

Project Minutes

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Prepared by:	Sarah A. Traniello	Meeting Date:	8/16/2023
Re:	School Building Committee	Meeting No:	5
Location:	Remote Participation via Zoom		
Distribution:	School Building Committee (MF)		

Attendees: School Building Committee

Present Dr. Glenn Brand, *School Superintendent, School Building Committee Chair*

Present Paul Ruggiero, *Assistant Superintendent of Administration & Finance*

Present Diane M. Allan, *Permanent Building Committee*

Absent John C. Holloway, *Permanent Building Committee*

Present Gregory B. Bendel, *Board of Selectmen*

Absent Kevin A. Caira, *Board of Selectmen Alternate*

Absent Kate Bissell, *Wildwood School Principal*

Present Stacey Scott, *Woburn Street School Principal*

Present Christine Holloran, *Wildwood Teacher*

Present Alice Brown-LeGrand, *Director of Student Support Services*

Absent George W. Hooper II, *Public Buildings Superintendent*

Present Jeffrey M. Hull, *Town Manager*

Present Susan Inman, *Assistant Town Manager*

Present Bryan T. Perry, *Finance Director/Town Accountant*

Present Paul J. Melaragni, *Permanent Building Committee*

Absent David A. Ragsdale, *School Committee Vice Chair*

Present Marianne Gallezzo, *Finance Committee Member*

Present Michael Camoscio, *North Side Parent, Mechanical Engineer*

Present Craig Miner, *West Side Parent, Civil Engineer*

Absent Vivian Varbedian, *North Side Parent, Project Manager*

Present Maggie Lopes, *West Side Parent*

Absent Christine Prendergast, *North Side Parent*

Present Justin Cusce, *North Side Parent*

Dore+Whittier Architects

Present Donald Walter, *Principal-In-Charge*

Present Lee P. Dore, *Principal, Designer*

Present Rani Phillips, *Project Manager*

Present Jason Boone, *Educational Planner*

SMMA

Present Julie Leduc, *Director of OPM Services and Project Manager*

Present Sarah Traniello, *Assistant Project Manager*

Item #	Action	Discussion
5.1	Record	Wilmington Public Schools Superintendent, Dr. Glenn Brand, called the meeting to order at 6:00 PM. Motion to open the Meeting by Paul Melaragni with a second from Diane Allen. Roll Call of the School Building Committee was performed to account for all of those who are present. J.Leduc advised Dr. Glenn Brand that as of 4:25pm, the Town Clerk had sworn in all members of the School Building Committee for the exception of Kevin Caira, who is not present. Members present were: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i>
5.2	Record	Approval of Minutes Motion to approve the School Building Committee Meeting Minutes of June 21, 2023 by Superintendent Glenn Brand and seconded by Diane M. Allan. Voted upon unanimously with no abstentions. Roll Call vote of Voting Members: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i>
5.3	Record	SBC Vice-Chair Voting Results J.Leduc advised of the need for a Co-Chair or a Vice-Chair to work with Dr. Glenn Brand in leading the School Building Committee for the life of the Wildwood Early Childhood School project. After review of the criteria surrounding the 2 options of Co-Chair or Vice-Chair, the School Building Committee has opted to move forward with the role working with Dr. Glenn Brand to be Vice-Chair. • J.Leduc asked the School Building Committee if they felt strongly to have the Vice Chair be a Town employee or a member of Wilmington community. <i>The response was that it was not a dealbreaker either way.</i> • J.Leduc advised that S. Traniello, Assistant Project Manager, sent a survey to the School Building Committee membership requesting their nominations for the Co-Chair to Chair, Dr. Glenn Brand, position a little over a month and a half ago. J.Leduc requested S. Traniello share the results from the nomination survey with the School Building Committee. Survey Results Spreadsheet with Nomination Counts per Person, see attached. • The number of nominations ranged from 1 to 10. The nominated member of the School Building Committee with the most amount of nominations is Vivian Varbedian with 10 nominations. • Dr. Glenn Brand welcomes the addition of a Vice Chair while he is not relinquishing his role as Chair of the School Building Committee it is

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		appreciated to have another member of the School Building Committee to share the committee leadership role and offer some backup. Jeff Hull reminded Dr. Glenn Brand and the School Building Committee that the decision was made at the previous meeting that all members of the School Building Committee should be recorded as voting members. Dr. Brand is in agreement of this decision hence, Susan Inman, Bryan T. Perry and Christine Holleran will be cited as voting members moving forward and amended in the minutes to reflect. M.Gallezzo asked Dr. Brand to make sure the nominee(s) are present to receive their nominations. Dr. Brand agreed that not all that were nominated are in attendance. J.Leduc advised that the nomination could be presented and then tabled for the next meeting or it could be presented at the September 20, 2023 SBC meeting as the project will just be embarking on the Visioning and there will not be anything crucial between now and then. M. Gallezzo advised that she did not think it is fair to nominate people for a role if they are not in attendance to accept. M.Gallezzo made a motion to table the nomination until the next meeting on September 20, 2023 so that the nominated party could be in attendance and M. Camoscio seconded. Roll Call vote of Voting Members: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i>
5.4	Record	Project Schedule Update R.Philip of Dore+Whittier Architects presented the Project Schedule Update showing the most recent OPM Schedule where J.Leduc advised of the current status of the project and the progression of the project through Items 1-20 on the schedule and currently at Item #22 working towards submitting the Preliminary Design Program (PDP) to the Massachusetts School Building Authority (MSBA) on April 18, 2024. More detail will be followed up and seen in R.Philips WorkPlan which she will present shortly. The process working up to the Preliminary Design Program (PDP) is an immersive process that involves the entire School Building Committee and the entire Wilmington community including its teaching staff and students to assist Dore+Whittier Architects works diligently to find the solutions that meet all of the educational needs, meets each of the grade configuration options, meet the MSBA option criteria of renovation, renovation/addition and new construction while in designing the school building that Wilmington envisions. Within the PDP there will be Educational Programming where Dore+Whittier will present several options that will be explored as they perform their thorough due diligence for all study alternatives for the PreK-K, PreK-3 and PreK-5 on the Wildwood, Woburn and North sites. After submission of the PDP, the Design team will work with the MSBA's feedback incorporate, the District and the Community to narrow the options further progressing

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	SMMA	towards the Preferred Schematic Report where a Preferred Options will be selected. After each of the milestones, whether it is the PDP, PSR or Schematic Design Report, the MSBA will provide the District, Designer and OPM with their feedback, questions and comments regarding the options being evaluated. This will further be responded to and incorporated into the next deliverable to the MSBA and enables the options to continue to be developed and evolve with this thorough review. J.Hull and G.Brand advised that there are many acronyms that will be used during the project. SMMA will share with the SBC a glossary to assist everyone with being able to understand and interpret them as they are used. G.Brand advised that a link to the glossary provided by the Massachusetts School Building Authority (MSBA) provides will be linked on the Wilmington SBC website. G.Brand advised that throughout Feasibility Study Phase, Schematic Design Phase, Design Development Phase, Construction Documents Phase, etc. are progress milestones throughout like the Preliminary Design Program (PDP), Preferred Schematic Report (PSR), etc. that are all prescribed template milestones that must be completed sequentially and timely as set out by the MSBA for every project and every community of this type of partnership program. This Workplan is not just designed by Dore+Whittier alone or SMMA but it models what every community and every project would be required to do. The PDP and PSR are key components that assist the Designer and the Community to formulate what the project will be as it is not Dore+Whittier alone designing the project on their own. It is a process that is immersive as it not only includes this Committee, but the entire Community. The project schedule shown is only a snapshot of the major milestones that occur while R.Philip will be showing you in Dore+Whittier's Workplan all of the detailed milestones that will transpire throughout the days, weeks and months of these phases. As the process proceeds through these milestones, the developments will be shared with the Wilmington community through periodic Community Forums where the Designer and OPM Teams will be updating with the latest developments that have occurred in the study process as each reporting submission is formulated. During these Community Forum sessions it will be a good venue to learn more of the community's thoughts on what has been learned through the studies and their feedback on the design and enables their voice and ideas to be heard to be incorporated into the design as much as possible. As we get further into the process and we get closer to Town Meeting, it will be during these Community Forum sessions that information will be able to be shared with the Wilmington community based on the estimates received during reporting to advise them of the anticipated debt that may be incurred in the future. Right now, we have not been able to establish the exact dates that will be set for 2025 for the MSBA as their calendar has not yet been issued but when these dates are set the schedule will become more finalized.

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5.5	Record	Wildwood Work Plan R. Philip reviewed with Wildwood Work Plan showing there are 8 months that bring us to April 2024 for the PDP submission to the MSBA. This Work Plan is the roadmap for the project developed over the next several months since we started in April. This defines all of the tasks and milestones that will lead us through to April 2024 as we have already started with the development of the workplan, and embark on the enrollment options, existing conditions reports for Wildwood, Woburn and North Intermediate Schools, the identified sites for study. Dore+Whittier have started gathering the information needed regarding the existing conditions of the various systems [building interior, building exterior, site, plumbing, mechanical, electrical, tel/data/communications/security, fire protection] of each of the 3 existing schools to assess their existing systems and building conditions to determine what it will take to bring each of them to today's standards and provide a summary to compare all of the options and the educational program going forward against from an architectural and engineering perspective. There are also in depth geotechnical studies to be performed of the sites but until the options are narrowed to one or two sites, it is not optimal to spend fees unnecessarily on all of the sites. All documents from testing would be posted to the website for the public to peruse and review and updates will be provided at each and every meeting. School Principals have been interviewed and the demographer has been collecting data for their study that is underway.
5.6	Record	Educational Visioning R. Philip and J. Boone reviewed the plan for the September and October Visioning sessions that will be held in the Fez Room at the Shriner's Auditorium in Wilmington. In addition, there are Peer Schools that have been identified to tour as part of the Educational Visioning for those interested from School Building Committee, Visioning Committee, and Staff during the first week of October. In November, pen to paper and rolling up of sleeves will be done to put all that was learned during the September and October Visioning Sessions and Peer School Tours and the direction where education should be in Wilmington going forward and what it will look like: • Program and Floor Plans and Concept Site and Floor Plans as part of process; • Estimates by February; • Sustainability Goals with the minimum of Stretch Code in the center of program with the pros and cons of each in the project; and • Big picture will be the possibility of school consolidation. The PDP Report will have the development of the program for PreK-K, PreK-3 and PreK-5, all three schools and priced evaluation criteria on all options and evaluate down to one preferred option in the PSR. It will be an eyes wide open process and mindful in the Visioning Sessions to consolidate or not. There will be 9 options

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		involving the Wildwood Early Childhood Center, Woburn Street Elementary and North Intermediate Schools involving renovation, add/reno and new construction. In March/April 2024 the costs will be finalized. Each of the meetings are working sessions with team feedback and each meeting builds upon the prior. There has been an added School Building Committee Meeting added for 2024 – March 20, 2024. Dore+Whittier's Educational Visioning will be both in person and remote and it is to inform and shape where we want the future of education to be for Wilmington. Currently, Dr. Brand has informed that there are 28 members signed up to participate and looking forward to welcoming more. Dore+Whittier's hybrid approach, in person and remote, has the School Department reaching out to all contacts of the 500 staff members and community-at-large and through opportunities advertised on Wilmington Community TV (WCTV). The first sessions are in September so there is more time and opportunities to sign up as there are really no caps on how many the venue can accommodate. Visits to the Peer Schools will begin the Week of October 2, 2023 in the Fez Room at Shriners Auditorium and the Demographer's completed data analysis should be ready by early September. Approval is not necessary in order to move forward as the information is for discussion.
5.7	Record	Communication Protocols / Workflow Julie Leduc and Glenn Brand reviewed the availability of information for the Wildwood Early Childhood Center project on the Wildwood School Building Project site. The goal of the communication workflow is to provide project transparency from its inception through closeout on behalf of the School Building Committee to the entire Wilmington community. This encompasses all agendas, meeting minutes, presentations, meeting videos, report documentation, MSBA correspondence, public notifications regarding community events i.e. Community Forums and all documentation associated. This is the established protocol with other boards and community and plan to continue it and remain consistent for the duration of the project. In doing so, the School Building Committee also holds representation from: • School Committee with David Ragsdale, • Finance Committee with Marianne Gallezzo, • Select Board with Gregory Bendel and Kevin Caira, • Permanent Building Committee with George W. Hooper II, John C. Holloway, Diane M. Allan and Paul J. Melaragni. The representative from each of the Town Committees will act as a conduit ensuring the messaging and accurate flow of communication and information between the Committees/Boards. The flow of all project update communications will flow from the Wildwood School Building Committee to its members and vice versa. The representative members of the respective School Committee, Finance Committee, Select Board, and the Permanent Building Committees would update their fellow board/committee members ensuring the accuracy of project updates and

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		communications between meetings of the boards and carry information back as provided timely with the intent of keeping those not in attendance at every meeting informed. J. Leduc advised that S.Traniello created the workflow diagram illustrating how the communications will flow between the School Committee, Finance Committee, Select Board, and the Permanent Building Committees and the Wildwood School Building Committee, see attached. Diane Allan advised that the diagram was missing George Hooper II as he is the Chair of the Permanent Building Committee. This will be updated for the meeting minutes reflecting the correction. The Wildwood School Building Committee will be hosting presentations updating the Wilmington community, its Town boards and committees, school staff and employees periodically throughout this process through Community Forum participation. In order to get the most visibility we will need to have our fingertips on the pulse of what resources will provide the most accessibility to get the attention and participation of the populus. Ideas for consideration were: • Inserting into the water bill mailing – <i>get the schedule and lead times for these distributions</i> • Inserting into the tax bill mailing – <i>get the schedule and lead times for these distributions</i> • Links on Town Topics • Public Relations and Press Releases • Get channels that allow people to spread good words about the project • Strategically Placed Marketing Materials – flyers, cards, posters ○ Library ○ Senior Center ○ Town Hall ○ Town Clerk's Office ○ Each of the Schools
5.8		Wildwood Interim Solution School operations over the next couple of years will be shared in the middle school. The Wildwood interim solution for the PreK-K classrooms situated in Wilmington Middle School, are ready for occupancy and use.
5.9	Record	Committee Questions None.
5.10		Discussion/Correspondence/New Items None.
5.11	Record	Public Comments None.

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5.12	Record	Next Meeting: September 20, 2023 <i>In Person - Wilmington High School in the Large Group Instruction Room.</i>
4.8		Adjourn Motion to adjourn by Gregory Bendel and seconded by Paul Meleragni. Voted upon and passed unanimously. Roll Call vote of Voting Members: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i>

Attachments: Wilmington Wildwood ECC Project Schedule Powerpoint Slides; Planning and Programming Workplan Overview / Visioning Powerpoint Slides

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes.

Agenda

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Re:	School Building Committee Meeting	Meeting Date:	8/16/2023
Prepared by:	Julie Leduc	Meeting Time:	6:00 PM
Meeting Location:	Remote Participation via Zoom	Meeting No.	4
Join Zoom Meeting	https://wpsk12.zoom.us/j/89684086149?pwd=ems1WmlmVkVEQURmOUJTQi8vc1ICdz09		
	Meeting ID: 896 8408 6149	Passcode: WW2023	
	+1 646 931 3860 US	Passcode: 407833	

Distribution: School Building Committee (MF)

1. Call to Order
2. Approval of Minutes
3. SBC Co-Chair Voting Results
4. Project Schedule Update
5. Wildwood Work Plan Approval
6. Educational Visioning
7. Communication Protocols/Workflow
8. Discussion/Correspondence/New Items
9. Committee Questions
10. Public Comments
11. Next Meeting: Wednesday, September 20, 2023; Wilmington High School, Large Group Instruction Room
12. Adjourn

The items listed are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not anticipated may also be brought up for discussion to the extent permitted by law.

