



Palmer High School Renovation Steering Committee Roles and Expectations

Date: 10/2024

Purpose of the Steering Committee

The Palmer High School Renovation Steering Committee is an advisory group composed of Palmer High School representatives, alumni, neighbors, and community members. The committee's purpose is to gather feedback and provide input to the District and the design team throughout the design development phase of the renovation.

Drawing on the diverse experiences and perspectives of its members, the committee will help shape the design process and prioritize key aspects of the renovation to ensure the project aligns with the needs and the community feedback that has been gathered thus far. The Steering Committee serves solely in an advisory capacity and does not have decision-making authority. However, its input is crucial in guiding the design toward the District's overall goals.

Committee Duration

Committee duration: October 2024 - April 2025.

Pre-Design Phase: 1-2 months (or until the completion of the master plan deliverables) November / December 2024

Schematic / Early Design Development Phases: Approximately 5 months (or through early phases of design development) April 2024

The steering committee does NOT participate in detailed design work, such as material selection or value engineering, which is performed to bring a project within budget. Any significant changes made by the design team and District manager during later design phases, including value engineering, will be communicated to the Steering Committee by the District.

Primary Responsibilities

1. Provide Community and Stakeholder Input: Ensure the project meets the needs and expectations of the Palmer High School community, including students, staff, parents, and local residents.
2. Review and Evaluate Master Plan Option: Offer feedback on design concepts, ensuring alignment with educational goals, community values, and project scope.
3. Facilitate Communication: Serve as a conduit between the project team and broader community, ensuring transparency, and two-way communication throughout the process.
4. Assist with Public Engagement: Help plan and participate in public outreach events, town hall meetings, and forums for gathering community input.
5. Monitor Progress: Track project timelines, deliverables, and major milestones in the early design phases, ensuring the project stays on track and within budget.