

**Pre-Referendum Planning  
Proposed Work Plan**  
October 25, 2018



		Sept 2018					Oct				Nov				Dec				Jan 2019				Feb				Mar				Apr			
		1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	6	13	20	27		
Phase I – Plan Development	Pre-Referendum Planning Tasks																																	
	Facility Evaluation Plans: WSN architects and engineers collect field data on current building and site, review zoning requirements and relevant building code standards, and estimate construction cost of repair items	*																																
	Buildings and Grounds Committee Meetings 1 & 2: Review Facility Evaluation Plans	*																																
	Buildings and Grounds Committee Meeting 3: Project Kick-off • Review Pre-Referendum Work Plan and District's project list; refine and finalize • Set project goals and understanding for Task Force's feedback  • Review District's guiding principles (if any established) and discuss value in potential information gained from a community survey									▲																								
	Obtain site survey of current land (if necessary)																																	
	Task Force Meeting 4: Review and discuss project goals and understanding													▲																				
	Develop space program needs for elementary and secondary schools as well as additional school programs																																	
	School Board Work Session: Review building program and project budget estimate																																	
	Develop concepts for the building plan and site; Study enrollment trends and building capacity																																	
	Buildings and Grounds Meeting 5: Review existing site data and building plan concepts																																	
	District reviews/gathers feedback from Staff; WSN creates assignment breakdown of Facility Evaluation items for possible inclusion in future referendum																																	
	Buildings and Grounds Committee Meeting 6: Download and synthesize information gained from Staff and future referendum Facility Evaluation items																																	
	Make refinements based on Staff feedback and Buildings and Grounds Committee direction; Meet with MDE and the State to review project																																	
	District Task Force Meeting 7: Review building plan concepts, total project estimated costs and tax impacts																																	
	School Board Meeting 8: Review building plan concepts, total project cost estimate and tax impacts with full School Board																																	
		Revise design based on School Board direction																																
	Develop interior building model																																	

\* Completed as part of the Facility Evaluation

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