



MEETING SUMMARY

High School Project Weekly Meeting

Monday, February 3, 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 |
| | Sarah Whelan | Curriculum, Design & Services | ACPS |
| Y | Mignon Anthony | Chief Operating Officer | 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 |
| Y | Megan Oleynik | Urban Planner, Transportation, and Environmental Services | Alexandria City |
| Y | Dirk Geratz | Principal Planner | Alexandria City |
| | Katherine Carraway | Urban Planner, Planning and Zoning | Alexandria City |
| Y | Madeeha Jauhar | Public Relations Specialist | DP Consultants |
| Y | Diane Pratt | Principal | DP Consultants |
| Y | 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 |
| | 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 |
|--------------------------------|--|
| Educational Design Team | <p>The Team was updated on the January 29 EDT meeting at the Minnie Howard campus. During the meeting, EDT generated ideas for various spaces needed on the new campus and Stantec showed them examples of Educational Specifications (Ed Specs) and spatial configurations. Each EDT member was asked to put down his/her option on a sticky note. CTE and STEM/STEAM were the top instructional space options.</p> <p>EDT is scheduled for a site visit to the Academies of Loudoun on February 11. Stantec will prepare the framework package for</p> |

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| | <p>the trip. Dr. Mazingo noted that the package should include questions for the EDT to focus on academic protocols. M. Anthony asked whether a representative from the school who will be there can answer questions regarding academic and facility performance. The Team will also send the invitation to City Partners if they want to attend. After the site visit, EDT will have its meeting at the Academies of Loudoun. The site visit will replace the February 12 EDT meeting.</p> <p>A meeting is scheduled for February 7 with Dr. Mazingo to review the comments and feedback from the January 8 Education Research Panel. This meeting will help determine what are the key short term and long term takeaways, and implications for the EDT.</p> |
| <p>Industry Advisory Boards</p> | <p>The Team was updated on the next steps for the IAB members' orientation agenda topics and logistics. Dr. Jacobs will work with D. Abdur-Rahman and M. Jauhar to finalize the IAB scope of work, reporting templates and meeting agenda topics. The Team will complete background checks on all IAB members before orientation.</p> |
| <p>Development Planning/ Assessment</p> | <p>Stantec provided the Team with a rough draft of the feasibility study including rough draft the Ed Specs. The rough draft includes a placeholder for site information, space types and a The Team program for 1,600 students at the new campus. The rough draft will be reviewed by M. Anthony and E. Gulick and then sent to the Team for comments and feedback on how the document is structured and whether the content is understandable and correct.</p> <p>The Team was updated on the discussion regarding the High School Project at the Joint City Council/School Board meeting. There is an expectation for community engagement for the locations for the interim Minnie Howard fields.</p> <p>There is a meeting scheduled with RPCA on Friday, February 7, to narrow the Minnie Howard interim fields.</p> |
| <p>Stakeholder Outreach and Community Engagement</p> | <p>There is a meeting scheduled with ACPS Communications and City Partners to discuss the communications plan regarding the co-location of City services. The Joint Facilities Master Plan open house will include information about co-locating City services.</p> |
| <p>Execution</p> | <p>The Team continues to work on the solicitation for A/E services for the Minnie Howard Campus redevelopment. Peter Balas, T.C. Williams High School Principal, will meet with his department chairs to discuss overcrowding strategies.</p> |

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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 | In Process |
| Feb 6 School Board Memo to Dr. Hutchings | D. Abdur-Rahman/M. Jauhar | Tues, Jan 28 | Complete |
| Feb 6 School Board Memo to Clerk | D. Abdur-Rahman/M. Jauhar | Wed, Jan 29 | Complete |

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

| DATE | NAME | TOPIC | TYPE | STATUS |
|--|----------------------------------|---------------------------------------|----------|-----------------------------|
| Fri, Feb 7, 9 – 10:00 a.m. | Educational Programming & Design | Educational Research Panel Recap | Internal | STATUS: Confirmed |
| Tues, Feb 11 9:30 – 1:00 p.m. | EDT Site Visit | Academies of Loudoun | Internal | STATUS: Confirmed |
| Wed, Feb 12 11:00 a.m. – 12:00 p.m. | PZ/ACPS Bi-Weekly Coordination | TBD | Internal | STATUS: Confirmed |
| Wed, Feb 12, 4:00 - 5:30 p.m. | EDT Meeting | STEM, PBL, Alternative Education, CTE | Internal | STATUS: Canceled |
| Fri, Feb 14, 9:00 - 10:00 a.m. | Educational Programming & Design | School Opening Task List | Internal | STATUS: Confirmed |
| Thurs, Feb 20, 7:00 p.m. | Board Meeting | Board Memo | Public | STATUS: Confirmed |
| Mon, Feb 24, 6:00 p.m. | City Council/ ACPS Joint Meeting | TBD | Public | STATUS: Confirmed |
| Wed, Feb 26, 4:00 - 6:00 p.m. | EDT Meeting | Programming Presentation, Ed Specs | Internal | STATUS: Confirmed |
| Thurs, March 5 | School Board Meeting | TBD | Public | STATUS: Confirmed |
| Tues, March 10 5:30 – 7:00 p.m. | IAB Member Orientation | TBD | Internal | STATUS: Confirmed |