



MEETING SUMMARY

High School Project Weekly Meeting

Monday, August 17, 2020

ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
	Dr. Stephen Wilkins	Chief Human Resources Officer	ACPS
Y	Dr. Terri Mazingo	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	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
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
	Katherine Carraway	Urban Planner, Planning and Zoning	Alexandria City
	Helen McIlvaine	Director, Office of Housing	Alexandria City
	Brandi Collins	Housing Program Manager, Office of Housing	Alexandria City
Y	Eric Keeler	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
Educational Design Team	On Wednesday August 12, the EDT reconvened for an hour meeting where they were updated on project progress since March. They were also requested to provide their ideas about how the IABs could support them. The primary request for the IABs is to support teacher professional development. Dr. Mann informed the team that EDT fall meeting schedule would be provided in the first meeting after the commencement of the school year.
Industry Advisory Boards	At last week's EDT meeting, the team had a breakout session on what types of resources the IABs can provide that will help

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>the EDT and the school division. The team will be scheduling a follow up work session with the IAB chairs next week to go over these recommendations.</p> <p>The team is in the process of scheduling the ACPS/IAB chairs quarterly meeting next month.</p>
<p>Development Planning/Assessment</p>	<p>E. Keeler informed the team on the status of Office of Housing’s RFQ to get an affordable housing partner on board. The RFQ has been drafted and is under review. It will be shared with E. Gulick and D. Abdur-Rahman after it is internally vetted.</p> <p>J. Browand informed the team that he will have a draft updated memo for the Minnie Howard displaced fields by the end of the month in preparation for the September Joint Council meeting. E. Gulick informed the team that so far, no 2x2s are scheduled for the CIP budget process.</p> <p>E. Gulick informed the team that in order to stay on schedule to have the school opening by SY 2024, the necessary decisions on colocation at the Minnie Howard site will need to be decided by the end of the year.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>D. Abdur-Rahman, M. Jauhar and T. Pache has had detailed work sessions on stakeholder engagement for the design phase. The team has also reviewed School Board policies and regulations regarding the roles and responsibilities for various stakeholders and decision makers. The relevant regulations and policies are also shared with the meeting agenda. D. Abdur-Rahman stressed the importance of clearly communicating roles, responsibilities, and the process to solicit and respond to feedback during the public process.</p> <p>The team has shared a working draft one pager on colocation at the Minnie Howard site with Dr. Hutchings and are awaiting his comments. The one pager will facilitate 2x2 discussions with the School Board.</p> <p>The team will share August 21 Board Brief with the ACPS team to review and comment. The Board Brief is due to the board clerk by Thursday, August 20.</p> <p>T. Pache, D. Abdur-Rahman and M. Jauhar drafted a communications and engagement plan for the colocated services at Minnie Howard. The plan is a part of a larger comprehensive strategy and is under review with the ACPS</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>Communications Department now and will be shared with the team afterwards.</p>
Execution	<p>The A/E RFP proposals were received on August 12th. D. McMullen has started sorting through the proposals and will be sharing them with the evaluation panel this week.</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"> ● Is there budget flexibility? <ul style="list-style-type: none"> ○ If yes? How much, what is the process to confirm? ● What student population should we plan to accommodate at the Minnie Howard campus? <ul style="list-style-type: none"> ○ What student teacher ratio should we assume? ○ How many teaching stations are required at the campuses across the connected network? ○ What should we assume for the % of students who will be enrolled in on-line education 100% of the time? ● What is ACPS' Affordable Housing co-location policy? ● What are the city site planning and co-located services requirements? ● Who are the decision makers and what information is required? <ul style="list-style-type: none"> ○ For Ed Specs ○ For Collocation ○ Building Design ● How would Affordable Housing at Minnie Howard support the city's overall Affordable Housing strategy?

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
August 21 Board Brief due to Dr. Hutchings	D. Abdur-Rahman/M. Jauhar	Wed, Aug 19	In Progress - Colocation & Preview of September presentation

THE HIGH SCHOOL PROJECT MEETING SUMMARY

August 21 Board Brief due to Board Clerk	D. Abdur-Rahman/M. Jauhar	Thurs, Aug 20	In Progress -Colocation & Preview of September presentation
Sep 17 School Board Memo & PPT due to Dr. Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Sep 8	TBD
Sep 17 School Board Memo & PPT due to Board Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Sep 9	TBD

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Aug 26 11:00 – 12:00 p.m.	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Aug 26 4:00 – 5:00 p.m.	Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Aug 27 TBD	School Board, FY 2022 Budget Retreat	TBD	Internal	STATUS: Tentative
Thurs, Sep 10 12:00 – 1:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: <i>Rescheduled</i>
Thurs, Sep 17 9:00 – 10:00 a.m.	STEM IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sep 17	School Board Meeting	Comprehensive Project Update	Public	STATUS: Pending



MEETING SUMMARY

High School Project Weekly Meeting

Monday, August 24, 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
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Dr. Tricia Jacobs	CTE, Coordinator	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
	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	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
	Eric Keeler	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
Educational Design Team	<p>The team confirmed with Dr. Mann that they can continue to have discussions with Science, CTE and Arts Departments regarding flexible spaces that can accommodate many program functions.</p> <p>D. Abdur-Rahman and M. Jauhar will provide proposed dates and agendas for the EDT's Fall meetings for Dr. Mann and S. Whelan to review. The team will schedule a meeting to discuss EDT next steps for next week.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Industry Advisory Boards	There will be IAB chairs work session this Thursday to confirm what is working and program support areas that may need improvement. The session will include a review of resources and strategies the IABs have recommended. The team will also share the EDT resource requests and recommendations with the chairs and also review the status and next steps for their action plans.
Development Planning/Assessment	<p>H. McIlvaine informed the team that since there is not yet a decision on affordable housing on site, the City has decided to have Alexandria Housing Development Corporation (AHDC) provide technical assistance on the project. AHDC is a nonprofit set up by the City to provide resources and assistance on affordable housing. Once the decision has been made to have housing on the site, the Office of Housing will issue the RFQ to bring a housing partner on board. The RFQ will not be limited to AHDC. The Office of Housing will facilitate the team's introduction with AHDC.</p> <p>J. Browand will update memo for the Minnie Howard displaced fields by the end of the month in preparation for the September Joint Council meeting and to support CIP work sessions as appropriate.</p> <p>J. Browand informed the team that the City's Capital Improvement budget planning meetings will start the third week of September. D. Abdur-Rahman mentioned the draft budget calendar published by the School Board indicated there would be work sessions the first and third weeks of September.</p>
Stakeholder Outreach and Community Engagement	Dr. Hutchings informed the team that the 2x2s have been pushed back to September and to shift all other dates by one month. The team will revise the stakeholder engagement accordingly.
Execution	Offer evaluations for the A/E RFP proposals are continuing.

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
Sep 17 School Board Memo & PPT due to Dr. Hutchings	D. Abdur-Rahman/M. Jauhar	Tues, Sep 8	TBD

THE HIGH SCHOOL PROJECT MEETING SUMMARY

Sep 17 School Board Memo & PPT due to Board Clerk	D. Abdur-Rahman/M. Jauhar	Wed, Sep 9	TBD
Initial Comprehensive Space Program	E. Gulick/ D. Abdur-Rahman/G. Mann/S. Whelan	Fri, Oct 30	In Progress

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

DATE	NAME	TOPIC	TYPE	STATUS
Wed, Aug 26 11:00 – 12:00 p.m.	ACPS/Planning & Zoning Coordination Meeting	TBD	Internal	STATUS: Confirmed
Wed, Aug 26 4:00 – 5:00 p.m.	Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Aug 27 TBD	School Board Retreat	FY 2022 Budget	Internal	STATUS: <i>Tentative</i>
Thurs, Aug 27 3:00 – 4:00 p.m.	IAB Chairs Work Session	IAB Resources & EDT Recommendations	Internal	STATUS: <i>Pending Confirmation</i>
Thurs, Sep 3 TBD	School Board Work Session	FY 2022 Budget	Public	STATUS: Confirmed
Thurs, Sep 17 9:00 – 10:00 a.m.	STEM IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sep 17 12:00 – 1:00 p.m.	B&G IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Thurs, Sep 17	School Board Meeting	Comprehensive Project Update	Public	STATUS: Pending
Thurs, Sep 17 TBD	School Board Work Session	FY 2022 Budget	Public	STATUS: Confirmed
Thurs, Sep 24 2:00 – 3:00 p.m.	Proposed #1 ACPS/IAB Chairs Quarterly Meeting	TBD	Internal	STATUS: <i>Pending</i>
Mon, Sep 28 11:00 – 12:00 p.m.	Proposed #2 ACPS/IAB Chairs Quarterly Meeting	TBD	Internal	STATUS: <i>Pending</i>



MEETING SUMMARY

High School Project Weekly Meeting

Monday, August 31, 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
	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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Y	Diane Pratt	Principal	DP Consultants
	Tim Mazzucca	Assistant Director	Savills
	Rick Barnett	Executive Managing Director	Savills

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>D. Abdur-Rahman and M. Jauhar have created a framework and timeline for the fall EDT meetings. The team will have a work session this week with the Curriculum team on the EDT next steps. Dr. Hutchings suggested that the EDT can also help inform and provide feedback on remote and hybrid learning models.</p> <p>The team is preparing the School Board comprehensive presentation and will also publish the <i>Update to the Educational Programing and Site Analysis Report</i> that was submitted to the School Board in September 2019. The report</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

	<p>will include an update of the EDT activities through February 2020.</p>
<p>Industry Advisory Boards</p>	<p>Last Thursday, the team held a work session with the IAB chairs during which the chairs were updated on EDT's requests for support. The most common EDT request was for the IABs to facilitate teacher professional development. One way to do this would be for the IABs to provide guest speakers for the professional development day in October. The teams are working on their respective actions plans.</p> <p>The group was reminded the IABs are a priority as support for the IABs is included as a goal in the 2025 Strategic Plan.</p>
<p>Development Planning/Assessment</p>	<p>D. Abdur-Rahman and M. Jauhar have created a storyboard on colocation which will help provide answers to the City's and the stakeholder questions on colocation at Minnie Howard Campus.</p> <p>D. Abdur-Rahman requested that the Office of Housing ask Alexandria Housing Development Corporation (AHDC) to provide recommendations related to best practices and other relevant considerations on the colocation of affordable housing.</p> <p>Dr. Hutchings reminded the team to continue to reinforce the messaging that a range of colocation options are being explored at Minnie Howard.</p> <p>E. Gulick will inform the team if there is anything needed for this week's CIP budget work session. There is a possibility that the work session is rescheduled to next week.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>The team will provide Dr. Hutchings an updated colocation factsheet with the timeline pushed back by one month per his request.</p> <p>D. Abdur-Rahman and M. Jauhar have started the presentation for the comprehensive update at the September 17 School Board meeting. D. Abdur-Rahman asked Drs. Hutchings, Wilkins, and Hart for a quick work session in preparing for the School Board meeting.</p> <p>Dr. Hutchings asked the team to develop a detailed community engagement strategy for the next year. The team has also developed a graphic which shows the various factors that influence the Minnie Howard building design.</p>
<p>Execution</p>	<p>The A/E RFP evaluation process is ongoing.</p>

THE HIGH SCHOOL PROJECT MEETING SUMMARY

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Thurs, Sep 24 4:00 – 5:00 p.m.	The Arts IAB Monthly Meeting	TBD	Internal	STATUS: Confirmed
Mon, Sep 28 11:00 – 12:00 p.m.	Proposed #2 ACPS/IAB Chairs Quarterly Meeting	TBD	Internal	STATUS: <i>Pending</i>