



## MEETING MINUTES

### High School Project Weekly Meeting

### Monday, July 15, 2019

#### ATTENDEES

Present	Name	Title/Department	Organization
	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Terri Mozingo	Chief Academic Officer	ACPS
Y	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
Y	Sarah Whelan	Curriculum, Design & Services	ACPS
Y	Mignon Anthony	Chief Operating Officer	ACPS
	Erika Gulick	Senior Planner	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
	Charles Stone	Director, Transportation	ACPS
	Jack Browand	Division Chief, Recreation, Parks & Cultural Activities	Alexandria City
Y	Megan Oleynik	Urban Planner, Transportation and Environmental Services	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
	Tim Mazzucca	Assistant Director	Savills
Y	Rick Barnett	Executive Managing Director	Savills
Y	Camilo Bearman	Senior Design Architect	Stantec
Y	Joan Glynn	Senior Principal	Stantec
	Derk Jeffrey	Senior Principal	Stantec
Y	Haidi Lui	Design Architect	Stantec
Y	Robert Schiesel	Project Manager - Transportation	Gorove/Slade
Y	Drew Ackerman	Transportation Planner	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
<b>Educational Design Team</b>	<p>Dr. Mozingo and Dr. Mann recapped the July 11 Educational Design Team (EDT) meeting focused on the programming options for a 2<sup>nd</sup> high school. Two models have been selected for refinement and recommendation.</p> <p>EDT will have an extended meeting on July 25 to discuss the programming options for a connected high school network.</p> <p>M. Anthony asked the EDT to consider the benefits of live streaming some of the sessions or documenting by video. Still photographs are currently being taken at the meetings. Dr. Mozingo confirmed the issuance of Board Briefs with minutes</p>

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Team/Work Lane	Agreements, Significant Comments and/or Issues
	also helps to document the process.
<b>Industry Advisory Boards</b>	<p>Dr. Mozingo provided an update on the status of potential Industry Advisory Boards (IABs) chairs. She confirmed Kate Garvey (Director, Alexandria City Department of Community and Human Services) has accepted to be the chair of Education and Human Services IAB.</p> <p>Effort to confirm the chairs for STEM, Business and Government and Arts IABs are ongoing.</p> <p>Team agreed on a smaller group meeting this week to finalize the IAB invitation letter, goals and agendas. In addition, Team will also review the current Career and Technical Education (CTE) sub-committee practices.</p>
<b>Development Planning/ Environmental Assessment</b>	Stantec informed the team that they still working on the first rough draft Environmental Assessment (EA) report and will share it by Tuesday.
<b>Site Evaluations</b>	<p>D. Abdur-Rahman informed the team that site analysis will be discussed during the work session at 9:30 a.m.</p> <p>The work session provided an opportunity for a multi-disciplined review of the draft alternatives that have been developed to date.</p> <p>M. Anthony stressed that sustainability and environmental responsibility are key goals for the High School Project.</p>
<b>Community Engagement</b>	<p>DP Consultants (DPC) provided the team the highlights of the July 13 event. The ACPS informational table was approached by 65 attendees including two city councilmembers. Ten (10) attendees signed up to receive future updates on the project.</p> <p>DPC will share with the team plans and logistics for outreach to teachers working in summer schools.</p>

### ACTION ITEMS/WORK IN PROGRESS

Deliverables	Accountable	Due Date	Status/Comments
IAB Members Recommendations	ACPS Team	7/19/19	In Process
Communications Log	ACPS Comms/ DPC	Week of July 15	Final approval of email auto-response, due week of July 15.
IAB Chair Invitation Letter	D. Abdur-Rahman/ DPC	Week of July 15	In Process
IAB Feedback Questions	Dr. Mozingo/Dr. Mann/M. Anthony/ D. Abdur-Rahman	Week of July 15	Draft questions to send to the IABs for their feedback, due week on July 15.

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### 30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

<b>Date</b>	<b>Name</b>	<b>Topic</b>	<b>Type</b>	<b>Status</b>
<b>Mon. July 15</b>	Site Analysis Work Session	Initial Site Analysis	Internal	Confirmed
<b>Thurs. July 18</b>	Introductory Meeting VA Tech & Development Team	VA Tech Campus	Internal	Confirmed
<b>Mon. July 22</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
<b>Mon, July 22</b>	Site Studies Follow-up Work Session	Follow-up Site Studies	Internal	Confirmed
<b>Mon, July 22 – Fri, Aug 2</b>	Summer School Teacher Outreach	The High School Project Update	Public	Confirmed <b>DATES: TBD</b>
<b>Thurs. July 25</b>	Educational Design Team Meeting	Connected High School Network	Internal	Confirmed
<b>Mon. July 29</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
<b>Sat, Aug 3</b>	Friendship Firehouse Festival	The High School Project Update	Public	<b>SME: TBD</b> <b>STATUS: Pending</b>
<b>Mon. Aug 5</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
<b>Mon. Aug 12</b>	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed