



MEETING MINUTES

High School Project Weekly Meeting

Monday, July 8, 2019

ATTENDEES

Present	Name	Title/Department	Organization
Y	Dr. Gregory Hutchings	Superintendent	ACPS
Y	Dr. Terri Mazingo	Chief Academic Officer	ACPS
	Dr. Gerald Mann	Exe. Director, Secondary Ed.	ACPS
	Sarah Whelan	Curriculum, Design & Services	ACPS
	Mignon Anthony	Chief Operating Officer	ACPS
Y	Erika Gulick	Senior Planner	ACPS
Y	Dawud Abdur-Rahman	Project Director	ACPS
Y	Tiffany Pache	Communications	ACPS
	Kurt Huffman	Director, Schools, Business and Community Partnerships	ACPS
	Charles Stone	Director, Transportation	ACPS
Y	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
Y	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
	Haidi Lui	Design Architect	Stantec
	Robert Schiesel	Project Manager - Transportation	Gorove/Slade

Team/Work Lane	Agreements, Significant Comments and/or Issues
Educational Design Team	<p>Dr. Mazingo informed the team that the next Educational Design Team (EDT) meeting will be on July 11 and will be focused on the programming options for a 2nd high school.</p> <p>Dr. Mazingo and Dr. Mann will lead a briefing with Dr. Hutchings and ACPS project management team later today to update him on the July 11 meeting agenda and overall schedule.</p>
Industry Advisory Boards	<p>Dr. Mazingo recapped the July 2 meeting with ACPS senior leadership team. She also informed that potential Industry Advisory Boards (IABs) chairs have been identified and were contacted via phone calls last week to determine their interest and willingness to chair an IAB.</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

Team/Work Lane	Agreements, Significant Comments and/or Issues
	<p>Follow up calls will be made this week and formal invitation letters will be sent out to individuals who agree to chair an IAB. The goal is to confirm the chairs by July 12.</p> <p>Team also refined the invitation letter to be addressed to the IAB chairs.</p>
Development Planning/ Environmental Assessment	<p>Team agreed to provide comments on the draft development planning/ Environmental Assessment (EA) table of contents shared by Stantec last week by July 11.</p> <p>Dr. Hutchings asked for a section on Educational Programming Design with subsections on EDT and IABs. He also emphasized the importance of having all the information available to the public in a timely manner and have a summary of the EA report be created as well.</p> <p>Stantec will send an initial rough draft of the EA report on Tuesday, July 16. The goal is to obtain reaction on format and strategy to address the various issues associated with the project.</p> <p>D. Abdur-Rahman confirmed there will be a cost assumptions work session on Thursday, July 11.</p>
Site Evaluations	<p>D. Abdur-Rahman notified the team about a work session scheduled for Monday July 15.</p> <p>Alexandria City representatives will provide categories to outline baseline information on sites to inform the analysis of the impacts on public open spaces that should be identified.</p>
Community Engagement	<p>DP Consultants (DPC) discussed their July 2 meeting with Adult Education Center. DPC will finalize the logistics for the High School Project informational table at the July 13 Alexandria City birthday celebration.</p> <p>Dr. Mozingo will be the Subject Matter Expert (SME) at the event. The informational table will be from 6 p.m. to 8 p.m.</p> <p>DPC will coordinate development of a project overview factsheet for the July 13 event due by July 12.</p> <p>Dr. Hutchings stressed the importance of keeping the School Board updated and asked for board briefs along with the weekly meeting minutes be sent to the Board on a regular basis.</p>

THE HIGH SCHOOL PROJECT MEETING MINUTES

ACTION ITEMS/WORK IN PROGRESS

Deliverables	Accountable	Due Date	Status/Comments
IAB Members Recommendations	ACPS Team	7/12/19	In Process
Communications Log	ACPS Comms/ DPC	7/15/19	Final approval of email auto-response, due July 15.
IAB Chair Invitation Letter	D. Abdur-Rahman/ DPC	7/15/19	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.

30 DAY ACTIVITIES & MILESTONES LOOK AHEAD

Date	Name	Topic	Type	Status
Tues. July 9	Meeting with Dr. Hutchings	Review July 11 EDT Meeting Agenda	Internal	Confirmed
Thurs. July 11	Educational Design Team Meeting	Two High Schools	Internal	Confirmed
Thurs. July 11	Cost Assumptions	Baseline Cost Assumptions	Internal	Confirmed
Sat. July 13	Alexandria Birthday Celebration	The High School Project Update	Public	SME: Dr. Mozingo STATUS: Confirmed
Mon. July 15	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Thurs. July 18	Introductory Meeting VA Tech & Development Team	VA Tech Campus	Internal	Confirmed
Mon. July 22	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Thurs. July 25	Educational Design Team Meeting	Connected High School Network	Internal	Confirmed
Mon. July 29	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed
Mon. Aug 5	Weekly Project Team Meeting	Progress Meeting	Internal	Confirmed