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WILMINGTON PUBLIC SCHOOLS

Wildwood Early Childhood Center Project

School Building
Committee
Meeting #2

August 16, 2023



SMMA **dw**
DORE | WHITTIER

Massachusetts School Building Authority



Agenda

SBC Co-chair Discussion

Schedule

Workplan

Educational
Visioning

Communication
Protocol

Next Steps



SBC
Co-Chair
Discussion



Schedule

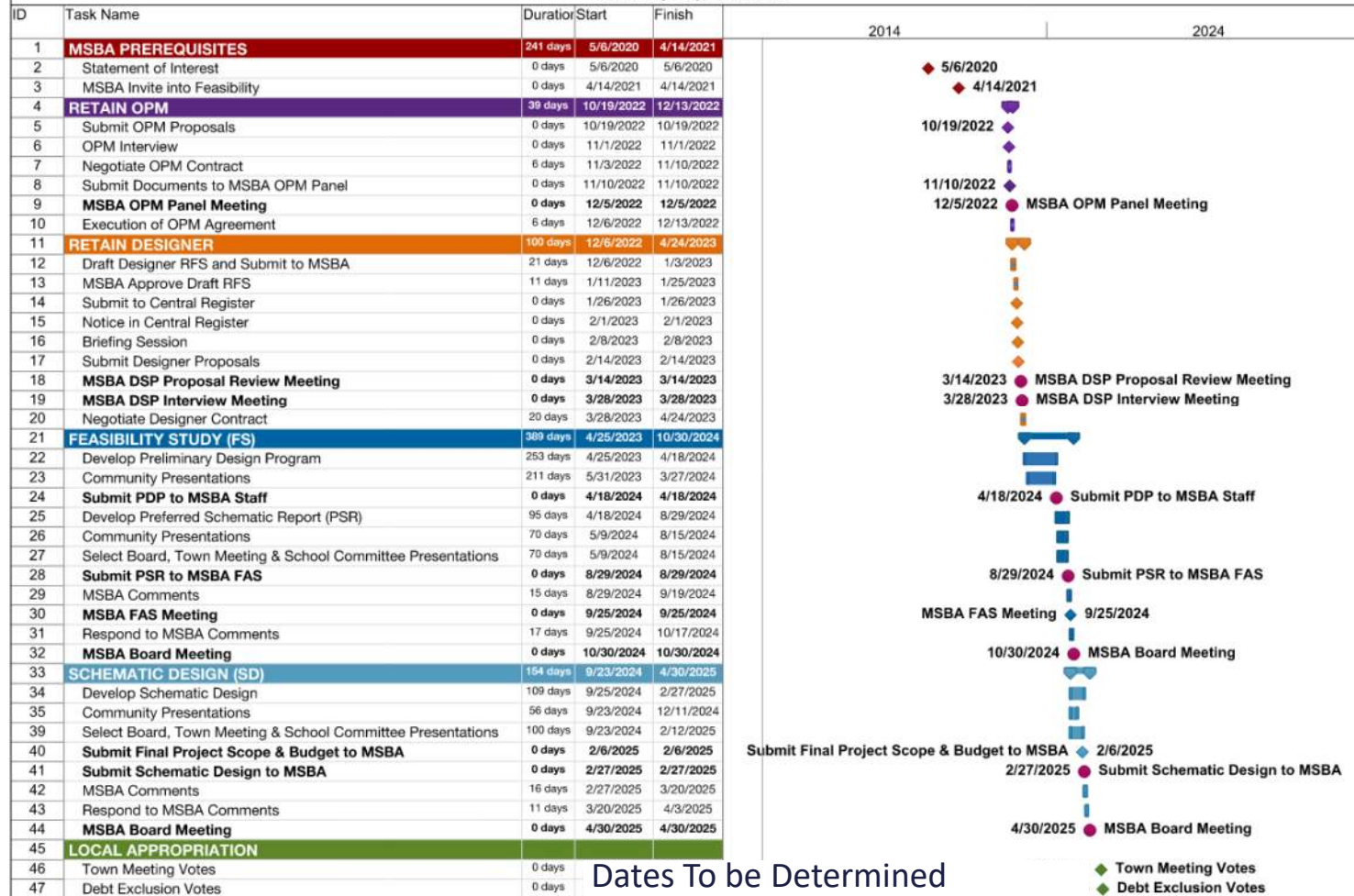


November 4, 2022
Update: August 11, 2023

Town of Wilmington
Wildwood Early Childhood Center
Feasibility Study
Preliminary Project Schedule

