

**Department of Finance and Operations
Improvement Plan
2012-2013**

District Key Result: Safe, Comfortable Environment and Effective and Efficient Operations

Personal Goal: Complete the Parkside Alternative Facility Improvements by August 30, 2013

Supporting Data (evidence of need): Parkside Elementary is the last building to go through mechanical and ventilation system upgrades. We have received a positive review and comment on this project from the Minnesota Department of Education. The project is scheduled to be completed and the school re-opened by the start of the 2012-13 school year.

Measures:	Targets:
1. School opens on time	1. Completion by 9/1/13

Strategies	Person(s) Responsible	Timeline
1. Bid specifications and requirements are available to contractors	Eric Hamilton, Gary Kawlewski	By 2/1/13
2. Bonds will be issued for project costs	Eric Hamilton, Gary Kawlewski	By 2/25/13
2. Bids are received and reviewed for award and presented to board for approval	Eric Hamilton, Gary Kawlewski	By 2/25/13
3. District staff and project design team review construction plans and processes and develop any necessary contingency plans	Eric Hamilton, Gary Kawlewski	By 4/1/13
4. Contractors are mobilized to begin construction	Eric Hamilton, Gary Kawlewski	By 5/27/13
5. Construction and punch list items completed and staff moved back into facility	Eric Hamilton, Gary Kawlewski	By 8/30/13

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps: