



## MEETING MINUTES

### High School Project Weekly Meeting

### Monday, July 1, 2019

#### ATTENDEES

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

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	Dr. Mozingo provided a summary of the June 25 Educational Design Team (EDT) meeting including a discussion on current courses offered by ACPS. EDT will have its next meeting on July 11, which is now from 9 a.m. to 1 p.m. to allow time for a robust discussion around the programming options for a 2 <sup>nd</sup> high school.
<b>Industry Advisory Boards</b>	Dr. Mozingo informed the team that a list of potential Industry Advisory Boards (IABs) members has been created which includes members from the Alexandria Chamber of Commerce, Alexandria Economic Development Partnership, ACPS teachers and members from the arts community. The potential members list will be shared with the ACPS Senior Leadership Team during July 2 meeting. Dr. Hutchings

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<b>Team/Work Lane</b>	<b>Agreements, Significant Comments and/or Issues</b>
	<p>asked that every career cluster be represented in list of potential IABs members and industry leaders within Alexandria be an essential part of the IABs.</p> <p>Dr. Hutchings was asked to reach out the Alexandria Chamber of Commerce to ask for recommendations.</p> <p>Team discussed sending the invitation letter to potential members the week of July 8.</p>
<b>Development Planning/ Environmental Assessment</b>	<p>Stantec discussed the format of the draft Environmental Assessment (EA) report including a questions and answers section.</p> <p>Stantec is conducting background research on the sites and will deliver an outline of the draft EA report week of July 8.</p> <p>Team discussed creating a summary of the EA report for ACPS parents and families and confirmed a glossary of terms would be an extremely helpful tool for the process.</p> <p>Team has started the process to review baseline cost assumptions.</p>
<b>Site Evaluations</b>	<p>Stantec provided an update on work in process site studies that included:</p> <ul style="list-style-type: none"> <li>• Development Alternatives</li> <li>• Site – Generic Massing</li> <li>• Draft Program Process</li> <li>• Educational Specifications Update</li> <li>• Feasibility – Level Analysis</li> <li>• Transportation Principles + Metrics</li> </ul> <p>Team noted it was important to inform the public in advance when public open space will be unavailable for use during construction.</p>
<b>Community Engagement</b>	<p>DP Consultants (DPC) discussed their June 24 meeting with FACE. On July 2, M. Jauhar will meet with Adult Education Center to inquire about potential outreach opportunities during this summer.</p> <p>D. Pratt discussed teacher outreach during the summer, including outreach opportunities to teachers in summer school. Dr. Hutchings enforced that all teachers are to be kept informed on the project process.</p> <p>ACPS will host an informational table at the July 13 Alexandria City birthday celebration. Dr. Mozingo will be the</p>

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Team/Work Lane	Agreements, Significant Comments and/or Issues
	Subject Matter Expert (SME) at the event. The informational table will be from 6 p.m. to 8 p.m. DPC will coordinate development of a draft one page project overview brochure and/or factsheet, outline due July 2.

### ACTION ITEMS/WORK IN PROGRESS

Deliverables	Accountable	Due Date	Status/Comments
IAB Members Recommendations	ACPS team	7/9/19	In Process
Communications Log	DPC	7/9/19	Final approval of email auto-response, due July 9.
IAB Invitation Letter	D. Abdur-Rahman/ DPC	7/10/19	Team reviewing the draft invitation and final invitation letters will be sent to IAB members week of July 8.
IAB Feedback Questions	Dr. Mozingo/Dr. Mann/M. Anthony/ D. Abdur-Rahman	Week of July 8	Draft questions to send to the IABs for their feedback, due week on July 8.
Marketing Collateral	ACPS Comms/DPC	7/12/19	In Process

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

Date	Name	Topic	Type	Status
<b>Tues. July 2</b>	ACPS Senior Leadership Team Meeting	Potential IAB Members	Internal	Confirmed
<b>Sat. July 13</b>	Alexandria Birthday Celebration	The High School Project Update	Public	<b>SME:</b> Dr. Mozingo <b>STATUS:</b> Confirmed
<b>Thurs. July 11</b>	Educational Design Team Meeting	Two High Schools	Internal	Confirmed
<b>Thurs. July 11</b>	Cost Assumptions	Baseline Cost Assumptions	Internal	Confirmed
<b>Mon. July 15</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
<b>Mon. July 22</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
<b>Thurs. July 25</b>	Educational Design Team Meeting	Connected High School Network	Internal	Confirmed
<b>Mon. July 29</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed