. Browand stated the field's scope of work RPCA has been developing is ready to share. D. Abdur-Rahman, J. Browand, and M. Jauhar will review the shortlist of sites to make a recommendation to the core team.</p>
Stakeholder Outreach and Community Engagement	M. Jauhar reported that outreach and engagement for the Ed Specs start today with a briefing to teachers during rolling staff meetings. Emerging ideas from the EDT, King street concerns, and existing conditions will be shared. Ideas on space will be requested
Execution	D. Abdur-Rahman there were no updates on any of the execution items.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Orientation Presentation	D. Abdur-Rahman/ M. Jauhar/Dr. Jacobs	Tues, Mar 10	Draft under development
March 19 School Board Memo to Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Mar 10	TBD
March 19 School Board Memo to Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Mar 11	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Mar 3, 6 – 8:00 p.m.	High School Project Open House	TBD	Public	SMEs: TBD STATUS: Pending
Thurs, Mar 5, 7:00 p.m.	School Board Meeting	Project Update	Public	STATUS: Pending
Tues, Mar 10, 11:00 – 12:00 p.m.	Educational Programming & Design	School Opening Task List	Internal	STATUS: Confirmed
Tues, Mar 10, 5:30 – 7:30 p.m.	IAB Orientation	Context, Roles & Responsibilities	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING MINUTES

Wed, Mar 11, 11:00 - 12:00 p.m.	Bi-Weekly Planning & Zoning/ACPS Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Mar 18	Principals Meeting	ED Specs	Internal	SMEs: TBD STATUS: Pending
Wed, Mar 18, 4:00 – 6:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Mar 19, 7:00 p.m.	School Board Meeting	Board Memo	Public	STATUS: Confirmed
Thurs, Apr 2 7:00 PM	School Board Meeting	TBD	Public	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, March 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
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
	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
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
Y	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
Y	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	<p>D. Abdur-Rahman informed the team that during the coronavirus outbreak our regular weekly meeting time has been moved to 9:00 a.m., since it conflicts with the daily SLT meeting to coordinate management during coronavirus related operations closings and changes.</p> <p>E. Gulick informed the team of the new protocols in place for school closures. The team is expected to continue work as usual from home as the central office is closed for the interim period.</p>

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	K. Carraway confirmed that City partners are encouraging working from home for all non-essential staff.
Educational Design Team	S. Whelan will update the team on the impact of school closures on the EDT's schedule after she has an opportunity to connect with Dr. Mann.
Industry Advisory Boards	Dr. Jacobs provided an update on the IAB orientation on March 10 attended by 30 members. It provided an opportunity for the individual teams to meet and have a quick huddle afterwards. Dr. Jacobs also emailed the members the information shared during the orientation. There was a consensus the IABs were provided the appropriate background and tools to begin their individual meetings.
Development Planning/ Assessment	RPCA has updated the Minnie Howard Interim Fields matrix. M. Jauhar will send the updated matrix to City partners.
Stakeholder Outreach and Community Engagement	<p>S. Whelan provided clarity to the team on whether they should contact the instructional specialists during this time. The team was informed to ask the instructional specialists via email for their feedback as required to further develop our educational specifications. The team will contact Principle Balas for clarity on how to contact T.C. Williams Department Chairs and if the meeting can be rescheduled.</p> <p>The community meeting/open house scheduled for March 26 has been postponed to a future date. The team will also look at how to virtually connect with the community on the High School Project. D. Abdur-Rahman will connect with J. Broward to discuss engagement strategies for the Minnie Howard Interim Fields.</p>
Execution	The team continues to work on the A/E procurement schedule and the TC overcrowding strategies.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks
April 2 School Board Memo to Dr. Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Mar 24	TBD
April 2 School Board Memo to Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Mar 25	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
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THE HIGH SCHOOL PROJECT MEETING MINUTES

Mon, Mar 16, 3:30 p.m.	T.C. Williams Department Chairs Meeting	ED Specs	Internal	SMES: TBD STATUS: Postponed
Wed, Mar 18	Principals Meeting	ED Specs	Internal	SMES: TBD STATUS: Postponed
Wed, Mar 18, 4:00 - 6:00 p.m.	EDT Meeting	TBD	Internal	STATUS: Postponed
Thurs, Mar 19, 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Cancelled
Tues, Mar 24, 4:30 - 5:30 p.m.	CTEAC Meeting	TBD	Public	STATUS: Postponed
Thurs, Mar 26, 6:00 - 8:00 p.m.	THSP Community Open House	Project Update/TBD	Public	SMES: TBD STATUS: Postponed
Tues, Mar 31, 3:00 - 4:00 p.m.	Educational Programming	School Opening Schedule	Internal	STATUS: Confirmed/ Pending
Thurs, Apr 2, 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending



