



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, June 22, 2020

#### ATTENDEES

Present	Name	Title/Department	Organization
	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
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	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
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
	Dirk Geratz	Principal Planner	Alexandria City
	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
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>General</b>	Dr. Alicia Hart, Acting Executive Director of Facilities and Operations, was invited to the weekly team meetings.
<b>Coronavirus Protocols</b>	There is nothing new to update.
<b>Educational Design Team</b>	D. Abdur-Rahman will follow up with Dr. Mann on next steps for a planning meeting for the next phase of the Educational Design Team.
<b>Industry Advisory Boards</b>	The quarterly ACPS & IAB Chair/Co-Chairs meeting was held last Thursday. During the meeting, the new Education and Human Services (E&H) IAB chair, Daniel Mekibib, was introduced. Daniel is the Director of Alexandria Workforce Development Center and is recommended by the previous chair, Kate Garvey. Kate Garvey has confirmed that she will

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>also stay on as a member. Dr. Hutchings opened the meeting by reinforcing his request that the IABs work with the school division to reimagine high school education. The chairs had a very robust discussion about their next steps and how they can help ACPS reimagine the high school experience.</p> <p>An IAB resource collection document has been created and shared with the IABs. This is where the IABs can add the resources they are able to provide to the school division.</p>
<b>Development Planning/Assessment</b>	<p>The Joint Capital Council meeting included a discussion on the strategy to mitigate the impact of removing the Minnie Howard fields from operation during the construction phase for the redeveloped campus. The range of options available to the city and ACPS will be vetted in coordination with the development of the FY 22 budget. The target is to update the memo used to brief the council mid-August. As a part of that discussion, Simpson Fields and George Washington Middle School will be re-evaluated again for their viability. Those sites were identified as less viable during the initial site evaluation due to schedule considerations.</p>
<b>Stakeholder Outreach and Community Engagement</b>	<p>The team is working internally on the next steps for the community engagement for the next phase of the project. There is a draft plan created for the next phase of the project.</p> <p>There is a Board Brief due this Friday. D. Abdur-Rahman and M. Jauhar will have the first draft of brief to the team by this afternoon.</p>
<b>Execution</b>	<p>A/E RFP is in procurement, the goal is to issue the RFP by this Friday. J. Browand asked who will be on the evaluation team and the timeline for how long the evaluation will take? D. Abdur-Rahman responded that the RFP is expected to be out for a minimum 30 days. There is a framework created for the evaluation team which will be made up of ACPS voting and non-voting members from ACPS and the city who will serve as technical advisors. At a minimum, the ACPS panel will include E. Gulick and D. Abdur-Rahman. Representation from the Curriculum and Instruction team needs to be confirmed. Technical non-voting members include J. Browand, D. Geratz and Eric Keeler from the Office of Housing.</p>

### ACTION ITEMS/WORK IN PROGRESS

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

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Draft Update Report Version 4	E. Gulick/ D. Abdur-Rahman/M. Jauhar/T. Pache	Fri, May 15	In Progress
Board Brief due to Dr. Hutchings	E. Gulick/ D. Abdur-Rahman/M. Jauhar/T. Pache	Wed, June 24	In Progress
Board Brief due to Board Clerk	E. Gulick/ D. Abdur-Rahman/M. Jauhar/T. Pache	Fri, June 25	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Mon, June 22 6:00 p.m.</b>	Joint City Council/School Board Sub-Committee Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Mon, June 29 1 - 1:30 p.m.</b>	School Opening Checklist	Scope, Schedule, Resources	Internal	<b>STATUS:</b> Tentative
<b>Wed, July 1 11 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 9 10 – 11:00 a.m.</b>	B&G IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 15 11 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, June 29, 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
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	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Coronavirus Protocols</b>	There is nothing new to update.
<b>Educational Design Team</b>	<p>On Wednesday, July 1, there is a meeting scheduled with Dr. Mann on next steps for the Educational Design Team, the team will also discuss how to form the “School Team” that will coordinate with the Architect during the design phase.</p> <p>Dr. Hutchings reminded the team that it will be important for the EDT to reconvene this summer since the school division is planning for the school’s reopening this upcoming school year. He also reminded the team that it is also important to inform the EDT as well as the IABs about the 2025 Strategic Plan which the School Board adopted on Friday. The 2025</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>Strategic Plan also has the opening of a new campus at the Minnie Howard site as a priority.</p> <p>The school opening checklist and next steps executive sync meeting with Dr. Mozingo has been rescheduled to Wednesday, July 1.</p>
<p><b>Industry Advisory Boards</b></p>	<p>Dr. Jacobs informed the team that three IABs have scheduled their July meetings. Per Dr. Hutchings’ suggestion, the agendas will now include overarching essential questions to help guide the development of all strategies. The team will keep working with the Education and Human Services (E&amp;H) IAB to help with its leadership transition and plan their next meeting.</p> <p>The team will continue to encourage the IABs to share the resources they can bring to the school division and to add those resources to the resource collection document.</p>
<p><b>Development Planning/Assessment</b></p>	<p>The RFP has been published on the eVA and will be available on the ACPS procurement website today. The A/E RFP includes the option to have affordable housing on the site. D. Abdur-Rahman will circle back with K. Carraway to ensure continuing coordination with the Office of Housing partners. D. Abdur-Rahman emphasized the importance of starting the soft, informal conversation around affordable housing this summer to determine what will help the School Board and the City Council make a decision. The strategy is to confirm and finalize the parameters that need to be considered before the architect is on board. Any waiting for the A/E contract award to have these discussions will extend the pre-design phase and delay the schedule.</p> <p>D. Abdur-Rahman, J. Browand and M. Jauhar will work together to refine the options and memo for Minnie Howard displaced fields in anticipation of coordination with the FY 22 budget process.</p>
<p><b>Stakeholder Outreach and Community Engagement</b></p>	<p>The team is working internally on the next steps for the community engagement for the design phase of the project. The draft engagement plan created for the next phase will be shared with the team after the Communications team has reviewed it.</p>
<p><b>Execution</b></p>	<p>The A/E RFP has been posted and is visible on the eVA website and the Procurement Department is working on having it published on the ACPS website. There is a pre-proposal conference call scheduled the second week of July. The team is working internally to get the evaluation panel set</p>

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	<p>up. The RFP will be out for a minimum 30 days.<sup>1</sup> There is a framework created for the evaluation team which will be made up of ACPS voting and non-voting members from ACPS and the city who will serve as technical advisors. At a minimum, the ACPS panel will include E. Gulick and D. Abdur-Rahman. D. Abdur-Rahman will be working the Curriculum and Instruction Department to confirm its representation.</p> <p>In the near future, there will be a procurement to secure a firm to conduct the independent estimates.</p>
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### ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Wed, July 1 10:00 - 10:30 a.m.</b>	EDT, School Team, School Opening	Next Steps	Internal	<b>STATUS:</b> <i>Tentative</i>
<b>Wed, July 1 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 1 12:00 – 12:15 p.m.</b>	School Opening Checklist Meeting	Executive Sync	Internal	<b>STATUS:</b> <i>Tentative</i>
<b>Thurs, July 9 10:00 – 11:00 a.m.</b>	B&G IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 15 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 23 9:00 - 10:00 a.m.</b>	STEM IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 29 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 30 4:00 – 5:00 p.m.</b>	The Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed

<sup>1</sup> The pre-proposal conference is scheduled for July 7. Responses to the RFP are due by July 31.



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, July 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
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	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
	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
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Coronavirus Protocols</b>	There is nothing new to update.
<b>Educational Design Team</b>	The team had a meeting with Dr. Mozingo and Dr. Mann on next steps for the Educational Design Team (EDT). One of the overarching outcomes was an agreement to develop an overall space program no later than the third week in September. The goal to complete a comprehensive redesign plan for educational programming by December 2021. During the meeting, the team also discussed how to form the “School Team” that will coordinate with the Architect during the design phase and support move in. The plan is to have the EDT reconvene this summer.

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	<p>The team will be conducting work sessions to nail down the composition, functionality, quantities and associated furniture, technology and equipment for all spaces as we plan for the development of the Minnie Howard Campus and will coordinate with the overall educational programming and across the connected network.</p>
<p><b>Industry Advisory Boards</b></p>	<p>There are two IAB meetings scheduled this week. The first is the Business and Government (B&amp;G) IAB monthly meeting which is scheduled for this Thursday. The meeting will focus on the resources the IAB can bring to the school division as well as a clarification of the process to support and enrich the curriculum.</p> <p>The other meeting is scheduled with Susan Piedmont-Palladino to discuss how Virginia Tech can partner with ACPS and provide resources. Ms. Piedmont-Palladino directs Virginia Tech’s Architecture Program in Alexandria, which is the urban extension of the much larger College of Architecture &amp; Urban Studies.</p>
<p><b>Development Planning/Assessment</b></p>	<p>D. Abdur-Rahman and M. Jauhar will work with J. Browand to refine the options and memo for Minnie Howard displaced fields in anticipation of coordination with the FY 2022 budget process.</p> <p>The Office of Housing is developing an RFQ and would like to have it issued this month. The Office of Housing reported during last week’s PZ/ ACPS coordination meeting they will have their housing partner confirmed by the time the ACPS Architect is on board.</p> <p>D. Abdur-Rahman emphasized the importance of starting the soft, informal conversation around affordable housing this summer which will help confirm the information that the School Board and the City Council need to make a decision. He also confirmed that the Office of Housing is in agreement with the team on the need to be proactive with preliminary, informal discussions about affordable housing on site, so everyone is prepared for the conversation in Fall.</p> <p>The A/E RFP pre-proposal conference call is scheduled for tomorrow. D. Abdur-Rahman will coordinate with K. Carraway for any questions that may be appropriate for the City Partners.</p>



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	The team will schedule meetings with the other City Partners to confirm the space requirements for city services that will be offered at the Minnie Howard site.
<b>Stakeholder Outreach and Community Engagement</b>	<p>The team will begin to develop “soft” talking points for stakeholder management and preliminary community engagement on affordable housing.</p> <p>D. Abdur-Rahman asked if there were any updates on the petition to rename the high school. T. Pache informed the team that there hasn’t been any formal discussion but there might be some discussion on the topic during the upcoming School Board meeting.</p> <p>The project update section on the THSP webpage will be updated this month.</p>
<b>Execution</b>	The ACPS panel to review the A/E RFP will include E. Gulick and D. Abdur-Rahman. D. Abdur-Rahman will be working the Curriculum and Instruction Department to confirm its representation.

### ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Mon, Sep 21	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Tues, July 7 10:00 a.m.</b>	Minnie Howard A/E Procurement	Pre-Proposal Conference Call	External	<b>STATUS:</b> Confirmed
<b>Wed, July 8 11:00 - 12:00 p.m.</b>	STEM IAB / Meeting with Susan Piedmont at Virginia Tech	Virginia Tech Partnership & Coordination	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 9 10:00 – 11:00 a.m.</b>	B&G IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 15 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 23 9:00 - 10:00 a.m.</b>	STEM IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 29 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

<b>Thurs, July 30 4:00 – 5:00 p.m.</b>	The Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Fri, July 31 2:00 p.m.</b>	Minnie Howard A/E Procurement	Proposals Due	Internal	<b>STATUS: Confirmed</b>



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, July 13, 2020

#### ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
	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
	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Director of Communications	ACPS
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	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
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	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
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	Kaitlyn Laurel	Graduate Intern	Gtown University
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	<p>The overarching outcome from the meeting with Dr. Mozingo and Dr. Mann is to confirm the next steps for the Educational Design Team. There is an agreement to develop an overall space program no later than the third week of September.</p> <p>D. Abdur-Rahman, M. Jauhar and K. Laurel have started conducting work sessions to nail down the composition, functionality, quantities and associated furniture, technology, and equipment for all spaces as we plan for the development of the Minnie Howard Campus. The team had an initial discussion meeting with Jennifer Lay, Lawrence Hsin and Dr. Jacobs last week. The meeting highlighted laboratory needs</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>for the CTE and Science Departments. The major highlight from that meeting was the need to narrow down whether the new campus will be STEM or STEAM.</p> <p>The Continuity of Learning 4.0 cross-functioning (SEAL) team will start working on potential class schedules for the Fall semester. Dr. Hutchings asked that the cross-functional planning team share the potential schedules with the EDT to get their feedback. Dr. Mozingo will follow up with Dr. Mann on the schedule for the EDT meetings.</p>
<p><b>Industry Advisory Boards</b></p>	<p>The July IAB meetings have started, Business and Government (B&amp;G) IAB held its meeting last week. Education and Human Services (E&amp;H) IAB will have its first meeting next week. The team has asked the IABs to reimagine education and brainstorm the resources they can provide to help the school division.</p> <p>Drs. Mozingo and Mann mentioned that the IABs can also provide feedback to the cross-functioning teams on Continuity of Learning 4.0.</p>
<p><b>Development Planning/Assessment</b></p>	<p>D. Abdur-Rahman and M. Jauhar will work with J. Broward to refine the options and memo for Minnie Howard displaced fields in anticipation of coordination with the FY 2022 budget process.</p> <p>The Office of Housing is developing an RFQ and would like to issue it this month. The Office of Housing will have their housing partner confirmed by the time the ACPS Architect is on board.</p> <p>The team will schedule meetings with the other City partners to confirm the space requirements for city services that will be offered at the Minnie Howard site.</p>
<p><b>Stakeholder Outreach and Community Engagement</b></p>	<p>The team will begin to develop the talking points for soft stakeholder management and preliminary community engagement on affordable housing. D. Abdur-Rahman reemphasized the importance of starting the “soft” conversation around affordable housing this summer to confirm the information that will help the School Board and the City Council make a decision. He also confirmed that the Office of Housing is in agreement with the team on the need to be proactive with preliminary, informal discussions about affordable housing on site, so everyone is prepared for the conversation in Fall. This will start teeing up the affordable housing conversation and begin teasing out community’s concerns.</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>Dr. Hutchings recommended that the team provide an overall project update at the School Board meeting in September. The update can include a focus on colocation and the option for affordable housing on the Minnie Howard site.</p>
<p><b>Execution</b></p>	<p>D. Abdur-Rahman asked the ACPS leadership to look at the overarching questions shared with the meeting agenda. The goal is to answer these overarching questions by ideally no later than August 2020. The overarching questions include:</p> <ul style="list-style-type: none"> <li>● Is there budget flexibility?             <ul style="list-style-type: none"> <li>○ If yes? How much, what is the process to confirm?</li> </ul> </li> <li>● What student population should we plan to accommodate at the Minnie Howard campus?             <ul style="list-style-type: none"> <li>○ What student teacher ratio should we assume?</li> <li>○ How many teaching stations are required at the campuses across the connected network?</li> <li>○ What should we assume for the % of students who will be enrolled in on-line education 100% of the time?</li> </ul> </li> <li>● What is ACPS' Affordable Housing co-location policy?</li> <li>● What are the city site planning and co-located services requirements?</li> <li>● Who are the decision makers and what information is required?             <ul style="list-style-type: none"> <li>○ For Ed Specs</li> <li>○ For Collocation</li> </ul> </li> <li>● How would Affordable Housing at Minnie Howard support the city's overall Affordable Housing strategy?</li> </ul> <p>The current schedule is to have the Architect on board no later than October 31. Having clear answers to these questions will help when the Architect is on board and move swiftly through the pre-design phase.</p> <p>E. Gulick asked the team to forward any questions they might receive on the A/E RFP to D. Abdur-Rahman he will coordinate with procurement appropriately.</p> <p>Last week's pre-proposal conference call had over 100 attendees. Last Friday was the deadline for the questions for the A/E RFP. The proposals for the A/E RFP are due by July 31<sup>st</sup>.</p>

### ACTION ITEMS/WORK IN PROGRESS

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Mon, Sep 21	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Wed, July 15 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, July 22 4:00 – 5:00 p.m.</b>	Option # 1 Education & Human Services IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> <i>Proposed</i>
<b>Thurs, July 23 9:00 – 10:00 a.m.</b>	STEM IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 23 4:00 – 5:00 p.m.</b>	Option # 2 Education & Human Services IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> <i>Proposed</i>
<b>Wed, July 29 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, July 30 4:00 – 5:00 p.m.</b>	The Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Fri, July 31 2:00 p.m.</b>	Minnie Howard A/E Procurement	A/E RFP Proposals Due	Internal	<b>STATUS:</b> Confirmed



