



MEETING SUMMARY

High School Project Weekly Meeting

Monday, January 27, 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
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
Y	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>EDT's next meeting is on January 29 at the Minnie Howard campus. During the meeting, the EDT will focus on the different internal instructional spaces and provide their feedback to the educational specification process. At this stage of development, a percentage for space approach is being used. The draft will include some focus on King Street as well. The Team will outline the engagement process to ensure there is adequate feedback from teachers and department heads.</p> <p>A meeting is scheduled for February 7 with Dr. Mozingo to</p>

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	<p>review the comments and feedback from the January 8 Education Research Panel.</p>
<p>Industry Advisory Boards</p>	<p>Industry Advisory Boards (IABs) Chairs were updated on the January 23 conference call meeting. The meeting focused on the IAB members’ orientation agenda topics and logistics. The orientation will provide IAB members with a better understanding of the different work-based learning opportunities available and what is required to administer them. During the orientation, ACPS will provide the IAB scope of work, reporting templates and meeting agenda topics. The Team anticipates the orientation to take place in March.</p> <p>Since the IABs will be working with students, ACPS will need to conduct a criminal background check on all volunteers. The Team will reach out to the FACE Center for assistance. The background checks need to be completed before orientation. D. Abdur-Rahman and M. Jauhar will work with the IAB chairs and members to ensure this is completed in time. Members can go online (www.acps.k12.va.us/volunteer) and input the required information.</p> <p>The Team was provided the process for following up on IAB member recommendations from the School Board and Dr. Hutchings.</p>
<p>Development Planning/ Assessment</p>	<p>The Team was updated on Ed Specs development schedule and status. Stantec will provide the central needs (feasibility study) by January 31. The Team will schedule a transportation strategy meeting and reach out to Tammy Ignacio at King Street campus regarding parking guidelines.</p> <p>Jones Point Park was added as a site option for the Interim Minnie Howard fields and the updated matrix will be shared with the Team.</p> <p>The High School Project update will be provided at the Joint City Council/School Board meeting.</p>
<p>Stakeholder Outreach and Community Engagement</p>	<p>The Team will discuss The High School Project stakeholder management strategy at the next Planning and Zoning/ACPS bi-weekly meeting.</p> <p>The Team was updated on the next steps for the High School Project video. The International Academy has identified two students who will be interviewed this week.</p>
<p>Execution</p>	<p>ACPS needs to meet to agree on appropriate protocols for the scope of work and solicitation for A/E services for the Minnie Howard Campus redevelopment and plans to have it ready in</p>

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

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
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: Confirmed
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 11:00 a.m. – 12:00 p.m.	PZ/ACPS Bi-Weekly Coordination	TBD	Internal	STATUS: Confirmed
Wed, Feb 26, 4:00 - 6:00 p.m.	EDT Meeting	Programming Presentation, Ed Specs	Internal	STATUS: Confirmed