



Educational Specifications/School of the Future Subcommittee Meeting
of the Long Range Educational Facilities Planning Work Group
Meeting #1, Wednesday, February 5, 2014 – 6:00pm
Francis C. Hammond Middle School, 4646 Seminary Road
Meeting Summary

Meeting notes are recorded by City Staff to provide a written record of principal items of discussion, key comments, decisions of the Work Group, and comments from the public. They are not intended to be a verbatim transcription of the meeting.

Meeting Attendees

Subcommittee Members

Ronnie Campbell
Mark Eisenhouer
Dr. Tammy Mann

Brailsford & Dunlavey

Jay Brinson
Ty Specht

Community

Amy Thomas

Alexandria City Public Schools (ACPS)

Andrea Feniak
Laurel Hammig

City of Alexandria

Steve Chozick
Pat Mann
Katherine Carraway

Welcome and Introductions

Laurel Hammig, Facilities Planner/GIS Specialist, ACPS, welcomed attendees and gave an overview of the meeting's goals, including an outline of the subcommittee's role and review of the draft educational specification process.

Overview and Upcoming Community Meeting

Ms. Hammig introduced the draft work plan, which detailed the scope of work and schedule, as well as the role of the subcommittee – which is to advise on the Ed Specs process; assist in recruitment for community meetings; become informed on the results of meetings with subject matter experts; and report to the larger LREFP work group.

Ms. Hammig turned the meeting over to Jay Brinson, Brailsford & Dunlavey, Inc., who will provide technical expertise and guidance throughout the process. Mr. Brinson gave an overview of the upcoming February community meeting (the first of three), which will introduce the Ed Specs process to the public and will include a visioning exercise as part of the information gathering phase. The exercise will address the community's thoughts on ACPS now and what they envision for the future.

In addition to the community meeting, the information gathering phase will include meeting with stakeholder groups within and without ACPS. Once this phase is complete, information will be synthesized and inform recommendations included in the Ed Specs.

Subcommittee members discussed their role in the work plan, especially as it relates to recruiting community members to solicit feedback from the public-at-large. The group agreed that community involvement is essential and discussed possible avenues for outreach. Consensus was to contact community members who are in the best positions to reach out and encourage attendance at all three community meetings.

Discussion continued regarding the kinds of information that would be helpful to receive from the community and how that information will be used. The subcommittee also addressed the types of questions that stakeholders may have about the process.

Mr. Brinson summarized the remaining work plan components for this process, and explained how all information received will culminate in a document and presentation with recommended architectural inputs and programmatic requirements for future educational specifications. The group discussed how the Ed Specs will be used to evaluate the adequacy of existing ACPS schools, and are not just intended for schools which may be built in the future. It was agreed that this aspect should be highlighted for the public.

Discussion continued regarding the facility space requirements and program area details. It was suggested that before and after school programs and corresponding physical guidelines be included as well as specific space requirements.

Next Steps

Next steps include outreach for the March community meeting and ensuring that the location is readily accessible to the community and; coordinating key pad polling for community feedback; and scheduling the next Ed Spec Subcommittee meeting.

Meeting Handouts

[Agenda and Work Plan](#)

[Draft Ed Spec Table of Contents](#)

[Community Meeting Materials](#)

[Draft Visioning Exercise](#)