MEETING SUMMARY

High School Project Weekly Meeting

Monday, March 23, 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
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation and Environmental Services	Alexandria City
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Y	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	D. Geratz informed the team that as of today City Hall is closed to all visitors.
Educational Design Team	S. Whelan informed the team that there are no EDT updates this week.
Industry Advisory Boards	Dr. Jacobs informed the team that the IAB logo has been finalized. She is currently strategizing how to engage the IABs during this time.
Development Planning/ Assessment	J. Browand, D. Abdur-Rahman, and M. Jauhar held a conference call on Friday to discuss the next steps for the Minnie Howard Interim

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	Fields. M. Jauhar has added the impacted community stakeholders to the Minnie Howard Interim Fields matrix and RPCA will add the impacted sporting teams/organizations. The updated matrix will be sent to Planning and Zoning before the bi-weekly meeting on Wednesday.
Stakeholder Outreach and Community Engagement	<p>The team will discuss the makeup and process to set up the THSP advisory group and the engagement strategies for the Minnie Howard Interim Fields in detail during the ACPS/Planning & Zoning bi-weekly meeting on Wednesday.</p> <p>E. Gulick mentioned outreach could be conducted online for the fields.</p>
Execution	<p>The team continues to work on the A/E procurement schedule and the TC overcrowding strategies.</p> <p>E. Gulick mentioned that interim strategies will be even more important if there is an economic downturn. There is a rise in public school enrollment during difficult economic times.</p> <p>J. Browand confirmed there may be a contract in place that could be accessed for the displaced Minnie Howard fields depending on the fields chosen.</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks
March 27 Board Brief to Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Mar 24	TBD
March 27 Board Brief to Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Mar 25	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Mar 24, 4:30 – 5:30 p.m.	CTEAC Meeting	TBD	Public	STATUS: Canceled
Wed, Mar 25, 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Tues, Mar 31, 3:00 – 4:00 p.m.	Educational Programming	School Opening Schedule	Internal	STATUS: Confirmed

THE HIGH SCHOOL PROJECT MEETING MINUTES

Thurs, Apr 2, 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending
TBD	T.C. Williams Department Chairs Meeting	ED Specs	Internal	SMEs: TBD STATUS: Postponed
TBD	Principals Meeting	ED Specs	Internal	SMEs: TBD STATUS: Postponed
TBD	EDT Meeting	TBD	Internal	STATUS: Postponed
TBD	THSP Community Open House	Project Update/TBD	Public	SMEs: TBD STATUS: Postponed
Wed, Apr 8, 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Apr 22 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, April 23 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending



MEETING SUMMARY

High School Project Weekly Meeting

Monday, March 30, 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
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
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	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
Y	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	<p>The meeting time has now moved back to 8:30 am. The community can be involved virtually, but any legislative actions involving a quorum have been canceled or must revolve around the Covid-19 crisis. T. Pache is working with the Policy Director, Jennifer Abbruzzese, to confirm protocols for public meetings.</p> <p>D. Abdur-Rahman reported that per Mignon Anthony, ACPS Capital Planning Projects are expected to continue as planned</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>and that input from the EDT will be minimal at this point as their focus needs to be on instruction and the challenges related to Coronavirus protocols. E. Gulick confirmed.</p>
<p>Educational Design Team</p>	<p>S. Whelan confirmed Curriculum and Instruction team members are focused on virtually educating students so the EDT will not be in a position to provide specific feedback from EDT until after Spring Break/ April 13.</p>
<p>Industry Advisory Boards</p>	<p>Dr. Jacobs, D. Abdur-Rahman, and M. Jauhar had a conference call on Friday to discuss the next steps for the IABs. Dr. Jacobs will be reviewing the CTE course enrollment trends, reviewing the three-year trend of what the student interests are, the courses students are signing up for and the most waitlisted courses to provide feedback on CTE spaces needed at the new Minnie Howard Campus.</p>
<p>Development Planning/ Assessment</p>	<p>D. Abdur-Rahman stated the high-level planning principles the team has been developing will be included in the A/E solicitation. The RFP will include language regarding the affordable housing option should the school board and city council decide to proceed with that collocation requirement.</p> <p>D. Abdur-Rahman reminded the team that there are various decision points on the project timeline that have varying implications on the scope, schedule, and budget for The High School Project. Those decision checkpoints are:</p> <ul style="list-style-type: none"> ● Pre-Solicitation Notice (Notice included the possibility affordable housing could potentially be a requirement of the project) ● A/E Procurement & RFP Issuance ● A/E Contract Award ● Design Development ● Construction <p>J. Browand wondered if there was a preferred list of affordable housing partners that could be accessed. B. Collins informed the team that internally the Department of Housing is discussing management, funding, and aligning the schedule for affordable housing on the Minnie Howard site. These issues will be addressed in the meeting planned for Wednesday. D. Abdur-Rahman confirmed the team will create the scope of work for the redeveloped Minnie Howard fields using the A.L. Booth RFQU provided by J. Browand.</p> <p>J. Browand expressed concern about the timing of the decision on the displaced fields and is starting to be concerned about the schedule.</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>D. Abdur-Rahman asked the team for open questions/issues that required resolution going forward that should be added to Stantec's final report. The following were the open questions the team provided:</p> <ul style="list-style-type: none">● King Street Program, Minnie Howard program & specifics on Specialty spaces needed - S. Whelan, E. Gulick, Dr. Jacobs, K. Laurel● How do development and co-location decisions affect transportation and other operational strategies - L. Jaatinen and M. Oleynik● Conclusion on sites to accommodate displaced Minnie Howard fields strategy and timing of expected delivery - J. Browand, E. Gulick● Interim T.C. Williams overcrowding strategies - D. Abdur-Rahman, M. Jauhar● Co-located City services - E. Gulick, K. Carraway, T. Pache● Affordable housing with special emphasis on procurement and funding to align with the current project schedule - B. Collins, E. Gulick, K. Carraway, T. Pache, L. Jaatinen, M. Jauhar, D. Abdur-Rahman● Design phase stakeholder/community engagement strategies, standing up advisory groups - M. Jauhar, D. Pratt● Sequence and timing of future project milestones and deliverables - T. Mazzucca● Capacity, current enrollment, student course demands, and space utilization - Dr. Jacobs● Flexibility in the school schedule - E. Gulick● Additional density, FAR and height requirements - D. Garetz● Future rezoning adjustments - D. Garetz● Increased student enrollment - E. Gulick● Preparing for consequences of delaying the project due to the current crisis (if it happens) - E. Gulick, K. Carraway● Accounting for the number of students at each campus and how that will work - S. Whelan● How can we support the EDT & SLT during this period - K. Laurel● Digital divide and affect on virtual outreach strategies, recognizing some communities do not have access to those tools, to target groups that don't show up at these meetings - D. Abdur-Rahman, D. Pratt <p>Notwithstanding individual highlighted comments above, all meeting attendees agreed with comments made by others and generally tried to minimize overlapping comments.</p>
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THE HIGH SCHOOL PROJECT MEETING MINUTES

Stakeholder Outreach and Community Engagement	The team continues to work on how to virtually engage the community. T. Pache has asked Jennifer Abbruzzese, Director of Policy & Board Initiatives, regarding verification on whether the team can hold virtual community meetings during the Covid-19 crisis.
Execution	The team continues to work on the A/E procurement schedule and the TC overcrowding strategies. The A/E RFP is expected to be published by the end of this week. Internally, the team will be making a robust strategy to tackle TC overcrowding.

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks
April 3 Board Brief to Hutchings	D. Abdur-Rahman/ M. Jauhar	Tues, Mar 31	Project Update
April 3 Board Brief to Clerk	D. Abdur-Rahman/ M. Jauhar	Wed, Apr 1	Project Update

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Mar 31, 3:00 – 4:00 p.m.	Educational Programming	School Opening Schedule	Internal	STATUS: Cancelled
Wed, Apr 1, 11 – 12:00 p.m.	School & Housing Development Process Coordination	Affordable Housing Process	Internal	STATUS: Confirmed
Thurs, Apr 2, 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending
Wed, Apr 8, 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Apr 22 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, April 23 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending
TBD	T.C. Williams Department Chairs Meeting	ED Specs	Internal	SMEs: TBD STATUS: Postponed
TBD	Principals Meeting	ED Specs	Internal	SMEs: TBD STATUS: Postponed

