



School District of Grafton

Facilities Needs Study Process

I. Request for Proposals – June 2014-August 2014

The Grafton School District Board of Education will request proposals from architects and construction firms to conduct a facilities assessment. This assessment would include the following elements:

- Objective analysis of present condition and capabilities of district buildings
- Comprehensive report that details needs in all areas:
 - Building envelope (roof, walls, windows, doors, exterior)
 - Infrastructure systems (mechanical, electrical, plumbing)
 - ADA
 - Site and size of site
 - Building utilization
 - Educational adequacy
 - Interview school personnel
 - Discuss existing challenges
 - Tour every space
 - Site circulation
 - Security
 - Building circulation
 - All instructional spaces
 - All co-curricular spaces
 - Flexibility and adaptability
 - Observations and recommendations

II. Conduct Facilities Assessment – September 2014–December 2014

III. Grafton Citizens Facilities Committee (GCFC) – January 2015–September 2015

The Grafton School District Board of Education would appoint a committee of citizens that would review the facilities assessment, tour buildings, and develop options to meet the facilities needs. Those options would be forwarded to the Board of Education in September 2015.

IV. Review Options/Community Engagement – September 2015–December 2015

It is important that the District employ multiple community engagement strategies designed to elicit feedback from citizens about the identified facilities needs and how best to meet them. The feedback can be gathered via surveys, focus groups, presentations, etc.

V. Board of Education Decision on Meeting Facilities Needs – December 2015-January 2016

Weighing all the information, including the facilities assessment, options from the GCFC, and feedback from our citizens, the Board of Education can decide whether or not to ask the citizens of the Grafton School District to meet the facilities needs via a referendum election.

VI. Possible Referendum Election – April 2016

Although April 2016 is two years down the road, it is essential to remember that asking our citizens to spend money for facilities is a monumental decision. The decision must be well thought-out and based on abundant citizen feedback.

If the Board of Education is amenable to this identified process, Director of Business Kristin Kollath and I will begin to prepare a request for proposals that can be sent out this spring.