

# Goal: Develop a Comprehensive Master Facility Plan to Submit by January 2009

**SUB GOAL:** Develop K-8 Configuration Study

**ACTION PLAN:** Conduce a grade configuration study

Steps to accomplish this action	Person most responsible	Resources needed	Timeline	Evaluation
Develop a process committee	KMS & KES Principals	accommodations	2 meetings/2 weeks	Existence of committee
Conduct a staff and community survey	Committee chairperson	Survey production and postage	3 months	Mailing of survey
Conduct site visits of other school districts	Committee chairperson	Travel and substitute expenses	5-10 days over 3 months	Findings of visits reported back to committee
Findings presented to committee	Committee chairperson	accommodations	1 month	Recommendation developed
Recommendation presented to Board	Committee chairperson	Presentation materials	1 board meeting	Board acceptance or rejection

**SUB GOAL:** Develop a recommendation for K-8 facility structure

**ACTION PLAN:** Provide a recommendation as to whether elementary and middle schools should be in a shared structure

Steps to accomplish this action	Person most responsible	Resources needed	Timeline	Evaluation
Develop a committee to develop process	Superintendent and Maintenance Supervisor	accommodations	2 meetings/2 weeks	Existence of committee
Conduct site visits of other school districts	Committee chairperson	Travel and substitute expenses	5-10 days over 3 months	Findings of visits reported back to committee
Employ architectural expertise	Committee chairperson	Architectural fees	3 months	Completed architectural recommendations
Conduct a staff and community survey	Committee chairperson	Survey production and postage	3 months	Mailing and analysis of survey
Assimilate all collected information	Committee chairperson	Accommodations	2 meetings	Presentation created
Present findings to Board	Committee chairperson	Resources to produce presentation	6 hours/1 board meeting	Board acceptance or rejection

**SUB GOAL:** Develop a plan for a new maintenance/bus garage complex

**ACTION PLAN:** Provide a recommendation as to the space requirements of maintenance/bus garage

Steps to accomplish this action	Person most responsible	Resources needed	Timeline	Evaluation
Assess space and facilities requirements	Maintenance & Transportation Supervisor	Travel expenses	10 hours over 10 days	Completed assessment
Contract with architect to develop site plan	Superintendent	Architectural fees	3 months	Completed site drawings
Incorporate site plan into Master Facility Plan	Architectural team	Architectural fees	2 months	Completed architectural site plan

**SUB GOAL:** Develop a plan for a new administrative office complex

**ACTION PLAN:** Provide a recommendation to the space requirements of district administrative office complex

Steps to accomplish this action	Person most responsible	Resources needed	Timeline	Evaluation
Assess space and facilities requirements	Superintendent and Treasurer	Travel expenses	10 hours over 10 days	Completed assessment
Contract with architect to develop site plan	Superintendent	Architectural fees	3 months	Completed site drawings
Incorporate site plan into Master Facility Plan	Architectural team	Architectural fees	2 months	Completed architectural site plan

**SUB GOAL:** Develop a plan to meet green space requirements

**ACTION PLAN:** Provide a recommendation as to the green space requirements of all grade levels

Steps to accomplish this action	Person most responsible	Resources needed	Timeline	Evaluation
Assess space requirements	Athletic Directors and all Principals	Accommodations	10 hours over 10 days	Completed assessment
Contract with architect to develop site plan	Superintendent	Architectural fees	3 months	Completed site drawings
Incorporate site plan into Master Facility Plan	Architectural team	Architectural fees	2 months	Completed architectural site plan