THE HIGH SCHOOL PROJECT MEETING MINUTES

TBD	EDT Meeting	TBD	Internal	STATUS: Postponed
TBD	THSP Community Open House	Project Update/TBD	Public	SMEs: TBD STATUS: Postponed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, April 6, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mozingo	Chief Academic Officer	ACPS
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
	Mignon Anthony	Chief Operating Officer	ACPS
	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and 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	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
Y	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	Since the school division is on spring break this week, there will not be any ACPS team members on the call this morning. EDT update will be provided after Spring Break/ April 13.
Educational Design Team	Since the school division is on spring break this week, there will not be any ACPS team members on the call this morning. IAB update will be provided after Spring Break/ April 13.
Industry Advisory Boards	IAB update will be provided after Spring Break/ April 13.

THE HIGH SCHOOL PROJECT MEETING MINUTES

Development Planning/ Assessment	<p>D. Abdur-Rahman stated the draft Minnie Howard A/E RFP is being finalized this week and will be sent to the City Partners to review by COB Tuesday. The scope of work will include a pre-design phase that will allow time to finalize the requirements for all building and site spaces and will facilitate the completion of the Educational Specifications. The high-level site requirements the core team and city partners have been developing will be an attachment to the RFP.</p> <p>J. Browand will identify specific SUP and permit requests that need to be added for the Minnie Howard redeveloped fields. He expressed concern about the schedule to have the displaced fields completed by December 2021 and asked whether the A/E solicitation should include design requirements for both on-site and off-site fields. D. Abdur-Rahman stated the current draft of the A/E RFP does not include language on the displaced fields and pointed out the scope of the displaced fields project is not yet resolved. ACPS is working on a draft memo regarding the decision process for the displaced fields that will be shared with the Planning and Zoning and RPCA for review.</p> <p>D. Abdur-Rahman asked if the Office of Housing could provide examples of requirements they have used in the past to solicit their affordable housing partners. The Office of Housing was also requested to provide any specific language that should be added to the RFP. He stated the role the A/E might play if a decision is made to include affordable housing would be for design, not the development of the affordable housing aspects of the project. B. Collins will send the RFQ for Potomac Yards A/E services as an example. She also confirmed that the Office of Housing is only the funding process partner.</p> <p>D. Garetz commented that in most cases the design Architect for a school might not be experienced in designing multi-family housing.</p>
Stakeholder Outreach and Community Engagement	The team continues to work on how to virtually engage the community. The update on whether the team can hold virtual community meetings during the Covid-19 crisis will be provided after Spring Break/ April 13.
Execution	Internally, the team is working towards resuming the planning for a TC overcrowding strategy after spring break.

ACTION ITEMS/WORK IN PROGRESS

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

THE HIGH SCHOOL PROJECT MEETING MINUTES

DRAFT - Update Report on Educational Programming and Site Analysis	Stantec/ D. Abdur-Rahman/M. Jauhar	Ongoing	Stantec working on submitting version 2 of the draft updated report
IAB Members	FACE Team	Ongoing	Members Background Checks
April Board Brief to Hutchings	D. Abdur-Rahman/M. Jauhar	TBD	TBD
April Board Brief to Clerk	D. Abdur-Rahman/M. Jauhar	TBD	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Apr 8, 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Apr 22 11:00 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, April 23 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending
TBD	T.C. Williams Department Chairs Meeting	ED Specs	Internal	SMEs: TBD STATUS: Postponed
TBD	Principals Meeting	ED Specs	Internal	SMEs: TBD STATUS: Postponed
TBD	EDT Meeting	TBD	Internal	STATUS: Postponed
TBD	THSP Community Open House	Project Update/TBD	Public	SMEs: TBD STATUS: Postponed
TBD	Educational Programming	School Opening Schedule	Internal	STATUS: Postponed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, April 13, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	Dr. Terri Mozingo	Chief Academic Officer	ACPS
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
	Mignon Anthony	Chief Operating Officer	ACPS
	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
	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
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
	Kaitlyn Laurel	Graduate Intern	Gtown University
Y	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	Funding for the High School Project based on the City Manager's updated proposed budget. Construction funding has been pushed back to FY 2022 or 2023 ¹ . Planning and Design will continue as is. D. Abdur-Rahman said the opening of the

