

Canutillo ISD Facility Masterplan Milestone Schedule

Updated 9/21/2015

Activity / Description	Stakeholder Participants	Time Commitment
Execute Contract / Notice to Proceed	Procurement, legal	By 9/11
Complete information request	Facilities, operations	By 9/11
Plan for Planning Conference Call <i>- confirm process, schedule, deliverables, and discuss steering committee membership</i>	Superintendent and key leadership	9/3
Future of Education Workshop <i>- discuss national educational trends, district values and goals</i>	Board, Superintendent, and key leadership	21-Oct
Educational Framework Conference Call <i>- discuss tactical elements of masterplan to include school sizes, grade configurations, "on/off the table" outcomes</i>	Board, Superintendent and key leadership	early Nov, TBD
Technical Kickoff / Facility Standards Meeting <i>- develop assessment standards for building components, system life cycles, cost models, functional adequacy, space inventory, school capacity calculations</i>	Facilities leadership, with periodic drop in attendance of maintenance and technology leadership.	week of 9/21, TBD
Facility Assessments (Educational Adequacy) <i>- field surveys of all CISD facilities</i>	School principals	9/14 - 9/25
Facility Assessments (Condition) <i>- field surveys of all CISD facilities</i>	School principals	(3 weeks) Oct
Demographic study kickoff conference call	CISD operations	(2 hours) mid-late Sept
Update to Board of Trustees - Review Steering Committee	Board, Superintendent, and key leadership	4-Nov
Update to Board of Trustees - Approve Steering Committee	Board, Superintendent, and key leadership	17-Nov
Steering Committee Meeting 1 <i>- Purpose: overview of process, present background data</i>	Stakeholder Steering Committee	12/1
Steering Committee Meeting 2 <i>- Purpose: edit community questionnaire</i>	Stakeholder Steering Committee	3-Dec
Update Board of Trustees - FMP Progress	Board, Superintendent, and key leadership	3-Dec
Community Dialog One <i>- data overview, group discussion, framework values survey</i>	Open Public Meeting	1/13
Update Board of Trustees - FMP Progress		20-Jan
Facility Options Development <i>- develop facility options based on data and community survey responses</i>	Board, Superintendent, and Key leadership with steering committee chairs	week of 1/27
Steering Committee Meeting 3 <i>- Purpose: review CD1 results, review/edit draft options</i>	Stakeholder Steering Committee	2/11
Update Board of Trustees - FMP Progress	Board, Superintendent, and key leadership	10-Feb
Community Dialog Two <i>- review options, survey</i>	Open Public Meeting	3/3
Facility Recommendations Development	Board, Superintendent, Key leadership with steering committee chairs	3/17
Update Board of Trustees - FMP Progress	Board, Superintendent, and key leadership	16-Mar
Steering Committee Meeting 4 <i>- Purpose: review/edit draft recommendations</i>	Stakeholder Steering Committee	3/31

