

TO: School Committee Members

FROM: Emily Parks, Superintendent

DATE: June 7, 2018

RE: Building Project Update - Next Steps

The successful vote at Town Meeting to appropriate money for the Feasibility Study obviously represents significant progress in our efforts to address our elementary building needs. Though we opted to put this question to the voters on May 30th, in fact, our **Eligibility Period** with the MSBA (a precursor to the Feasibility Study) just began on June 1, 2018. The Eligibility Period is a phase of up to 9 months during which we are required to provide the following deliverables:

- Completion of the Initial Compliance Certificate (by July 2, 2018)
- Formation of the School Building Committee (by July 31, 2018)
- Completion of the Educational Profile Questionnaire (by August 30, 2018)
- Online submission of enrollment information (by August 30, 2018)
- Enrollment/Certification Executed (by November 28, 2019)
- Online submission of the current routine and capital maintenance plan (by November 28, 2019)
- Secure funding for the Feasibility Study (by February 26, 2019)
- Feasibility Study Agreement Executed with MSBA (by February 26, 2019)

The Initial Compliance Certification needs to be signed by the School Committee and by the Board of Selectmen. We have included execution of the ICC as an action item for the SC on tonight's agenda.

I am attaching for your review the MSBA requirements for the composition of the School Building Committee. We need to determine next steps in forming the committee.

The district leadership team will draft responses to the Educational Profile Questionnaire, gather enrollment information, and draft the maintenance plan this summer.

We held a conference call with our MSBA project coordinator, Brian Lynch, last week to discuss these deliverables. Our only remaining questions are around the submission of enrollment information. Mr. Lynch has provided contact information for someone else at the MSBA who can provide further insight into the process. Specifically, we need to better understand what support the MSBA provides with demographic studies and enrollment projections; it appears that their support is considerable, and that we may not need to contract for this work ourselves.

Please let me know if you have any questions.