ACPS The High School Project
Community Engagement Calendar
May – December 2019
DRAFT *(All proposed dates are TBD)*
(Updated May 21, 2019)

Internal Project Team Meetings	Key Board Discussion Meetings

May 2019				
Date	**Entity/Organization**	**Content**	**Event**	**Lead**
5/13	THSP Team	Update and Working Session Open House logistics, Collateral Presentation Materials, Notifications	Bi-Weekly Meeting	PM
5/20	ACPS Faculty and Staff	ACPS THSP Process Update and Next Steps City-wide Open House	Email with Fact Sheet	E. Gulick P. Balas
5/20	THSP Team	Update and Working Session	Bi-Weekly Meeting	PM
5/23	ACPS Board	THSP Update and Priority Consensus	Board Meeting	SLT
5/TBD	ACPS Board, Elected Officials, Government Agency Heads	ACPS THSP Process Update and Next Steps - City-wide Open House - Planning, Permitting, Funding	Email with Fact Sheet - Offer briefing	SLT
5/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
5/TBD	Non-school Based Groups	ACPS THSP Process Update and Next Steps, City-wide Open House	Email with Fact Sheet	THSP Team/ FACE

June 2019				
Date	**Entity/Organization**	**Content**	**Event**	**Lead**
Tues, 6/4 4 p.m. - 7 p.m.	All Audiences	THSP Process Update Solicit Formal Public Input	ACPS THSP District C Open House @ Ferdinand Day ES Informational Tables, Surveys, Comment Form	PM/ THSP Team Comms/ FACE
Fri, 6/7 4 p.m. - 7 p.m.	All Audiences	THSP Process Update Solicit Formal Public Input	ACPS THSP District B Open House @ Minnie Howard Campus Informational Tables, Surveys, Comment Form	PM/ THSP Team Comms/ FACE
Sat, 6/8 9 a.m. - 12 p.m.	All Audiences	THSP Process Update Solicit Formal Public Input	ACPS THSP District A Open House @ George Washington MS Informational Tables, Surveys, Comment Form	PM/ THSP Team Comms/ FACE

6/10	THSP Team	Update and Working Session	Bi-Weekly Meeting	PM

Internal Project Team Meetings   **Key Board Discussion Meetings**

6/10	ACPS Board	THSP Update and Priority Consensus	Working Session PPT	SLT
6/12	Alexandria PTA Council	THSP Update and Next Steps	Update at monthly meeting	PM/ THSP Team
6/17	ACPS Faculty and Staff	Update and Working Session	Monthly Meeting	E. Gulick P. Balas
TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
TBD	IABs (4)	Roles/Responsibilities	Standing Meeting	
6/TBD	THSP Team	Site Evaluation Document Update	Bi-Weekly Meeting	PM
6/TBD	Alexandria Community Event i.e. movie nights/Mount Vernon art festival/Old Town art festival and farmers market	Project Update	Informational Table	THSP Team

July 2019				
Date	**Entity/Organization**	**Content**	**Event**	**Lead**
7/TBD	Alexandria Community Event i.e. movie nights/Mount Vernon art festival/Old Town art festival and farmers market	Project Update	Informational Table	THSP Team
7/TBD	THSP Team	Update and Working Session on DRAFT "EA Document" Public Comment Period	Bi-Weekly Meeting	PM
7/TBD	ACPS Board	THSP Update and Priority Consensus	Board Meeting	SLT
7/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
7/TBD	IABs (4)	Work Session	Standing Meeting	
7/TBD	THSP Team	Site Evaluation Document Update	Bi-Weekly Meeting	PM
7/TBD	ACPS High School Staff	Update and Working Session	Update Meeting	THSP Team
7/TBD	Non-school Based Groups	Update and solicit input	Outreach Meeting	THSP Team
7/TBD	Non-school Based Groups	Update Session	Outreach Meeting	THSP Team

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August 2019

Internal Project Team Meetings   **Key Board Discussion Meetings**

Date	Entity/Organization	Content	Event	Lead
8/TBD	ACPS Faculty and Staff	Update and Working Session	Monthly Meeting	E. Gulick P. Balas
8/TBD	THSP Team	Update and Working Session	Bi-Weekly Meeting	PM
8/TBD	ACPS Board	THSP Update and Priority Consensus	Board Meeting	SLT
8/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
8/TBD	IABs (4)	Work Session	Standing Meeting	
8/TBD	THSP Team	Site Evaluation Document Update	Bi-Weekly Meeting	PM
8/TBD	Alexandria Community Event i.e. movie nights/Mount Vernon art festival/Old Town art festival and farmers market	Project Update	Informational Table	THSP Team
8/TBD	ACPS High School Staff	Project Update	Meeting with teachers and staff	SLT/ THSP Team
8/TBD	ACPS Town Hall	Project Update and solicit input	Town Hall for community members and parents	THSP Team/ FACE/ Comms

September 2019

Date	Entity/Organization	Content	Event	Lead
9/11	Alexandria PTA Council	THSP Update and Next Steps, Upcoming City-wide Open House	Email with Fact Sheet	PM/THSP Team
9/TBD	ACPS Parents and Students	THSP Update Session	Back-to-School Night	THSP Team/ FACE
9/TBD	ACPS PTA	Project Update	PTA Meeting	THSP Team
9/TBD	ACPS Faculty and Staff	Update and Working Session	Monthly Meeting	E. Gulick P. Balas
9/TBD	THSP Team	Update and Working Session	Bi-weekly Meeting	PM
9/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
9/TBD	IABs (4)	Work Session	Standing Meeting	

9/TBD	THSP Team	Site Evaluation Document Update	Bi-weekly Meeting	PM

Internal Project Team Meetings   **Key Board Discussion Meetings**

9/TBD	All Audiences	DRAFT THSP "EA" Formal Public Comment Digital and Hard copy document distribution Solicit Formal Public Input	Public Notice, Formal Letter, Traditional and social media outreach	PM/THSP Team Comms/ FACE
9/TBD	All Audiences	DRAFT THSP "EA" Formal Public Comment	District A Community Meeting	PM/ THSP Team Comms/ FACE
9/TBD	All Audiences	DRAFT THSP "EA" Formal Public Comment	District B Community Meeting	PM/ THSP Team Comms/ FACE
9/TBD	All Audiences	DRAFT THSP "EA" Formal Public Comment	District C Community Meeting	PM/ THSP Team Comms/ FACE
9/26	ACPS Board	Educational programming and Site evaluations, SWOT analysis b/w CHSN & 2nd comprehensive high school	Project Update, Board Vote	SLT
9/TBD	All Audiences	THSP next phase based on School Board decision	Public Notice, Traditional and social media outreach	PM/ THSP Team Comms/ FACE
9/TBD	ACPS Student Focus Group	Project update and solicit input	Group Meeting	SLT/ Comms/ THSP Team
9/TBD	Non-School Based Groups	Project update and solicit input	Community Meeting	THSP Team/ FACE
9/TBD	Parents at ACPS Middle Schools	Project update and solicit input	Community Meeting	THSP Team/ FACE
October 2019				
Date	**Entity/Organization**	**Content**	**Event**	**Lead**
10/TBD	ACPS Faculty and Staff	Update and Working Session	Monthly Meeting	E. Gulick P. Balas
10/TBD	Parents at ACPS Elementary Schools	THSP update and solicit input	Parent Coffee	THSP Team/ FACE
10/TBD	THSP Team	Update and Working Session	Bi-Weekly Meeting	PM
10/TBD	ACPS Board	THSP Update	Board Meeting	SLT
10/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
10/TBD	IABs (4)	Session	Standing Meeting	
10/TBD	THSP Team	Site Evaluation Document Update	Bi-Weekly Meeting	PM

| 10/TDB | All Audience | Updates and Community Feedback | Community Workshop | THSP Team |

Internal Project Team Meetings   **Key Board Discussion Meetings**

| 10/TBD | ACPS Student Focus Group | Project update and solicit input | Group Meeting | Comms/ THSP Team |

November 2019

Date	Entity/Organization	Content	Event	Lead
11/TBD	ACPS Faculty and Staff	Update and Working Session	Monthly Meeting	E. Gulick P. Balas
11/TBD	THSP Team	Update and Working Session	Bi-Weekly Meeting	PM
11/TBD	ACPS Board	THSP Update and Priority Consensus	Board Meeting	SLT
11/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
11/TBD	IABs (4)	Work Session	Standing Meeting	
11/TBD	THSP Team	Site Evaluation Document Update	Bi-Weekly Meeting	PM
11/TBD	All Audiences	FINAL THSP "EA" Formal Public Comment Digital and Hard copy document distribution	Public Notice, Formal Letter, Traditional and social media outreach	Comms/ THSP Team

December 2019

Date	Entity/Organization	Content	Event	Lead
11/TBD	ACPS Faculty and Staff	Update and Working Session	Monthly Meeting	E. Gulick P. Balas
12/TBD	THSP Team	Update and Working Session	Bi-Weekly Meeting	PM
12/TBD	ACPS Board	THSP Update	Board Meeting	SLT
12/TBD	EDT	Update and Working Session	Standing Monthly Meeting	G. Mann T. Mozingo
12/TBD	IABs (4)	Work Session	Standing Meeting	
12/TBD	THSP Team	Site Evaluation Document Update	Bi-Weekly Meeting	PM
12/TBD	All Audiences	Final Approach incorporated into Superintendent's CIP	Public Notice, Formal Letter, Traditional and social media outreach	THSP Team/ Comms