¹ Page 6.8 of the budget or page 26 of 29 of the Scribd document.

https://www.scribd.com/document/455473045/FY-2021-Proposed-Budget-Version-2-0#from_embed

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>building will not be delayed by 2 years but would likely be delayed for 1 year from SY 2024 to 2025². Delay would also result in increased project costs due to inflation. The schedule delay and increased costs would be related to a combination of delayed funding as well as the need to set aside some time for a pre-design phase before the design starts for completion of the space program, colocation requirements, and completion of the Ed Specs.</p> <p>Dr. Hutchings confirmed his schedule can now accommodate his attendance at the weekly coordination meeting from 8:30 to 9:00 a.m. on Mondays.</p>
<p>Educational Design Team</p>	<p>Stantec has sent a revised draft of the updated Educational Programming and Site Analysis report. Dr. Mozingo has provided her initial review and Dr. Brown is reviewing the EDT section of the updated report. D. Abdur-Rahman will share the draft with Dr. Hutchings and Dr. Wilkins for their feedback and review. A version of this report will be included in the RFP for the A/E. Consolidated comments are due by Wednesday, April 15. Dr. Hutchings informed the team that the distance learning caused by the Covid-19 crisis is a great opportunity for the EDT to push innovation for the High School Project and how students are educated.</p>
<p>Industry Advisory Boards</p>	<p>Business and Government IAB Co-Chair, Jennifer Ferrara, has asked for an update from ACPS regarding additional support. Dr. Jacobs will have a check-in meeting with Dawud and Madeeha regarding the next steps for the IABs.</p>
<p>Development Planning/ Assessment</p>	<p>D. Abdur-Rahman sent the draft Minnie Howard A/E RFP to the City Partners to review and is awaiting their comments. The scope of work will include a pre-design phase that will allow time to finalize the requirements for all building and site spaces and will facilitate the completion of the Educational Specifications.</p> <p>ACPS has drafted a memo regarding the decision process for the displaced fields that will be shared with the Planning and Zoning and RPCA for review. K. Carraway commented that summary bullets on the options for the decision for the displaced Minnie Howard fields for the City Manager will be helpful.</p> <p>Dr. Hutchings stressed the importance of keeping the high school project on the agenda at the Joint Capital Council</p>

² Subsequent to the weekly coordination meeting, M. Antony and E. Gulick developed strategies to maintain the schedule to open the redevelopment Minnie Howard campus by the school year beginning in 2024.

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>meeting. It was not clear the city would have the same view of the need to maintain the same level of open space programming during the development of the Minnie Howard site now that everyone is dealing with the budget impacts related to Coronavirus mitigation strategies. Also, the student enrollment projects have changed, the impact of those projections need to be understood.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>Dr. Hutchings stressed the importance of keeping the community virtually engaged and informed during the time and asked the team to look at innovative ideas on engaging the community while still adhering to the social distancing guidelines.</p> <p>T. Pache reported that an open letter from multiple community groups was published on April 9, 2020,³ Alexandria Times⁴ stating no virtual meetings regarding land use should be conducted while the stay in place order was in effect. K. Caraway informed the group that the city is conducting virtual meetings, but is not voting on issues during this period.</p> <p>The team will start the process of setting up the community advisory group for the High School Project.</p>
<p>Execution</p>	<p>Internally, the team is working towards resuming the planning for a TC overcrowding.</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
DRAFT - Update Report on Educational Programming and Site Analysis	Stantec/D. Abdur-Rahman/ M. Jauhar	Ongoing	Stantec working on submitting version 2 of the draft updated report
IAB Members	FACE Team	Ongoing	Members Background Checks

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Tues, Apr 14 7:00 p.m.	City Council Meeting	Updated Proposed FY 2021 Budget	Public	STATUS: Confirmed
Wed, Apr 15, 4:00 p.m.	City School Capital Council	Capital Projects	Public	STATUS: Confirmed

³ <https://alextimes.com/2020/04/opinion-land-use-meetings/>

⁴ <https://alextimes.com/2020/04/opinion-land-use-meetings/>

THE HIGH SCHOOL PROJECT MEETING MINUTES

Fri, April 17 12:00 p.m.	School Board Meeting	TBD	Public	STATUS: Confirm
Sat, Apr 18 9:30 a.m.	City Council Public Hearing	Updated Proposed FY 2021 Budget	Public	STATUS: Confirmed
Tues, Apr 21 7:00 p.m.	City Council Work Session	Updated Proposed FY 2021 Budget	Public	STATUS: Confirmed
Wed, Apr 22 11 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, April 23 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending
Mon, Apr 27 7:00 p.m.	City Council Work Session # 2	Updated Proposed FY 2021 Budget	Public	STATUS: Confirmed
Wed, May 6 11 – 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, April 20, 2020

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
	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
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
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	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
Y	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
Y	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	D. Abdur-Rahman asked if there were any updates from the City's budget hearing last week. B. Collins confirmed the housing department's budget had been cut. Follow-on internal meetings are required before any potential impacts on the city's aspirations for collocation of affordable housing at the Minnie Howard campus could be determined.
Educational Design Team	D. Abdur-Rahman informed the team the effort to consolidate comments on the updated Educational Programming and Site

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>Analysis report is continuing and the goal is to consolidate comments today. S. Whelan expressed the view the report captured the activities of the EDT. Dr. Jacobs has been in contact with Darryl Sampson, Director of K-12 School Counseling about the student course requests information and will provide them to her by students' requests and sections so we can come up with trends for the next 4-5 years but will not be able to provide the course requests that were not filled.</p>
<p>Industry Advisory Boards</p>	<p>Dr. Jacobs reached out to the IAB Chairs/Co-Chairs last week and informed them that ACPS is still operating and is there to work with them. She is scheduling status meetings with the Arts and Business and Government IAB chairs this week.</p>
<p>Development Planning/ Assessment</p>	<p>There was a discussion last week during the Joint Capital Council meeting regarding the impact of not providing interim fields when the Minnie Howard campus is under construction.</p> <p>Dr. Hutchings confirmed there is no final decision on the funding for the displaced fields and this is an on-going discussion and that ACPS had set aside a \$1M placeholder. J. Browand of RPCA will provide information to the City Manager regarding how the Minnie Howard fields are currently used by the community and ACPS. He indicated there was little appetite to install lights on other fields and RPCA would need to develop other programming options.</p> <p>D. Abdur-Rahman confirmed there are options to design affordable housing in the draft A/E RFP. There is language in the RFP that includes experience for the architect on projects involving public-private partnerships. Affordable housing is not a minimum requirement since the decision on affordable housing on-site is not being made.</p> <p>Dr. Hutchings will have a discussion with the City Manager regarding affordable housing and how that will impact the school opening timeline. He will provide an update on his conversation with the City Manager next week.</p> <p>B. Collins informed the team that there is a City funding component provided by the development partner for the affordable housing component of the project. The City is in the process of developing its RFQ to secure an affordable housing development partner.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>D. Abdur-Rahman asked for clarity regarding the stakeholder engagement and notification process for the A/E RFP. Is there any kind of notice that should be provided to the Board regarding the RFP being released? Dr. Hutchings asked</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>the team to postpone releasing the A/E RFP until he's had a conversation with the School Board regarding affordable housing. Given the fact that funding has been delayed and the schedule would likely extend 2 years, we should take a few weeks to ensure our messaging is correct before issuing the RFP.</p> <p>There will be a Board Brief on ongoing CIP projects, including the High School Project this week. This will be an opportunity to update the School Board on the next steps for the project.</p> <p>Dr. Hutchings stressed the need to be strategic and not jump the gun regarding how and what information is released on the High School Project.</p>
<p>Execution</p>	<p>Internally, the team has resumed planning for a TC overcrowding and interim housing. There was a meeting last week with Larry Trice and Mark Eisenhower of the facilities staff, E. Gulick, M. Jauhar, and D. Abdur-Rahman regarding the TC overcrowding strategy. The team is defining capacity from the teaching perspective and also determining capacity from the building total occupancy perspective. The team will create a worksheet that will include an overcrowding strategy each year's student enrollment increases and adjustments that might need to be made in areas such as curriculum, testing, food service, transportation, etc for each anticipated level of student enrollment. ACPS needs to have a clear plan as student enrollment increases, coupled with delayed construction funding will focus attention on interim strategies.</p>

ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
DRAFT - Update Report on Educational Programming and Site Analysis	Stantec/D. Abdur-Rahman/M. Jauhar	Ongoing	Stantec working on submitting version 2 of the draft updated report
IAB Members	FACE Team	Ongoing	Members Background Checks

