



**WMC**

*Woodrow Wilson High School Management Corporation, Inc*  
*3950 Chesapeake Street, NW*  
*Washington, DC 20016*

## Minutes of Meeting of February 15, 2008

**Attendees:** Officers, Directors, *ex officio* members:

J. Koczela, Chairman	V. Callanen	A. Wilson	E. Martel, Secretary
R. Zugby, Vice-Chair	G. Gibson	D. da Silva-Olaghere	A. Evans, Treasurer
M. Froning	J. Howe, Exec. Director	P. Gardner	J. Williams, principal

A meeting of the Board of Directors of the WMC was held on February 15, 2008 in the Wilson HS conference room. The chair called the meeting to order at approximately 7:30 AM. The distributed agenda (copy attached) was followed.

### 1. Consent Agenda—JK

The following consent items, moved by Dr. Froning and seconded by Robert Zugby, were unanimously passed

- A. Minutes from January 18, 2008 (**Attachment A**)
- B. Minutes from Orientation Meeting February 6, 2008 (**Attachment B**)
- C. Resolution Appointing Anthony Evans as Treasurer (**Attachment C**)

### 2. Executive Director's report – JH (**Attachment D**)

In addition to the report, Mr. Howe briefly discussed the plans for a financial and operational Audit

- Written results will be required
- 3 CPA firms on the DC approved list are being considered
- A monthly financial statement in addition to the YTD statement will be prepared for future meetings
- Building Hope will be contacted for the Operational Audit
- Non-profits must file by May 15th

### 3. Chairman's Report – JK

The Chairman briefly discussed the modernization process and the Board of Director's responsibilities regarding the administration of the contract with Grimm + Parker. The Executive Director then introduces the partners from Grimm + Parker Ms. Melanie Hennigan and Mr. Paul Bradshaw. The representatives from G + P then spent about one hour outlining the Ed Spec and Design process with meetings schedule with constituent groups every two weeks if necessary, and once a month with the Board. (**Attachment E**)

The meeting was adjourned at approximately 8:35 A.M.

Submitted by: \_\_\_\_\_ Erich Martel, Secretary  
(3/2/08)

## ATTACHMENT E – SUMMARY OF GRIMM PARKER PRESENTATION

The following represents some key thoughts that were presented during the Grimm + Parker Presentation by Melanie & Paul

- A. The WHS team consists of Melanie, John, Paul, Melissa, Dave
- B. G-P has modernized 30 high schools in the past 18 years
  - LEED certification
  - Environmentally friendly
  - First Cost Effectiveness
  - Life Cycle
- C. Stakeholders will be polled on the subject of
  - Ed Specs (Educational Specifications)
  - Design
  - There are many stakeholders who must be included
    - WHS academies
    - departments
    - faculty
    - community
    - operations
    - DCPS
    - parents
    - students
- D. Design Proposal Calendar
  - Draft to be completed by 4/1/08
  - Final by 4/15/08
- E. Design Process Concepts Calendar
  - 4/1: Community Meeting
  - 5/21: Community Meeting
  - 6/15:
- F. Discussion of Keeping Students in Place vs. Use of Swing Space
  - In place may take 1 – 2 years longer, due to need to construct elaborate environmental and access barriers
  - Much more costly
  - Cost Issue: Capital Budget vs. Operational Budget
- G. Ed Specs
  - 40-100 pp booklet will be prepared for WHS
    - Guidelines and Roles
    - Quantitative Measurements
    - Quality Factors
- H. DCPS Design Guidelines
  - DCPS has design guidelines
  - Need determination of DCPS expectations and compatibility of proposal with them
  - Options for meeting guidelines will be examined.

## I. Action Items

- Get DCPS & OPFM Guidelines
- Plan site visits
  - Wash & Lee
  - Yorktown
  - Luke Moore
  - Sousa
- Inform all stakeholder groups
- Consider possible pitfalls