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, July 20, 2020

#### ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mozingo	Chief Academic Officer	ACPS
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
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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	Helen McIlvaine	Director, Office of Housing	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
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	<p>There is a planning meeting for the next steps for the Educational Design Team tomorrow. Per Dr. Hutchings' request last week, there is a meeting scheduled on Thursday for the EDT to provide feedback on the potential schedules for the Continuity of Learning 4.0.</p> <p>D. Abdur-Rahman, M. Jauhar and K. Laurel have started conducting work sessions to nail down the composition, functionality, quantities and associated furniture, technology, and equipment for all spaces as we plan for the development of the Minnie Howard Campus. There is a meeting scheduled</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>for Friday with Kate Garvey to confirm the space requirements for the Department of Community and Human Services (DCHS) services that will be colocated at the Minnie Howard site.</p> <p>D. Abdur-Rahman, M. Jauhar, L. Trice and M. Eisenhower are visiting King Street and Minnie Howard to get the images and videos for various existing spaces. These images and videos will help facilitate the conversations around space requirements.</p>
<b>Industry Advisory Boards</b>	<p>The July meetings for the STEM, Education &amp; Human Services (E&amp;H) and Arts IABs start this week. The team has asked the IABs to reimagine education and brainstorm the resources they can provide to help the school division.</p>
<b>Development Planning/Assessment</b>	<p>D. Abdur-Rahman and M. Jauhar have sent the latest version of the update memo to J. Browand and will work together to refine the options and memo for Minnie Howard displaced fields in anticipation of coordination with the FY 2022 budget process.</p> <p>The team has updated and refined the high-level site planning assumptions document. This document will provide guidance for the pre-design phase.</p> <p>The Office of Housing’s draft RFQ will be available for the comments from ACPS by Monday. They expect to issue the RFQ to the public by the first week of August. They will have the RFQ posted on their website and sent to qualified partners. They expect to have their housing partner confirmed by the time the ACPS Architect is on board. They would also like to post the requirement on the ACPS website as well.</p> <p>D. Abdur-Rahman asked whether it was prudent to inform the School Board about the Office of Housing’s RFQ. Dr. Hutchings confirmed that we are covered with past briefings of the school board on the affordable housing option. This will also be included in the team’s overall project update at a School Board meeting in September.</p>
<b>Stakeholder Outreach and Community Engagement</b>	<p>Per E. Gulick’s request, the team is developing a presentation on the affordable housing option for the next Joint Capital Council meeting. The presentation will help the conversation on affordable housing and facilitate timely decision making. The next Capital Council meeting is scheduled for July 29.</p> <p>D. Abdur-Rahman reemphasized the importance of starting the “soft” conversation around affordable housing this</p>



## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>summer to confirm the relevant information that will be helpful for the School Board and the City Council to make a decision.</p>
<b>Execution</b>	<p>D. Abdur-Rahman is working with the Procurement Department to have the questions regarding the A/E RFP answered and expect to have them sent out today. The proposals for the A/E RFP are due by July 31<sup>st</sup>.</p> <p>D. Abdur-Rahman reminded the team that the ideal goal is to have the overarching questions answered by no later than August 2020. Having clear answers to these questions will help when the Architect is on board and move swiftly through the pre-design phase.</p> <p>The overarching questions include:</p> <ul style="list-style-type: none"> <li>● Is there budget flexibility?             <ul style="list-style-type: none"> <li>○ If yes? How much, what is the process to confirm?</li> </ul> </li> <li>● What student population should we plan to accommodate at the Minnie Howard campus?             <ul style="list-style-type: none"> <li>○ What student teacher ratio should we assume?</li> <li>○ How many teaching stations are required at the campuses across the connected network?</li> <li>○ What should we assume for the % of students who will be enrolled in on-line education 100% of the time?</li> </ul> </li> <li>● What is ACPS' Affordable Housing co-location policy?</li> <li>● What are the city site planning and co-located services requirements?</li> <li>● Who are the decision makers and what information is required?             <ul style="list-style-type: none"> <li>○ For Ed Specs</li> <li>○ For Collocation</li> </ul> </li> <li>● How would Affordable Housing at Minnie Howard support the city's overall Affordable Housing strategy?</li> </ul>

### ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Mon, Sep 21	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

<b>DATE</b>	<b>NAME</b>	<b>TOPIC</b>	<b>TYPE</b>	<b>STATUS</b>
<b>Tues, July 21 11:00 – 11:30 a.m.</b>	EDT Next Steps Meeting	EDT	Internal	<b>STATUS: Confirmed</b>
<b>Tues, July 21 1:00 - 2:30 p.m.</b>	King Street and Minnie Howard Existing Conditions Site Visit	Science Labs & CTE Spaces	Internal	<b>STATUS: Confirmed</b>
<b>Thurs, July 23 9:00 – 10:00 a.m.</b>	STEM IAB Monthly Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Thurs, July 23 10:30 – 11:30 a.m.</b>	EDT Meeting	Continuity of Learning Plan 4.0	Internal	<b>STATUS: Confirmed</b>
<b>Thurs, July 23 4:00 – 5:00 p.m.</b>	Ed and Human Services IAB Monthly Meeting	Resources	Internal	<b>STATUS: Confirmed</b>
<b>Fri, July 24 3:00 - 4:00 p.m.</b>	DCHS Space at T.C. Williams	Spaces	Internal	<b>STATUS: Confirmed</b>
<b>Wed, July 29 11:00 – 12:00 p.m.</b>	ACPS/ Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Wed, July 29 4:00 – 5:00 p.m.</b>	Capital Council Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Thurs, July 30 4:00 – 5:00 p.m.</b>	The Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Fri, July 31 2:00 p.m.</b>	Minnie Howard A/E Procurement	Proposals Due	Internal	<b>STATUS: Confirmed</b>