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<p>Tues, Apr 21 7:00 p.m.</p>	<p>City Council Work Session</p>	<p>Updated Proposed FY 2021 Budget</p>	<p>Public</p>	<p>STATUS: Confirmed</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

Wed, Apr 22 11 - 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Thurs, April 23 7:00 p.m.	School Board Meeting	TBD	Public	STATUS: Pending
Mon, Apr 27 7:00 p.m.	City Council Work Session # 2	Updated Proposed FY 2021 Budget	Public	STATUS: Confirmed
Wed, May 6 11 – 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed



MEETING SUMMARY

High School Project Weekly Meeting

Monday, April 27, 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	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation and Environmental Services	Alexandria City
Y	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	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
Y	Diane Pratt	Principal	DP Consultants
Y	Kaitlyn Laurel	Graduate Intern	Gtown University
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills
	Camilo Bearman	Senior Design Architect	Stantec
	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Coronavirus Protocols	M. Anthony explained the newest safety measures, anyone accessing ACPS buildings has to go through a screening process has to contact Erika Gulick regarding having their name being put on a list to be screened. If you are only visiting the site without going inside the building, please let Erika know. Educators are asked to go through Dr. Mann.
Educational Design Team	D. Abdur-Rahman informed the team the effort to consolidate comments on the updated Educational Programming and Site

THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>Analysis report is continuing. Dr. Mozingo, S. Whelan, and Dr. Jacobs have provided the team feedback.</p>
<p>Industry Advisory Boards</p>	<p>Dr. Jacobs, D Abdur-Rahman, and M. Jauhar had a check-in meeting with the Arts and Business and Government IAB chairs last week. They are reaching out to the other IABs to check in with them as well.</p>
<p>Development Planning/ Assessment</p>	<p>J. Browand forwarded the information regarding the Minnie Howard 2019 field usage to help the Joint Capital Council determine an appropriate plan for the displaced field. The information includes ACPS and City usage. Most of the daily community usage is from 6-9 pm.</p> <p>There is a school time and evening time use, the evening usage is split 50% between ACPS and community. Dr. Hutchings asked for the DSUP process for the stadium lights in 2018 and what were some of the recommendations for the field usage. M. Anthony reminded the team that the displaced fields might trigger a request for ACPS to accommodate shared uses during the day. The Minnie Howard fields displacement will bring a lot more usage being displaced.</p> <p>B. Collins informed the team that there are no new updates on the RFQ development process to secure an affordable housing development partner. The Office of Housing is working internally.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>Dr. Hutchings will be meeting with the City Manager regarding the High School Project and colocation discussion either today or tomorrow. He will provide the team feedback next week.</p> <p>The team agreed that the community needs to be informed about the impacts of the Minnie Howard field usage. The team is working on the engagement strategy so it can be executed as soon as we are told to do so. D. Abdur-Rahman reminded the team that a plan to accommodate the uses on other fields or a decision not to provide for those uses are very impactful and will be of interest to the community.</p> <p>There will be a Board Brief on the High School Project on May 8.</p>
<p>Execution</p>	<p>Internally, the team has resumed planning for a TC overcrowding. There was a meeting last week with Larry Trice and Mark Eisenhower of the facilities staff, E. Gulick, M. Jauhar, and D. Abdur-Rahman regarding the TC overcrowding strategy. The team has developed a framework</p>

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	<p>to plan for the period between now and the redevelopment of the Minnie Howard campus</p> <p>The team met with James Bartlett on determining capacity from the building total occupancy perspective and is analyzing the maximum capacity for the King Street and Minnie Howard buildings.</p>
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ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	THSP Team/H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
DRAFT - Update Report on Educational Programming and Site Analysis	Stantec/ D. Abdur-Rahman/ M. Jauhar	Ongoing	Stantec working on submitting version 2 of the draft updated report
IAB Members	FACE Team	Ongoing	Members Background Checks
April Board Brief to Hutchings	D. Abdur-Rahman/ M. Jauhar	TBD	TBD
April Board Brief to Clerk	D. Abdur-Rahman/ M. Jauhar	TBD	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Mon, Apr 27 7:00 p.m.	City Council Work Session # 2	Updated Proposed FY 2021 Budget	Public	STATUS: Confirmed
Wed, May 6 11 – 12:00 p.m.	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed