



MEETING MINUTES

High School Project Weekly Meeting

Monday, June 24, 2019

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Terri Mozingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Mignon Anthony	Chief Operating Officer	ACPS
	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
Y	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
	Haidi Lui	Design Architect	Stantec
Y	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Educational Design Team (EDT) will have its next EDT meeting on June 25. EDT team will discuss the programming options for a 2nd high school.</p> <p>Team discussed the EDT report timetable including, when it can be made public and strategies for teacher engagement in the last two weeks of August and earlier.</p>
Industry Advisory Boards	<p>Team discussed Industry Advisory Boards (IABs) roles and responsibilities and requested member recommendations.</p> <p>Team discussed sending the invitation letter to potential chairs on July 8. The letter will stipulate a two week to</p>

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	<p>response time accept or decline the invitation to join an IAB.</p> <p>Team reviewed the timeline and process for receiving timely IAB feedback to incorporate into EDT final report.</p>
Development Planning/ Environmental Assessment	Team discussed Stantec’s timetable for the Environmental Assessment (EA) and the need to ensure schedule alignment with the other lanes of work.
Site Evaluations	There was discussion on George Washington Middle School, Minnie Howard campus and Francis C. Hammond as they will be the sites used for alternatives studied in detail.
Community Engagement	<p>Community Engagement will be ongoing throughout the summer. DP Consultants (DPC) will meet with FACE on June 24 to inquire about potential outreach opportunities during the summer.</p> <p>Team discussed creating a one page factsheet and/or brochure for distribution during citywide events. DPC will coordinate development of a draft one page project overview brochure and/or factsheet. An outline is due July 2.</p> <p>DPC will contact Alexandria City to research logistics for ACPS participation at July 13 Alexandria City birthday celebration.</p>

ACTION ITEMS/WORK IN PROGRESS

Deliverables	Accountable	Due Date	Status/Comments
Communications Log	DPC	6/26/19	DPC will create a draft auto-response for team’s review and approval.
Draft IAB Invitation Letter	D. Abdur-Rahman/M. Jauhar	6/26/19	DPC will coordinate drafting an invitation letter, due Wed. June 26 and final invitation letters will be sent to IAB members the week of July 8.
IAB Members Recommendations	ACPS Team	6/28/19	In Process
EDT Roles and Criteria	Dr. Mozingo/Dr. Mann/S. Whelan	6/28/19	In Process
City Recommendations to IAB	K. Carraway	6/28/19	In Process
IAB Feedback	Dr. Mozingo/Dr.	Week of July 8	Draft questions to send to

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Questions	Mann/M. Anthony/D. Abdur-Rahman		the IABs for their feedback.
Marketing Collateral	ACPS Comms/DPC	7/2/19	DPC will create a draft one page project overview brochure and/or factsheet.

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

Date	Name	Topic	Type	Status
Wed. June 26	Educational Design Team Meeting	2 High Schools	Internal	Confirmed
Mon. Jul 1	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Mon. Jul 8	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Thurs. July 11	Educational Design Team Meeting	2 High Schools	Internal	Confirmed
Sat. July 13	Alexandria Birthday Celebration	The High School Project Update	Public	SME: TBD STATUS: Pending
Mon. July 15	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Mon. July 22	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed