

**Elementary Comprehensive Study Task Completion Timeline
April 2013 – October 2013**

Task	Who's Responsible	Completion Date	Notes/Comments
Tour both elementary facilities	Board/Admin	June 5, 2013	12:00-1:00 @ Zielanis 1:30-2:30 @ Meeme 2:30-3:45 Debriefing @ Meeme
Develop understanding of elementary programming including special education	Board/Admin	On-going	
Obtain feedback from all stakeholders (staff, community, etc)	Board/Admin	On-going	Board working sessions, surveys, tours, etc.
Gather data report: enrollment projections, facility needs, cost per student, operating expenses, staffing, technology, classroom space, special education, art, music and physical education classrooms, square footage per student and transportation costs	Admin	Included in April and May board memos	
Research charter status and its advantages and/or limitations	Admin/Governing Board	May 29th Governing Board Meeting	
Advantages/Disadvantages to transportation boundaries	Transportation Company/Admin	June 2013	No boundaries at this time due to Charter status.
Determine status of referendum upgrades scheduled	CD Smith/Admin	June 2013	Unit ventilators, technology, plumbing, etc.
Schedule round table discussions and focus group discussions led by the Board of Education with the Meeme Governing Board , Zielanis PTP and Meeme PTO and with various municipality councils and organizational meetings to gather feedback on Meeme and Zielanis	Admin/Board	On-going (June-October) June 5, 2013 – Meeme Governing Board and PTO/PTP	

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Schedule discussions during the working session to gather input from community on the future of Meeme and Zielanis	Admin/Board	On-going (June-October)	
Continue round table discussions and focus group discussions led by the Board of Education at various municipality meetings and organizational meetings to gather feedback on Meeme and Zielanis	Board/District Administrator	On-going (June-October)	Is it the Board's desire to schedule separate meetings with municipalities or invite all to a board meeting? Needs further clarification.
Administration to collect minutes and input to develop summary of responses from board work session discussions	District Administrator, Principal/Assistant	July 2013	
Schedule Board discussion on future planning for elementary	Board	Monthly	
Determine recommendation for the October Working Session	Board	October 2013	
Working Session recommendation: Future of Meeme and Zielanis	Board	October 2013	
Action on recommendation: Future of Meeme and Zielanis	Board	October 2013	
Determine and carryout steps of recommendation transition	Admin/Staff	November – June 2014	