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, July 27, 2020

#### ATTENDEES

Present	Name	Title/Department	Organization
	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	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	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
	Dirk Geratz	Principal Planner	Alexandria City
Y	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
Y	Helen McIlvaine	Director, Office of Housing	Alexandria City
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Madeeha Jauhar	Public Relations Specialist	DP Consultants
	Diane Pratt	Principal	DP Consultants
	Kaitlyn Laurel	Graduate Intern	Gtown University
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	A planning meeting for the next steps for the Educational Design Team was held last week. The team is framing out the August and September meetings for the EDT. The major questions for the EDT to stay in sync with the other aspects of the project revolve around the types of spaces that will be housed at the redeveloped campus that will best support the educational programming. D. Abdur-Rahman asked for the Curriculum Department to also think about the total number of students they expect to educate online and other off campus instruction to inform the number of students that will be housed at the redeveloped Minnie Howard and King Street

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>campuses. The goal is to have these high-level ideas by September 21<sup>st</sup> with the A/E Award no later than by October 31<sup>st</sup>.</p> <p>Dr. Mann informed the team that they met with EDT on Thursday to provide feedback on the potential schedules for the Continuity of Learning 4.0.</p> <p>D. Abdur-Rahman, M. Jauhar and K. Laurel have started conducting work sessions to nail down the composition, functionality, quantities and associated furniture, technology, and equipment for all spaces as we plan for the development of the Minnie Howard Campus.</p> <p>D. Abdur-Rahman, M. Jauhar, L. Trice and M. Eisenhower visited King Street Campus to get the images and videos for various existing spaces. These images and videos will help facilitate the conversations around space requirements.</p>
<p><b>Industry Advisory Boards</b></p>	<p>The STEM, Education &amp; Human Services (E&amp;H) IABs held their meetings last week. The E&amp;H IAB focused on Work-Based Learning and how to bring these opportunities virtually to the school division. The STEM IAB went through a detailed briefing of the Governor’s Health Sciences Academy strategy, structure, and operations as a way to explain a fully developed pathway. The Arts IAB is scheduled to meet this week.</p> <p>Per Dr. Hutching’s request, all the July meetings are revolving around the essential question <i>“What are the tools and resources being used by businesses/ organizations during the COVID-19 pandemic that can assist ACPS with reimagining teaching and learning?”</i></p> <p>The team has asked the IABs to help ACPS reimagine education by brainstorming the resources they can provide to help the school division. Dr. Jacobs suggested that anyone who is on a cross functional planning team should also review the resources the IABs are providing in the resource collection document.</p> <p>Dr. Jacobs, D. Abdur-Rahman, M. Jauhar and K. Laurel have scheduled a meeting with Mark Anderson from STEM IAB to brainstorm ideas for creating a future CTE Design and Construction Pathway.</p> <p>Genevieve Hanson from the Business and Government (B&amp;G)</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>IAB has reached out to Microsoft to explore the possibility of a partnership to identify resources that could support the school division. The team is working on scheduling a meeting with Microsoft in early August.</p>
<p><b>Development Planning/Assessment</b></p>	<p>D. Abdur-Rahman and M. Jauhar have researched three schools in NYC that are on the same site as residential housing. Last week, they reached out to those schools to benchmark collocating housing with schools.</p> <p>Helen McIlvaine’s team also researched schools in Newark and California that have also either successfully developed or are approved to develop housing and schools on the same site.</p> <p>A draft presentation has been created for the Joint Capital Council meeting.</p> <p>D. Abdur-Rahman suggested the strategy for affordable housing at Minnie Howard should consider how land use goals for the City of Alexandria that included the Minnie Howard Campus might fit into an overall strategy.</p> <p>D. Abdur-Rahman and M. Jauhar are working with J. Browand to refine the options and memo for Minnie Howard displaced fields in anticipation of coordination with the FY 2022 budget process.</p> <p>The team has scheduled meetings with Dr. Hearing, Alexandria Health Department, and Kate Garvey, Department of Community and Human Services, to confirm the space requirements that will be collocated at the Minnie Howard site.</p>
<p><b>Stakeholder Outreach and Community Engagement</b></p>	<p>The team will provide an overall project update at the School Board meeting in September.</p> <p>D. Abdur-Rahman recommended publishing the Educational Design Team section of the updated Educational Programming and Site Analysis as a part of the materials that are prepared for the September School Board meeting as well as part of the community engagement process.</p> <p>The team has a draft presentation on affordable housing for the Joint Capital Council meeting on Wednesday. The presentation will help the conversation on affordable housing and facilitate timely decision making.</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

