

## Howard Lake – Waverly – Winsted Public Schools

### Community Survey Timeline

Date	Task
December 8, 2021	Introductory call
January 10, 2022	Community survey introduction presentation for board
Mid-January 2022	Core team kickoff & project strategy
Late January 2022	Draft survey (core team feedback every 1-2 weeks)
February 2022	School board and/or committee reviews initial draft
March 2022	School board approves survey
March 2022	Finalize survey and send survey to outside proofer
March 2022	Send survey to printer
April 2022	Email survey to staff
April 2022	Survey lands in mailboxes* ( <i>date approximate; see below</i> )
April 2022	Email survey to parents
During survey window	Send reminder emails to non-responding staff and parents
April 2022	<b>Survey Deadline</b>
April/May 2022	School Perceptions creates reports
May 2022	Survey results presentation for the school board
Summer 2022	Board decision: go or no-go
Summer 2022	Board approves resolution ( <i>if needed</i> )
November 2022	<b>Referendum</b> ( <i>if pursued</i> )

\*Please note that we cannot control the printer's production schedule nor the delivery schedule of the U.S. Post Office, so we cannot guarantee delivery of the survey on a specific day.

