



## MEETING MINUTES

### High School Project Weekly Meeting

### Tuesday, January 21, 2020

#### ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Terri Mazingo	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
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	Dirk Geratz	Principal Planner	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
	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
Y	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
<b>Educational Design Team</b>	<p>EDT next meeting will be on January 29 at the Minnie Howard campus. During the meeting, the EDT will look at the draft Educational Specifications and provide their feedback.</p> <p>Dr. Mann and S. Whelan have scheduled a meeting with Stantec to discuss the agenda topics for the January 29 EDT meeting. Team is working through a common understanding of the timing and level of inputs Stantec requires to stay on schedule.</p> <p>Team will try to reschedule a meeting with Dr. Mazingo to go over the comments and feedback from the January 8 Research Panel. M. Anthony mentioned the educational researchers stated</p>

## THE HIGH SCHOOL PROJECT MEETING MINUTES

	<p>an ACPS partnership with Virginia Tech at Potomac Yards represents a tremendous opportunity.</p>
<p><b>Industry Advisory Boards</b></p>	<p>Team will finalize the agenda and talking points for the IAB chairs conference call on Thursday, January 23. The conference call will focus on the IAB members orientation.</p> <p>Dr. Mozingo asked Team to include Dr. Tricia Jacobs at the weekly meetings. Dr. Jacobs will be providing updates on the IABs. Team is also working to develop a revised IAB schedule.</p> <p>Team was updated on the THSP presentation at the CTE Advisory Committee (CTEAC) on January 14. CTEAC was updated on the next steps for the IABs and the proposed orientation day. School Board member and board liaison, Michelle Rief, attended the meeting. The following were her observations and comments during the meeting:</p> <ol style="list-style-type: none"> <li>1. She will mention her support to the School Board that ACPS provide adequate resources to support the IABs.</li> <li>2. She will seek clarification/confirmation regarding ACPS policy on minimal class size/enrollment.</li> <li>3. She is looking forward to a comprehensive presentation on THSP to the School Board and the development of the Educational Specifications.</li> </ol> <p>Dr. Mann provided confirmation to the Team that the general rule is for a class to have a minimum of 15 students. However, in some cases it is possible, for instance an AP course can have fewer than 15 students.</p>
<p><b>Development Planning/ Assessment</b></p>	<p>Team was updated on the January 16, Minnie Howard Site Assumptions Charette/Work session. The meeting summary and minutes will be sent out to all attendees by the end of the week.</p> <p>D. Abdur-Rahman provided the Team a summary of the January 17, brainstorming meeting on strategies for T.C. Williams overcrowding.</p> <p>The site options for the displaced Minnie Howard fields were narrowed and the updated matrix was shared last week. The initial sites identified for the additional study were Francis C. Hammond Middle School, Jefferson Houston K-8 School and T.C. Williams King Street Campus.</p> <p>M. Anthony noted that there should be a discussion around setting up an open house/townhall about City/ACPS shared usage.</p>
<p><b>Stakeholder Outreach/Community</b></p>	<p>Team was informed that T. Pache sent a meeting request last</p>

## THE HIGH SCHOOL PROJECT MEETING MINUTES

<b>Engagement</b>	week to discuss the proposed next steps for the overarching THSP steering/advisory group. Team will include City partners in the meeting so they can provide their feedback.
<b>Execution</b>	Team is working on the solicitation for A/E services for the Minnie Howard Campus redevelopment and plan to have it ready in February.

### 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
Feedback on Minnie Howard, Initial Programming/Test Fits	ACPS Team	January 24	Underway
Feb 6 School Board Memo to Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Jan 28	TBD
Feb 6 School Board Memo to Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Jan 29	TBD

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Thurs, Jan 23 1:30 - 2:30 p.m.</b>	IAB Chairs and Co-Chairs	Quarterly Mtg (Conference Call)	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, Jan 23, 7:00 p.m.</b>	School Board Meeting	Board Memo Update	Public	<b>STATUS:</b> Confirmed
<b>Fri, Jan 24 2:30 - 3:30</b>	Educational Research Panel	Recap	Internal	<b>STATUS:</b> Pending
<b>Mon, Jan 27 6:00 p.m.</b>	City Council/ACPS Joint Meeting	TBD	Public	<b>STATUS:</b> Confirmed
<b>Wed, Jan 29</b>	PZ/ACPS Bi-Weekly Coordination	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Jan 29, 4 - 6:00 p.m.</b>	EDT Meeting	Review Draft Educational Specs	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Feb 12 11:00 a.m. – 12:00 p.m.</b>	PZ/ACPS Bi-Weekly Coordination	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Feb 12, 4:00 - 5:30 p.m.</b>	EDT Meeting	Programming Fair: STEM, PBL, Alternative Education, CTE, IABs Groups	Internal	<b>STATUS:</b> Confirmed