<b>Execution</b>	<p>The proposals for the A/E RFP are due by July 31<sup>st</sup>.</p> <p>D. Abdur-Rahman reminded the team that the ideal goal is to have the overarching questions answered by no later than August 2020. Having clear answers to these questions will help when the Architect is on board and move swiftly through the pre-design phase.</p> <p>The overarching questions include:</p> <ul style="list-style-type: none"> <li>● Is there budget flexibility?             <ul style="list-style-type: none"> <li>○ If yes? How much, what is the process to confirm?</li> </ul> </li> <li>● What student population should we plan to accommodate at the Minnie Howard campus?             <ul style="list-style-type: none"> <li>○ What student teacher ratio should we assume?</li> <li>○ How many teaching stations are required at the campuses across the connected network?</li> <li>○ What should we assume for the % of students who will be enrolled in on-line education 100% of the time?</li> </ul> </li> <li>● What is ACPS' Affordable Housing co-location policy?</li> <li>● What are the city site planning and co-located services requirements?</li> <li>● Who are the decision makers and what information is required?             <ul style="list-style-type: none"> <li>○ For Ed Specs</li> <li>○ For Collocation</li> </ul> </li> <li>● How would Affordable Housing at Minnie Howard support the city's overall Affordable Housing strategy?</li> </ul>
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### ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Mon, Sep 21	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Mon, July 27 1:00 - 2:00 p.m.</b>	Meeting with Mark Anderson (STEM IAB)	Design & Construction Pathway	Internal	<b>STATUS:</b> Confirmed

**THE HIGH SCHOOL PROJECT MEETING SUMMARY**

<b>Tues, July 28 10:30 - 11:00 a.m.</b>	Alexandria Health Department Spaces at T.C. Williams	Spaces	Internal	<b>STATUS: Confirmed</b>
<b>Tues, July 28 1:00 - 1:45 p.m.</b>	Meeting w/ACPS Director of Safety & Security	THSP Safety & Security Requirements	Internal	<b>STATUS: Confirmed</b>
<b>Wed, July 29 11:00 – 12:00 p.m.</b>	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Wed, July 29 4:00 – 5:00 p.m.</b>	Capital Council Meeting	Colocation	Internal	<b>STATUS: Confirmed</b>
<b>Thurs, July 30 10:15 - 11:00 a.m.</b>	DCHS Space at T.C. Williams	Spaces	Internal	<b>STATUS: Confirmed</b>
<b>Thurs, July 30 4:00 – 5:00 p.m.</b>	The Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS: Confirmed</b>
<b>Fri, July 31 2:00 p.m.</b>	Minnie Howard A/E Procurement	Proposals Due	Internal	<b>STATUS: Confirmed</b>



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, August 3, 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
	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & 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	Helen McIlvaine	Director, Office of Housing	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

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	There is a meeting planned to meet with Dr. Mann and S. Whelan for the next steps for the EDT. D. Abdur-Rahman, M. Jauhar and K. Laurel have created draft meeting agendas and presentations that can be used for the August and September EDT meetings. The major questions for the EDT to stay in sync with the other aspects of the project revolve around the types of spaces that will be provided at the redeveloped Minnie Howard and King Street campuses that will best support the educational programming. Dr. Mann informed the team that a meeting invite will be sent out to the EDT regarding the August meeting.



## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>D. Abdur-Rahman, M. Jauhar and K. Laurel continue to conduct work sessions to nail down the composition, functionality, quantities and associated furniture, technology, and equipment for all spaces as we plan for the development of the Minnie Howard Campus.</p>
<p><b>Industry Advisory Boards</b></p>	<p>The Arts IAB meeting was held last week. The Arts IAB requested that the areas of focus description be expanded to include design, drama, and theatre. The Arts IAB has developed an outline of a comprehensive action plan. All the IABs are not only looking at in-person but also online/virtual Work-Based Learning (WBL) opportunities for the students as well as professional development resources for the teachers. All the July IAB meetings were centered around the essential question <i>“What are the tools and resources being used by businesses/ organizations during the COVID-19 pandemic that can inform ACPS’ reimagining teaching and learning?”</i></p> <p>The potential resources and strategies suggested by the IABs will be highlighted during the September School Board comprehensive project update.</p> <p>Dr. Jacobs, D. Abdur-Rahman, M. Jauhar, and K. Laurel are working with Mark Anderson, President, MGAC, post-secondary institutions, and members of the STEM IAB to brainstorm ideas for creating a future CTE Design and Construction Pathway.</p> <p>Genevieve Hanson, Principal, Ernst &amp; Young, member of the Business and Government (B&amp;G) IAB exploring the possibility of partnerships with Microsoft to explore the possibility of a partnership to identify resources that could support the school division. Microsoft has asked ACPS for a concise list of priorities.</p>
<p><b>Development Planning/Assessment</b></p>	<p>The team met with Dr. Hearing, Alexandria Health Department, and Kate Garvey, Department of Community and Human Services (DCHS), to confirm the space requirements that are proposed for collocated at the Minnie Howard campus.</p> <p>D. Abdur-Rahman asked the team to confirm funding responsibilities for collocated services. E. Gulick responded that any services that are specifically used for DCHS, Health Department or any other collocated function will be funded by the City. The rule is the city funds if the space would not have been otherwise provided by the school district.</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>E. Gulick updated the team on the major takeaways from the Joint Capital Council meeting. The City Manager has asked the team to discuss colocation as a whole and not to single out affordable housing. The goal is to confirm the full scope of the program for colocation by December. The City Manager confirmed that once the team receives the go ahead from the City Council to engage the community on the housing option, there is no need to circle back with the City Council on that decision.</p> <p>H. McIlvaine informed the team that the project partner for the housing project could provide test fits/ feasibility study if it was determined that was appropriate and desirable. There is a concern the current pre-design phase decision timeline is too aggressive for the decision makers to feel comfortable with a colocation go/ no go decision. The schedule to award the A/E contract is no later than October 31<sup>st</sup>. The schedule to confirm the complete design scope including the colocation decision is December 15, 2020. The test fits to confirm the design scope is targeted for November 13, 2020.</p> <p>The draft FY 2022 budget schedule will include discussions for funding displaced fields. D. Abdur-Rahman and M. Jauhar are working with J. Browand to refine the options and memo for Minnie Howard displaced fields in anticipation of coordination with the FY 2022 budget process.</p>
<b>Stakeholder Outreach and Community Engagement</b>	<p>Dr. Hutchings informed the team that he agrees with the City Manager about not singling out the housing aspect of colocation and looking at it holistically. H. McIlvaine asked Dr. Hutchings on whether it is better to provide the community a comprehensive view of all the colocation options?</p> <p>Dr. Hutchings reminded the team to only include colocation aspects that are being explored at the Minnie Howard site so there is context for why these options are being explored. D. Abdur-Rahman and M. Jauhar will draft a one pager on colocation which will include what options are being explored during the exploration phase, why they are part of this process, and when the process will move to a definitive phase.</p> <p>E. Gulick asked Dr. Hutchings if the team needs approval from the School Board regarding community engagement on the collocating housing option. Dr. Hutchings informed the</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>team that the School Board should be informed prior to the start of community engagement.</p> <p>The proposed City Council and School Board engagement includes a comprehensive presentation to the School Board in September and potential, 2 x 2 discussion with the City Council and School Board in August. Dr. Hutchings agreed with the team that in August there should be a Board brief regarding the colocation options.</p> <p>Per Dr. Hutchings direction, the team will start developing a one pager on colocation options on Minnie Howard site for the community. The Office of Housing can help the team draft the informational one pager on why ACPS/City is exploring housing at the Minnie Howard site which can help with community engagement.</p>
<p><b>Execution</b></p>	<p>The due date for the A/E RFP proposals has been extended to August 12<sup>th</sup>.</p> <p>D. Abdur-Rahman reminded the team that the ideal goal is to have the overarching questions answered by no later than August 2020. Having clear answers to these questions will help when the Architect is on board and move swiftly through the pre-design phase.</p> <p>The overarching questions include:</p> <ul style="list-style-type: none"> <li>● Is there budget flexibility?             <ul style="list-style-type: none"> <li>○ If yes? How much, what is the process to confirm?</li> </ul> </li> <li>● What student population should we plan to accommodate at the Minnie Howard campus?             <ul style="list-style-type: none"> <li>○ What student teacher ratio should we assume?</li> <li>○ How many teaching stations are required at the campuses across the connected network?</li> <li>○ What should we assume for the % of students who will be enrolled in on-line education 100% of the time?</li> </ul> </li> <li>● What is ACPS' Affordable Housing co-location policy?</li> <li>● What are the city site planning and co-located services requirements?</li> <li>● Who are the decision makers and what information is required?             <ul style="list-style-type: none"> <li>○ For Ed Specs</li> <li>○ For Collocation</li> </ul> </li> <li>● How would Affordable Housing at Minnie Howard support the city's overall Affordable Housing strategy?</li> </ul>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

### ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Mon, Sep 21	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Mon, Aug 3 3:00 - 3:30 p.m.</b>	Meeting with Curriculum & Instruction Team	EDT Planning Meeting	Internal	<b>STATUS:</b> Confirmed
<b>Fri, Aug 7 9:30 - 10:00 a.m.</b>	IAB	Virginia Tech Construction Program	External	<b>STATUS:</b> Confirmed
<b>Wed, Aug 12 2:00 p.m.</b>	Minnie Howard A/E Procurement	Proposals Due	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 12 11:00 – 12:00 p.m.</b>	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 26 11:00 – 12:00 p.m.</b>	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 26 4:00 – 5:00 p.m.</b>	The Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, Aug 27</b>	School Board, FY 22 Budget Retreat	TBD	Internal	<b>STATUS:</b> Tentative
<b>Thurs, Sep 10 12:00 – 1:00 p.m.</b>	B&G IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed



## MEETING SUMMARY

### High School Project Weekly Meeting

### Monday, August 10, 2020

#### ATTENDEES

Present	Name	Title/Department	Organization
Y	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, Instructional Support	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Dr. Anita Hart	Acting Exe. Director of Facilities & Operations	ACPS
Y	Erika Gulick	Director of Capital Programs, Planning & Design	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Helen Lloyd	Exe. Director of Communications	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Exe. Dir, Schools, Business & Community Partnerships	ACPS
Y	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
	Megan Oleynik	Urban Planner, Transportation and Environmental Services	Alexandria City
	Lisa Jaatinen	Transportation and Environmental Services	Alexandria City
Y	Dirk Geratz	Principal Planner	Alexandria City
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Y	Helen McIlvaine	Director, Office of Housing	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
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	<p>The next EDT meeting is scheduled for August 12 to reorient the EDT and inform them on what has happened with the project since March.</p> <p>The major questions for the EDT to stay in sync with the other aspects of the project revolve around the types of spaces that will be provided at the redeveloped Minnie Howard and King Street campuses that will best support the educational programming.</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

<p><b>Industry Advisory Boards</b></p>	<p>Last week, Dr. Jacobs had a meeting with the Education and Human Services (E&amp;H) IAB chair to work on its August meeting agenda.</p> <p>The ACPS/IAB chairs quarterly meeting will be scheduled for this month. A summary of the initial list of the types of potential resources and strategies proposed by the IABs will be included in the September School Board comprehensive project update.</p> <p>All the IABs are looking at in-person and online/virtual Work-Based Learning (WBL) opportunities for the students as well as professional development resources for the teachers.</p>
<p><b>Development Planning/Assessment</b></p>	<p>D. Abdur-Rahman informed the team that the next couple of weeks will be used to refine the expectations around colocation of city services and affordable housing.</p> <p>The Office of Housing has contacted the City’s Communications Department to work on a graphic to show why the City is exploring colocation at the Minnie Howard site. E. Gulick asked the team to strategize on how the community will react to the colocation of services and to develop a concise talking paper to facilitate that messaging. The team is reviewing the detailed requirement for colocation that the Health Department would like to see at Minnie Howard Campus.</p> <p>There is agreement that the program elements at the Minnie Howard site driven by the City will be funded by the City. D. Abdur-Rahman asked the team to confirm how these funding responsibilities are coordinated between the agencies as a part of the CIP process and how will the FY 2022 budget formulate these elements? E. Gulick informed the team that in the past the process has been to have the City fund the program elements that would not ordinarily be a part of the school program. J. Browand added that the long-term capital schedule for the maintenance and needs for those elements will also need to be planned.</p> <p>K. Carraway asked D. Abdur-Rahman to include Arthur Wicks, Office of Management and Budget, in the planning meetings for the CIP budget.</p> <p>H. McIlvaine asked the team if there are existing Memorandum of Understanding (MOU) regarding shared uses? J. Browand and E. Gulick responded that there are</p>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>MOUs established for the past projects. D. Geratz informed the team that the DSUP process also refines what are the designations and requirements for the MOUs.</p> <p>E. Gulick thought a document which outlines the appropriate MOUs for this project will be helpful and D. Abdur-Rahman agreed.</p>
<p><b>Stakeholder Outreach and Community Engagement</b></p>	<p>D. Abdur-Rahman, M. Jauhar and T. Pache have a draft one pager on colocation at the Minnie Howard site to support discussions with stakeholders as a part of “soft” engagement this summer. The draft one pager will be sent to Dr. Hutchings to review this week.</p> <p>T. Pache, D. Abdur-Rahman and M. Jauhar drafted a communications and engagement plan for the collocated services at Minnie Howard. The plan is under review with the ACPS Communications Department and will be shared with the team afterwards. There will be a communications and engagement plan for the design phase of the project. T. Pache confirmed the plan will have multiple parts that will need to be coordinated.</p>
<p><b>Execution</b></p>	<p>The extended due date for the A/E RFP proposals is August 12<sup>th</sup>. The Curriculum team needs to confirm its representatives for the evaluation panel. Once the proposals are received and reviewed by the Chief Procurement Officer, Dyanna McMullen will convene the evaluation panel and explain the evaluation methodology. E. Gulick asked to include the instructions on the requirements for the voting and non-voting members.</p> <p>D. Abdur-Rahman reminded the team that the ideal goal is to have the overarching questions answered by no later than August 2020. Having clear answers to these questions will help when the Architect is on board and move swiftly through the pre-design phase. The overarching questions include:</p> <ul style="list-style-type: none"> <li>● Is there budget flexibility?             <ul style="list-style-type: none"> <li>○ If yes? How much, what is the process to confirm?</li> </ul> </li> <li>● What student population should we plan to accommodate at the Minnie Howard campus?             <ul style="list-style-type: none"> <li>○ What student teacher ratio should we assume?</li> <li>○ How many teaching stations are required at the campuses across the connected network?</li> <li>○ What should we assume for the % of students who will be enrolled in on-line education 100% of the time?</li> </ul> </li> </ul>

## THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<ul style="list-style-type: none"> <li>● What is ACPS’ Affordable Housing co-location policy?</li> <li>● What are the city site planning and co-located services requirements?</li> <li>● Who are the decision makers and what information is required?             <ul style="list-style-type: none"> <li>○ For Ed Specs</li> <li>○ For Collocation</li> <li>○ Building Design</li> </ul> </li> <li>● How would Affordable Housing at Minnie Howard support the city’s overall Affordable Housing strategy?</li> </ul>
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### ACTION ITEMS/WORK IN PROGRESS

DELIVERABLES	ACCOUNTABLE	DUE DATE	STATUS/COMMENTS
Project Updates on Webpage	H. Lloyd/T. Pache	Ongoing	Regular as required following a meeting or event
IAB Members	FACE Team	Ongoing	Members Background Checks Completion for IABs
Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Mon, Sep 21	In Progress

### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
<b>Wed, Aug 12 9:00 – 10:00 a.m.</b>	EDT Meeting	Project Update	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 12 11:00 – 12:00 p.m.</b>	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 12 2:00 p.m.</b>	Minnie Howard A/E Procurement	Proposals Due	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 26 11:00 – 12:00 p.m.</b>	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Wed, Aug 26 4:00 – 5:00 p.m.</b>	Arts IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed
<b>Thurs, Aug 27 TBD</b>	School Board, FY 22 Budget Retreat	TBD	Internal	<b>STATUS:</b> Tentative
<b>Thurs, Sep 10 12:00 – 1:00 p.m.</b>	B&G IAB Monthly Meeting	TBD	Internal	<b>STATUS:</b> Confirmed