PROJECT MANAGEMENT

SMMA

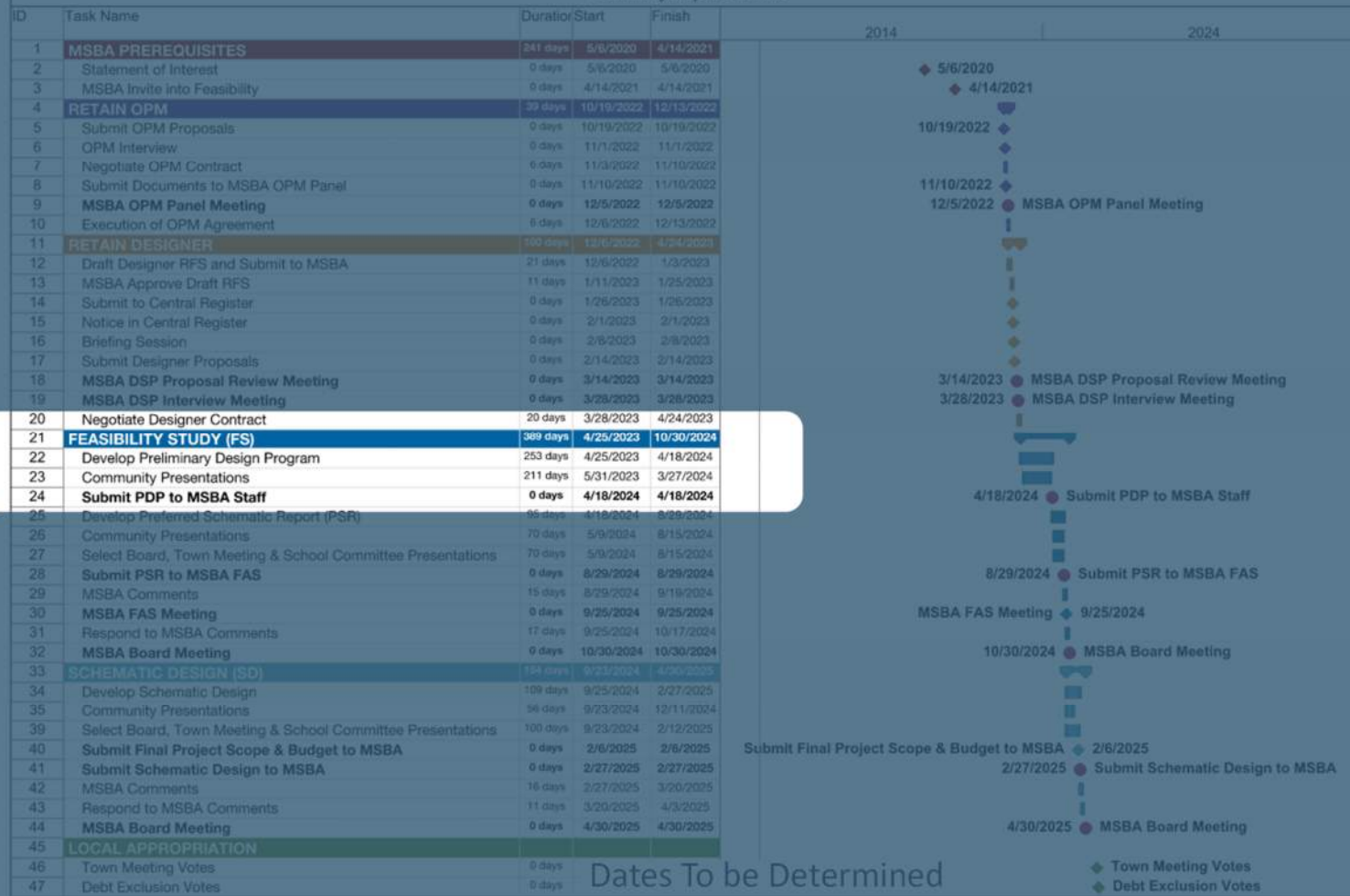


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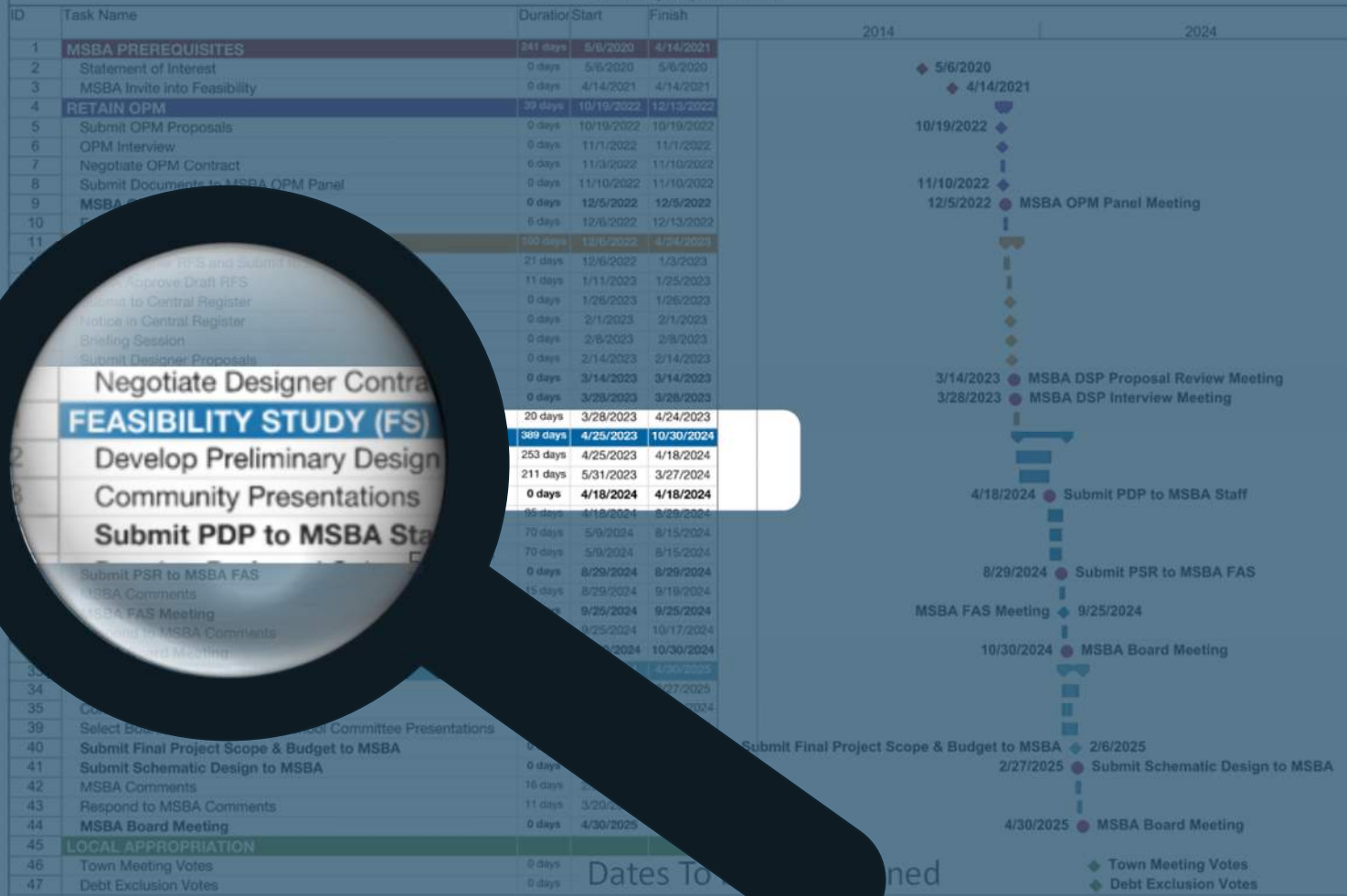


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PROJECT MANAGEMENT

SMMA



7	Negotiate OPM Contract	6 days	11/3/2022	11/10/2022
8	Submit Documents to MSBA OPM Panel	0 days	11/10/2022	11/10/2022
9	MSBA OPM Panel Meeting	0 days	12/5/2022	12/5/2022
10	Execution of OPM Agreement	6 days	12/6/2022	12/13/2022
11	RETAIN DESIGNER	100 days	12/6/2022	4/24/2023
12	Draft Designer RFS and Submit to MSBA	21 days	12/6/2022	1/3/2023
13	MSBA Approve Draft RFS	11 days	1/11/2023	1/25/2023
14	Submit to Central Register	0 days	1/26/2023	1/26/2023
15	Notice in Central Register	0 days	2/1/2023	2/1/2023
16	Briefing Session	0 days	2/8/2023	2/8/2023
17	Submit Designer Proposals	0 days	2/14/2023	2/14/2023
18	MSBA DSP Proposal Review Meeting	0 days	3/14/2023	3/14/2023
19	MSBA DSP Interview Meeting	0 days	3/28/2023	3/28/2023
20	Negotiate Designer Contract	20 days	3/28/2023	4/24/2023
21	FEASIBILITY STUDY (FS)	389 days	4/25/2023	10/30/2024
22	Develop Preliminary Design Program	253 days	4/25/2023	4/18/2024
23	Community Presentations	211 days	5/31/2023	3/27/2024
24	Submit PDP to MSBA Staff	0 days	4/18/2024	4/18/2024
25	Develop Preferred Schematic Report (PSR)	95 days	4/18/2024	8/29/2024
26	Community Presentations	70 days	5/9/2024	8/15/2024
27	Select Board, Town Meeting & School Committee Presentations	70 days	5/9/2024	8/15/2024
28	Submit PSR to MSBA FAS	0 days	8/29/2024	8/29/2024
29	MSBA Comments	15 days	8/29/2024	9/19/2024
30	MSBA FAS Meeting	0 days	9/25/2024	9/25/2024
31	Respond to MSBA Comments	17 days	9/25/2024	10/17/2024
32	MSBA Board Meeting	0 days	10/30/2024	10/30/2024
33	SCHEMATIC DESIGN (SD)	154 days	9/23/2024	4/30/2025
34	Develop Schematic Design	109 days	9/25/2024	2/27/2025
35	Community Presentations	56 days	9/23/2024	12/11/2024
39	Select Board, Town Meeting & School Committee Presentations	100 days	9/23/2024	2/12/2025

Workplan



Work Plan Overview

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1	FEASIBILITY STUDY			Thu 4/27/23	Fri 8/09/24	488	337
1.1	Pre-Kickoff Meeting			Tue 4/18/23	Tue 4/18/23	1	1
1.2	Owner-Designer Contract			Tue 4/18/23	Fri 4/28/23	12	9
1.3	Review of alternate options with Town Committees			Fri 4/28/23	Wed 6/21/23	55	39
1.4	School Committee: Schedule and Visioning			Wed 6/14/23	Wed 6/14/23	0	1
1.5	WSBC MEETING 1 - Review Schedule and Visioning			Wed 6/21/23	Wed 6/21/23	0	1
1.6	Develop Work Plan			Wed 6/21/23	Tue 7/04/23	14	10
1.7	Subconsultants On Board, Contracts			Wed 6/21/23	Tue 7/04/23	14	10
1.8	Owner assemble record documents, reports, etc.			Wed 6/21/23	Fri 6/23/23	5	3
1.9	Owner form Working Group (subcommittee of Admin and Educators)			Wed 6/21/23	Tue 6/27/23	7	5
1.10	Leadership Working Group - Mtg 1 - Organizational, Schedule, form Visioning Group			Tue 6/27/23	Tue 6/27/23	1	1
	Owner identify members for Visioning Group (30-40 reps for the community to include Admin, Educators, Students, Community, parents, seniors- townwide)			Tue 6/27/23	Fri 7/21/23	25	19
1.12	Owner develop list of possible Building Sites (beyond Wildwood, Woburn, North)			Tue 6/27/23	Wed 7/05/23	9	7
1.13	Cropper GIS study			Tue 6/27/23	Tue 8/15/23	50	36
1.14	Develop List of Possible Building Sites			Tue 7/11/23	Mon 7/24/23	14	10
1.15	Leadership Working Group - Mtg 2 - Review Work Plan, Prep for site visits, visioning group			Tue 7/11/23	Tue 7/11/23	1	1
1.16	Survey of Existing Conditions - Wildwood, Woburn and North			Wed 7/12/23	Thu 8/12/23	30	22
1.17	Hazmat Survey			Mon 7/17/23	Tue 7/18/23	2	2
1.18	Preliminary Topo & Boundary Survey - LIDAR			Mon 7/17/23	Fri 8/11/23	28	20
1.19	Geotechnical Investigation			Mon 7/17/23	Thu 8/10/23	25	19
1.20	Preliminary Wetlands Survey - desktop/GIS			Mon 7/17/23	Thu 8/10/23	25	19
1.21	Phase 1 Environmental Site Assessment			Mon 7/17/23	Thu 8/10/23	25	19
1.22	Develop Draft Existing Condition Reports			Mon 7/17/23	Tue 8/15/23	30	22
1.23	Leadership Working Group - Mtg 3 - Placeholder			Tue 7/25/23	Tue 7/25/23	1	1
1.24	Prepare WSBC meeting presentation			Wed 7/26/23	Tue 8/01/23	7	5
1.25	Leadership Working Group - Mtg 4 - Prep for Visioning, preview WSBC presentation			Tue 8/08/23	Tue 8/08/23	1	1
1.26	Incorporate feedback on Mtg presentation			Wed 8/09/23	Fri 8/11/23	5	3
1.27	Prepare visioning 1-2 workshop presentation materials & equipment			Thu 8/10/23	Wed 8/23/23	14	10
1.28	School Principal, Key Staff Interviews/ Workshops			Wed 8/16/23	Fri 8/18/23	3	3
1.29	WSBC MEETING 2 - Review Work Plan, Site and Grade Config, approve co-chair			Wed 8/16/23	Wed 8/16/23	1	1
1.30	Leadership Working Group - Mtg 5 - Placeholder			Tue 8/22/23	Tue 8/22/23	1	1
1.31	Prepare visioning 3-4 workshop presentation materials & equipment			Thu 8/24/23	Wed 9/06/23	14	10
1.32	Leadership Working Group - Mtg 6 - Report Exist. Conditions			Tue 9/05/23	Tue 9/05/23	1	1
1.33	Leadership Working Group - Mtg 7 - Placeholder			Tue 9/19/23	Tue 9/19/23	1	1
1.34	Visioning 1 - District-Wide Planning			Tue 9/19/23	Tue 9/19/23	1	1
1.35	Finish prep for visioning 2 workshop presentation materials & equipment			Wed 9/20/23	Mon 9/25/23	6	4
1.36	WSBC MEETING 3 - Report Exist Cond Summary			Wed 9/20/23	Wed 9/20/23	1	1
1.37	Community Forum #1: Process Update/Existing Cond Summary			Mon 9/25/23	Mon 9/25/23	1	1
1.38	Visioning 2 - Learning and Teaching			Tue 9/26/23	Tue 9/26/23	1	1
1.39	Document Vision 1-2 outcomes			Wed 9/27/23	Fri 10/06/23	10	8
1.40	Finish prep for visioning 3 workshop presentation materials & equipment			Tue 10/10/23	Mon 10/16/23	7	5
1.41	Leadership Working Group - Mtg 8 - Placeholder			Tue 10/03/23	Tue 10/03/23	1	1
1.42	WG Field Trip to Visit Example Peer Schools			Mon 10/02/23	Fri 10/06/23	5	5
1.43	Document reactions to Field Trip to example Peer Schools			Mon 10/09/23	Tue 10/10/23	2	2
1.44	Leadership Working Group - Mtg 9 - Placeholder			Tue 10/17/23	Tue 10/17/23	1	1
1.45	Visioning 3 - Overall Planning			Tue 10/17/23	Tue 10/17/23	1	1
1.46	Finish prep for visioning 4 workshop presentation materials & equipment			Wed 10/18/23	Mon 10/23/23	6	4
1.47	WSBC MEETING 4 - Peer school recap			Wed 10/18/23	Wed 10/18/23	1	1
1.48	Visioning 4 - Individual Space Planning			Tue 10/24/23	Fri 10/27/23	4	4
1.49	Document Vision 3-4 outcomes			Mon 10/30/23	Fri 11/03/23	7	5
1.50	Leadership Working Group - Mtg 10 - Placeholder			Tue 10/31/23	Tue 10/31/23	1	1
1.51	Document Visioning for report			Mon 11/06/23	Wed 11/08/23	3	3

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1.52	Facility Programming - develop initial Space Summary			Wed 11/08/23	Tue 11/21/23	14	10
1.53	Develop initial grade and building configuration options			Wed 11/08/23	Tue 11/21/23	14	10
1.54	WSBC MEETING 5 - TBD			Wed 11/08/23	Wed 11/08/23	1	1
1.55	Leadership Working Group - Mtg 11 - Space Summary Intro			Tue 11/14/23	Tue 11/14/23	1	1
1.56	Facility Programming - Refine/Finalize Space Summary			Mon 11/27/23	Fri 12/01/23	7	5
1.57	Edu. Programming - Education Plan			Mon 11/27/23	Fri 12/08/23	14	10
1.58	Initial LEED Scorecard and Sustainability Goals			Mon 11/27/23	Fri 12/08/23	14	10
1.59	Leadership Working Group - Mtg 12 - Space Summary Review			Tue 11/28/23	Tue 11/28/23	1	1
1.60	Facility/Edu. Programming - Bubble Spatial Relationship Diagrams			Mon 12/11/23	Fri 12/15/23	5	5
1.61	Develop preliminary site plan diagrams			Wed 12/13/23	Fri 12/15/23	5	3
1.62	Leadership Working Group - Mtg 13 - Ed Plan; Sustainability			Tue 12/12/23	Tue 12/12/23	1	1
1.63	WSBC MEETING 6 - Visioning, Programming Outcomes			Wed 12/13/23	Wed 12/13/23	1	1
1.64	Facility/Edu. Programming - Bubble into Block Diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.65	Refine site plan diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.66	Facility Programming - refine Space Summary			Tue 1/02/24	Mon 1/08/24	7	5
1.67	Leadership Working Group - Mtg 15 - Refined Space Summary & Block Diag on Site Plans			Tue 1/09/24	Tue 1/09/24	1	1
1.68	WSBC MEETING 7 - Bubble Diagrams; site plan diagrams			Wed 1/10/24	Wed 1/10/24	1	1
1.69	Facility/Edu. Programming - Develop Block Diagrams			Wed 1/11/23	Fri 1/20/23	10	8
1.70	Refine site plan diagrams			Wed 1/11/23	Fri 1/20/23	10	8
1.71	Community Forum #2: Review Visioning Recap and Preliminary options Development			Mon 1/22/24	Mon 1/22/24	1	1
1.72	Leadership Working Group - Mtg 13 - Placeholder			Tue 1/23/24	Tue 1/23/24	1	1
1.73	Edu. Programming - Final Space Summary			Wed 1/24/24	Fri 1/26/24	5	3
1.74	Edu. Programming - Final Education Plan			Wed 1/24/24	Fri 1/26/24	5	3
1.75	Facility/Edu. Programming - Develop Site Plan Diagrams			Mon 1/29/24	Mon 2/05/24	8	6
1.76	Facility/Edu. Programming - Develop Initial Floor Plans			Mon 1/29/24	Mon 2/05/24	8	6
1.77	Leadership Working Group - Mtg 14 - Site Option & Floor Plans			Tue 2/06/24	Tue 2/06/24	1	1
1.78	WSBC MEETING 8 - TBD			Wed 2/07/24	Wed 2/07/24	1	1
1.79	Finalize site plan diagrams and conceptual floor plans			Thu 2/08/24	Fri 2/16/24	9	7
1.80	Site options/ plans to Cost Estimator			Mon 2/19/24	Fri 3/01/24	14	10
1.81	Receive & review cost estimates			Mon 3/04/24	Fri 3/08/24	5	5
1.82	Leadership Working Group - Mtg 15 - Site Option & Floor Plans - Short List + Costs			Tue 3/12/24	Tue 3/12/24	1	1
1.83	WSBC MEETING 9 - TBD			Wed 3/06/24	Wed 3/06/24	1	1
1.84	Incorporate feedback on cost estimates and develop pres for WSBC			Wed 3/13/24	Fri 3/15/24	5	3
1.85	Develop draft PDP documents, incorporate meeting feedback			Mon 3/18/24	Thu 3/28/24	11	9
1.86	Develop final Options site plans public presentation			Mon 3/18/24	Fri 3/22/24	5	5
1.87	WSBC MEETING 10 - Site Option & Floor Plans - Short List + Costs			Tue 3/19/24	Tue 3/19/24	1	1
1.88	Leadership Working Group - Mtg 16 - TBD			Tue 3/26/24	Tue 3/26/24	1	1
1.89	Community Forum #3/School Committee: Site Options Evaluations - Short list + Costs; possible grade reconfiguration			Wed 3/27/24	Wed 3/27/24	1	1
1.90	WSBC MEETING 11 - Approve Draft PDP for submission			Wed 4/03/24	Wed 4/03/24	1	1
1.91	Final edits of PDP documents			Thu 4/04/24	Mon 4/08/24	5	3
1.92	QA Review & edits			Thu 4/04/24	Fri 4/05/24	3	2
1.93	Print and collate report			Mon 4/08/24	Wed 4/10/24	3	3
1.94	D+W submit PDP documents to OPM			Thu 4/11/24	Fri 4/12/24	2	2
1.95	QA Review			Mon 4/15/24	Wed 4/17/24	3	3
1.96	Milestone Submission - OPM submit PDP to MSBA			Thu 4/18/24	Fri 4/19/24	2	2

Work Plan Overview

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1	FEASIBILITY STUDY			Thu 4/27/23	Fri 8/09/24	488	337
1.1	Pre-Kickoff Meeting			Tue 4/18/23	Tue 4/18/23	1	1
1.2	Owner-Designer Contract			Tue 4/18/23	Fri 4/28/23	12	9
1.3	Review of alternate options with Town Committees			Fri 4/28/23	Wed 6/21/23	55	39
1.4	School Committee: Schedule and Visioning			Wed 6/14/23	Wed 6/14/23	0	1
1.5	WSBC MEETING 1 - Review Schedule and Visioning			Wed 6/21/23	Wed 6/21/23	0	1
1.6	Develop Work Plan			Wed 6/21/23	Tue 7/04/23	14	10
1.7	Subconsultants On Board, Contracts			Wed 6/21/23	Tue 7/04/23	14	10
1.8	Owner assemble record documents, reports, etc.			Wed 6/21/23	Fri 6/23/23	5	3
1.9	Owner form Working Group (subcommittee of Admin and Educators)			Wed 6/21/23	Tue 6/27/23	7	5
1.10	Leadership Working Group - Mtg 1 - Organizational, Schedule, form Visioning Group			Tue 6/27/23	Tue 6/27/23	1	1
1.11	Owner identify members for Visioning Group (30-40 reps for the community to include Admin, Educators, Students, Community, parents, seniors- townwide)			Tue 6/27/23	Fri 7/21/23	25	19
1.12	Owner develop list of possible Building Sites (beyond Wildwood, Woburn, North)			Tue 6/27/23	Wed 7/05/23	9	7
1.13	Cropper GIS study			Tue 6/27/23	Tue 8/15/23	50	36
1.14	Develop List of Possible Building Sites			Tue 7/11/23	Mon 7/24/23	14	10
1.15	Leadership Working Group - Mtg 2 - Review Work Plan, Prep for site visits, visioning group			Tue 7/11/23	Tue 7/11/23	1	1
1.16	Survey of Existing Conditions - Wildwood, Woburn and North			Wed 7/12/23	Thu 8/10/23	30	22
1.17	Hazmat Survey			Mon 7/17/23	Tue 7/18/23	2	2
1.18	Preliminary Topo & Boundary Survey - LIDAR			Mon 7/17/23	Fri 8/11/23	28	20
1.19	Geotechnical Investigation			Mon 7/17/23	Thu 8/10/23	25	19
1.20	Preliminary Wetlands Survey - desktop/GIS			Mon 7/17/23	Thu 8/10/23	25	19
1.21	Phase 1 Environmental Site Assessment			Mon 7/17/23	Thu 8/10/23	25	19
1.22	Develop Draft Existing Condition Reports			Mon 7/17/23	Tue 8/15/23	30	22
1.23	Leadership Working Group - Mtg 3 - Placeholder			Tue 7/25/23	Tue 7/25/23	1	1
1.24	Prepare WSBC meeting presentation			Wed 7/26/23	Tue 8/01/23	7	5
1.25	Leadership Working Group - Mtg 4 - Prep for Visioning, preview WSBC presentation			Tue 8/08/23	Tue 8/08/23	1	1
1.26	Incorporate feedback on Mtg presentation			Wed 8/09/23	Fri 8/11/23	5	3
1.27	Prepare visioning 1-2 workshop presentation materials & equipment			Thu 8/10/23	Wed 8/23/23	14	10
1.28	School Principal, Key Staff Interviews/ Workshops			Wed 8/16/23	Fri 8/18/23	3	3
1.29	WSBC MEETING 2 - Review Work Plan, Site and Grade Config, approve co-chair			Wed 8/16/23	Wed 8/16/23	1	1
1.30	Leadership Working Group - Mtg 5 - Placeholder			Tue 8/22/23	Tue 8/22/23	1	1
1.31	Prepare visioning 3-4 workshop presentation materials & equipment			Thu 8/24/23	Wed 9/06/23	14	10
1.32	Leadership Working Group - Mtg 6 - Report Exist. Conditions			Tue 9/05/23	Tue 9/05/23	1	1
1.33	Leadership Working Group - Mtg 7 - Placeholder			Tue 9/19/23	Tue 9/19/23	1	1
1.34	Visioning 1 - District-Wide Planning			Tue 9/19/23	Tue 9/19/23	1	1
1.35	Finish prep for visioning 2 workshop presentation materials & equipment			Wed 9/20/23	Mon 9/25/23	6	4
1.36	WSBC MEETING 3 - Report Exist Cond Summary			Wed 9/20/23	Wed 9/20/23	1	1
1.37	Community Forum #1: Process Update/Existing Cond Summary			Mon 9/25/23	Mon 9/25/23	1	1
1.38	Visioning 2 - Learning and Teaching			Tue 9/26/23	Tue 9/26/23	1	1
1.39	Document Vision 1-2 outcomes			Wed 9/27/23	Fri 10/06/23	10	8
1.40	Finish prep for visioning 3 workshop presentation materials & equipment			Tue 10/10/23	Mon 10/16/23	7	5
1.41	Leadership Working Group - Mtg 8 - Placeholder			Tue 10/03/23	Tue 10/03/23	1	1
1.42	WG Field Trip to Visit Example Peer Schools			Mon 10/02/23	Fri 10/06/23	5	5
1.43	Document reactions to Field Trip to example Peer Schools			Mon 10/09/23	Tue 10/10/23	2	2
1.44	Leadership Working Group - Mtg 9 - Placeholder			Tue 10/17/23	Tue 10/17/23	1	1
1.45	Visioning 3 - Overall Planning			Tue 10/17/23	Tue 10/17/23	1	1
1.46	Finish prep for visioning 4 workshop presentation materials & equipment			Wed 10/18/23	Mon 10/23/23	6	4
1.47	WSBC MEETING 4 - Peer school recap			Wed 10/18/23	Wed 10/18/23	1	1
1.48	Visioning 4 - Individual Space Planning			Tue 10/24/23	Fri 10/27/23	4	4
1.49	Document Vision 3-4 outcomes			Mon 10/30/23	Fri 11/03/23	7	5
1.50	Leadership Working Group - Mtg 10 - Placeholder			Tue 10/31/23	Tue 10/31/23	1	1
1.51	Document Visioning for report			Mon 11/06/23	Wed 11/08/23	3	3

April 2023 – June 2023

Getting Organized

- Review alternate enrollments
- Project Kick-off, Contracts
- Developed Workplan
- Identify possible sites

Work Plan Overview

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1	FEASIBILITY STUDY			Thu 4/27/23	Fri 8/09/24	488	337
1.1	Pre-Kickoff Meeting			Tue 4/18/23	Tue 4/18/23	1	1
1.2	Owner-Designer Contract			Tue 4/18/23	Fri 4/28/23	12	9
1.3	Review of alternate options with Town Committees			Fri 4/28/23	Wed 6/21/23	55	39
1.4	School Committee: Schedule and Visioning			Wed 6/14/23	Wed 6/14/23	0	1
1.5	WSBC MEETING 1 - Review Schedule and Visioning			Wed 6/21/23	Wed 6/21/23	0	1
1.6	Develop Work Plan			Wed 6/21/23	Tue 7/04/23	14	10
1.7	Subconsultants On Board, Contracts			Wed 6/21/23	Tue 7/04/23	14	10
1.8	Owner assemble record documents, reports, etc.			Wed 6/21/23	Fri 6/23/23	5	3
1.9	Owner form Working Group (subcommittee of Admin and Educators)			Wed 6/21/23	Tue 6/27/23	7	5
1.10	Leadership Working Group - Mtg 1 - Organizational, Schedule, form Visioning Group			Tue 6/27/23	Tue 6/27/23	1	1
1.11	Owner identify members for Visioning Group (30-40 reps for the community to include Admin, Educators, Students, Community, parents, seniors- townwide)			Tue 6/27/23	Fri 7/21/23	25	19
1.12	Owner develop list of possible Building Sites (beyond Wildwood, Woburn, North)			Tue 6/27/23	Wed 7/05/23	9	7
1.13	Cropper GIS study			Tue 6/27/23	Tue 8/15/23	50	36
1.14	Develop List of Possible Building Sites			Tue 7/11/23	Mon 7/24/23	14	10
1.15	Leadership Working Group - Mtg 2 - Review Work Plan, Prep for site visits, visioning group			Tue 7/11/23	Tue 7/11/23	1	1
1.16	Survey of Existing Conditions - Wildwood, Woburn and North			Wed 7/12/23	Thu 8/10/23	30	22
1.17	Hazmat Survey			Mon 7/17/23	Tue 7/18/23	2	2
1.18	Preliminary Topo & Boundary Survey - LIDAR			Mon 7/17/23	Fri 8/11/23	28	20
1.19	Geotechnical Investigation			Mon 7/17/23	Thu 8/10/23	25	19
1.20	Preliminary Wetlands Survey - desktop/GIS			Mon 7/17/23	Thu 8/10/23	25	19
1.21	Phase 1 Environmental Site Assessment			Mon 7/17/23	Thu 8/10/23	25	19
1.22	Develop Draft Existing Condition Reports			Mon 7/17/23	Tue 8/15/23	30	22
1.23	Leadership Working Group - Mtg 3 - Placeholder			Tue 7/25/23	Tue 7/25/23	1	1
1.24	Prepare WSBC meeting presentation			Wed 7/26/23	Tue 8/01/23	7	5
1.25	Leadership Working Group - Mtg 4 - Prep for Visioning, preview WSBC presentation			Tue 8/08/23	Tue 8/08/23	1	1
1.26	Incorporate feedback on Mtg presentation			Wed 8/09/23	Fri 8/11/23	5	3
1.27	Prepare visioning 1-2 workshop presentation materials & equipment			Thu 8/10/23	Wed 8/23/23	14	10
1.28	School Principal, Key Staff Interviews/ Workshops			Wed 8/16/23	Fri 8/18/23	3	3
1.29	WSBC MEETING 2 - Review Work Plan, Site and Grade Config, approve co-chair			Wed 8/16/23	Wed 8/16/23	1	1
1.30	Leadership Working Group - Mtg 5 - Placeholder			Tue 8/22/23	Tue 8/22/23	1	1
1.31	Prepare visioning 3-4 workshop presentation materials & equipment			Thu 8/24/23	Wed 9/06/23	14	10
1.32	Leadership Working Group - Mtg 6 - Report Exist. Conditions			Tue 9/05/23	Tue 9/05/23	1	1
1.33	Leadership Working Group - Mtg 7 - Placeholder			Tue 9/19/23	Tue 9/19/23	1	1
1.34	Visioning 1 - District-Wide Planning			Tue 9/19/23	Tue 9/19/23	1	1
1.35	Finish prep for visioning 2 workshop presentation materials & equipment			Wed 9/20/23	Mon 9/25/23	6	4
1.36	WSBC MEETING 3 - Report Exist Cond Summary			Wed 9/20/23	Wed 9/20/23	1	1
1.37	Community Forum #1: Process Update/Existing Cond Summary			Mon 9/25/23	Mon 9/25/23	1	1
1.38	Visioning 2 - Learning and Teaching			Tue 9/26/23	Tue 9/26/23	1	1
1.39	Document Vision 1-2 outcomes			Wed 9/27/23	Fri 10/06/23	10	8
1.40	Finish prep for visioning 3 workshop presentation materials & equipment			Tue 10/10/23	Mon 10/16/23	7	5
1.41	Leadership Working Group - Mtg 8 - Placeholder			Tue 10/03/23	Tue 10/03/23	1	1
1.42	WG Field Trip to Visit Example Peer Schools			Mon 10/02/23	Fri 10/06/23	5	5
1.43	Document reactions to Field Trip to example Peer Schools			Mon 10/09/23	Tue 10/10/23	2	2
1.44	Leadership Working Group - Mtg 9 - Placeholder			Tue 10/17/23	Tue 10/17/23	1	1
1.45	Visioning 3 - Overall Planning			Tue 10/17/23	Tue 10/17/23	1	1
1.46	Finish prep for visioning 4 workshop presentation materials & equipment			Wed 10/18/23	Mon 10/23/23	6	4
1.47	WSBC MEETING 4 - Peer school recap			Wed 10/18/23	Wed 10/18/23	1	1
1.48	Visioning 4 - Individual Space Planning			Tue 10/24/23	Fri 10/27/23	4	4
1.49	Document Vision 3-4 outcomes			Mon 10/30/23	Fri 11/03/23	7	5
1.50	Leadership Working Group - Mtg 10 - Placeholder			Tue 10/31/23	Tue 10/31/23	1	1
1.51	Document Visioning for report			Mon 11/06/23	Wed 11/08/23	3	3

July 2023-August 2023

Evaluate Existing Conditions

- Mobilize design team to survey existing conditions
- Draft reports

Educational Visioning Prep

- Interview Elementary Principals
- 30-40 participants
- Prepare materials
- Identify peer schools for site visits

Work Plan Overview

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1	FEASIBILITY STUDY			Thu 4/27/23	Fri 8/09/24	488	337
1.1	Pre-Kickoff Meeting			Tue 4/18/23	Tue 4/18/23	1	1
1.2	Owner-Designer Contract			Tue 4/18/23	Fri 4/28/23	12	9
1.3	Review of alternate options with Town Committees			Fri 4/28/23	Wed 6/21/23	55	39
1.4	School Committee: Schedule and Visioning			Wed 6/14/23	Wed 6/14/23	0	1
1.5	WSBC MEETING 1 - Review Schedule and Visioning			Wed 6/21/23	Wed 6/21/23	0	1
1.6	Develop Work Plan			Wed 6/21/23	Tue 7/04/23	14	10
1.7	Subconsultants On Board, Contracts			Wed 6/21/23	Tue 7/04/23	14	10
1.8	Owner assemble record documents, reports, etc.			Wed 6/21/23	Fri 6/23/23	5	3
1.9	Owner form Working Group (subcommittee of Admin and Educators)			Wed 6/21/23	Tue 6/27/23	7	5
1.10	Leadership Working Group - Mtg 1 - Organizational, Schedule, form Visioning Group			Tue 6/27/23	Tue 6/27/23	1	1
	Owner identify members for Visioning Group (30-40 reps for the community to include Admin, Educators, Students, Community, parents, seniors- townwide)			Tue 6/27/23	Fri 7/21/23	25	19
1.11	Owner develop list of possible Building Sites (beyond Wildwood, Woburn, North)			Tue 6/27/23	Wed 7/05/23	9	7
1.12	Cropper GIS study			Tue 6/27/23	Tue 8/15/23	50	36
1.13	Develop List of Possible Building Sites			Tue 7/11/23	Mon 7/24/23	14	10
1.14	Leadership Working Group - Mtg 2 - Review Work Plan, Prep for site visits, visioning group			Tue 7/11/23	Tue 7/11/23	1	1
1.15	Survey of Existing Conditions - Wildwood, Woburn and North			Wed 7/12/23	Thu 8/10/23	30	22
1.16	Hazmat Survey			Mon 7/17/23	Tue 7/18/23	2	2
1.17	Preliminary Topo & Boundary Survey - LIDAR			Mon 7/17/23	Fri 8/11/23	28	20
1.18	Geotechnical Investigation			Mon 7/17/23	Thu 8/10/23	25	19
1.19	Preliminary Wetlands Survey - desktop/GIS			Mon 7/17/23	Thu 8/10/23	25	19
1.20	Phase 1 Environmental Site Assessment			Mon 7/17/23	Thu 8/10/23	25	19
1.21	Develop Draft Existing Condition Reports			Mon 7/17/23	Tue 8/15/23	30	22
1.22	Leadership Working Group - Mtg 3 - Placeholder			Tue 7/25/23	Tue 7/25/23	1	1
1.23	Prepare WSBC meeting presentation			Wed 7/26/23	Tue 8/01/23	7	5
1.24	Leadership Working Group - Mtg 4 - Prep for Visioning, preview WSBC presentation			Tue 8/08/23	Tue 8/08/23	1	1
1.25	Incorporate feedback on Mtg presentation			Wed 8/09/23	Fri 8/11/23	5	3
1.26	Prepare visioning 1-2 workshop presentation materials & equipment			Thu 8/10/23	Wed 8/23/23	14	10
1.27	School Principal, Key Staff Interviews/ Workshops			Wed 8/16/23	Fri 8/18/23	3	3
1.28	WSBC MEETING 2 - Review Work Plan, Site and Grade Config, approve co-chair			Wed 8/16/23	Wed 8/16/23	1	1
1.29	Leadership Working Group - Mtg 5 - Placeholder			Tue 8/22/23	Tue 8/22/23	1	1
1.30	Prepare visioning 3-4 workshop presentation materials & equipment			Thu 8/24/23	Wed 9/06/23	14	10
1.31	Leadership Working Group - Mtg 6 - Report Exist. Conditions			Tue 9/05/23	Tue 9/05/23	1	1
1.32	Leadership Working Group - Mtg 7 - Placeholder			Tue 9/19/23	Tue 9/19/23	1	1
1.33	Visioning 1 - District-Wide Planning			Tue 9/19/23	Tue 9/19/23	1	1
1.34	Finish prep for visioning 2 workshop presentation materials & equipment			Wed 9/20/23	Mon 9/25/23	6	4
1.35	WSBC MEETING 3 - Report Exist Cond Summary			Wed 9/20/23	Wed 9/20/23	1	1
1.36	Community Forum #1: Process Update/Existing Cond Summary			Mon 9/25/23	Mon 9/25/23	1	1
1.37	Visioning 2 - Learning and Teaching			Tue 9/26/23	Tue 9/26/23	1	1
1.38	Document Vision 1-2 outcomes			Wed 9/27/23	Fri 10/06/23	10	8
1.39	Finish prep for visioning 3 workshop presentation materials & equipment			Tue 10/10/23	Mon 10/16/23	7	5
1.40	Leadership Working Group - Mtg 8 - Placeholder			Tue 10/03/23	Tue 10/03/23	1	1
1.41	WG Field Trip to Visit Example Peer Schools			Mon 10/02/23	Fri 10/06/23	5	5
1.42	Document reactions to Field Trip to example Peer Schools			Mon 10/09/23	Tue 10/10/23	2	2
1.43	Leadership Working Group - Mtg 9 - Placeholder			Tue 10/17/23	Tue 10/17/23	1	1
1.44	Visioning 3 - Overall Planning			Tue 10/17/23	Tue 10/17/23	1	1
1.45	Finish prep for visioning 4 workshop presentation materials & equipment			Wed 10/18/23	Mon 10/23/23	6	4
1.46	WSBC MEETING 4 - Peer school recap			Wed 10/18/23	Wed 10/18/23	1	1
1.47	Visioning 4 - Individual Space Planning			Tue 10/24/23	Fri 10/27/23	4	4
1.48	Document Vision 3-4 outcomes			Mon 10/30/23	Fri 11/03/23	7	5
1.49	Leadership Working Group - Mtg 10 - Placeholder			Tue 10/31/23	Tue 10/31/23	1	1
1.50	Document Visioning for report			Mon 11/06/23	Wed 11/08/23	3	3

September 2023 - October 2023

Educational Visioning

- Conduct 8 Visioning Sessions total
- Visit peer schools

Work Plan Overview

November 2023 - February 2024

Programming

- Prepare Space Summaries
- Prepare Educational Program Narratives
- Spatial Relationship Diagrams

Design

- Develop Site Planning Diagrams
- Discuss Sustainability Goals
- Develop Initial Floor Plans

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1.52	Facility Programming - develop initial Space Summary			Wed 11/08/23	Tue 11/21/23	14	10
1.53	Develop initial grade and building configuration options			Wed 11/08/23	Tue 11/21/23	14	10
1.54	WSBC MEETING 5 - TBD			Wed 11/08/23	Wed 11/08/23	1	1
1.55	Leadership Working Group - Mtg 11 - Space Summary Intro			Tue 11/14/23	Tue 11/14/23	1	1
1.56	Facility Programming - Refine/Finalize Space Summary			Mon 11/27/23	Fri 12/01/23	7	5
1.57	Edu. Programming - Education Plan			Mon 11/27/23	Fri 12/08/23	14	10
1.58	Initial LEED Scorecard and Sustainability Goals			Mon 11/27/23	Fri 12/08/23	14	10
1.59	Leadership Working Group - Mtg 12 - Space Summary Review			Tue 11/28/23	Tue 11/28/23	1	1
1.60	Facility/Edu. Programming - Bubble Spatial Relationship Diagrams			Mon 12/11/23	Fri 12/15/23	5	5
1.61	Develop preliminary site plan diagrams			Wed 12/13/23	Fri 12/15/23	5	3
1.62	Leadership Working Group - Mtg 13 - Ed Plan; Sustainability			Tue 12/12/23	Tue 12/12/23	1	1
1.63	WSBC MEETING 6 - Visioning, Programming Outcomes			Wed 12/13/23	Wed 12/13/23	1	1
1.64	Facility/Edu. Programming - Bubble into Block Diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.65	Refine site plan diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.66	Facility Programming - refine Space Summary			Tue 1/02/24	Mon 1/08/24	7	5
1.67	Leadership Working Group - Mtg 15 - Refined Space Summary & Block Diag on Site Plans			Tue 1/09/24	Tue 1/09/24	1	1
1.68	WSBC MEETING 7 - Bubble Diagrams; site plan diagrams			Wed 1/10/24	Wed 1/10/24	1	1
1.69	Facility/Edu. Programming - Develop Block Diagrams			Wed 1/11/23	Fri 1/20/23	10	8
1.70	Refine site plan diagrams			Wed 1/11/23	Fri 1/20/23	10	8
1.71	Community Forum #2: Review Visioning Recap and Preliminary options Development			Mon 1/22/24	Mon 1/22/24	1	1
1.72	Leadership Working Group - Mtg 13 - Placeholder			Tue 1/23/24	Tue 1/23/24	1	1
1.73	Edu. Programming - Final Space Summary			Wed 1/24/24	Fri 1/26/24	5	3
1.74	Edu. Programming - Final Education Plan			Wed 1/24/24	Fri 1/26/24	5	3
1.75	Facility/Edu. Programming - Develop Site Plan Diagrams			Mon 1/29/24	Mon 2/05/24	8	6
1.76	Facility/Edu. Programming - Develop Initial Floor Plans			Mon 1/29/24	Mon 2/05/24	8	6
1.77	Leadership Working Group - Mtg 14 - Site Option & Floor Plans			Tue 2/06/24	Tue 2/06/24	1	1
1.78	WSBC MEETING 8 - TBD			Wed 2/07/24	Wed 2/07/24	1	1
1.79	Finalize site plan diagrams and conceptual floor plans			Thu 2/08/24	Fri 2/16/24	9	7
1.80	Site options/ plans to Cost Estimator			Mon 2/19/24	Fri 3/01/24	14	10
1.81	Receive & review cost estimates			Mon 3/04/24	Fri 3/08/24	5	5
1.82	Leadership Working Group - Mtg 15 - Site Option & Floor Plans - Short List + Costs			Tue 3/12/24	Tue 3/12/24	1	1
1.83	WSBC MEETING 9 - TBD			Wed 3/06/24	Wed 3/06/24	1	1
1.84	Incorporate feedback on cost estimates and develop pres for WSBC			Wed 3/13/24	Fri 3/15/24	5	3
1.85	Develop draft PDP documents, incorporate meeting feedback			Mon 3/18/24	Thu 3/28/24	11	9
1.86	Develop final Options site plans public presentation			Mon 3/18/24	Fri 3/22/24	5	5
1.87	WSBC MEETING 10 - Site Option & Floor Plans - Short List + Costs			Tue 3/19/24	Tue 3/19/24	1	1
1.88	Leadership Working Group - Mtg 16 - TBD			Tue 3/26/24	Tue 3/26/24	1	1
1.89	Community Forum #3/School Committee: Site Options Evaluations - Short list + Costs; possible grade reconfiguration			Wed 3/27/24	Wed 3/27/24	1	1
1.90	WSBC MEETING 11 - Approve Draft PDP for submission			Wed 4/03/24	Wed 4/03/24	1	1
1.91	Final edits of PDP documents			Thu 4/04/24	Mon 4/08/24	5	3
1.92	QA Review & edits			Thu 4/04/24	Fri 4/05/24	3	2
1.93	Print and collate report			Mon 4/08/24	Wed 4/10/24	3	3
1.94	D+W submit PDP documents to OPM			Thu 4/11/24	Fri 4/12/24	2	2
1.95	QA Review			Mon 4/15/24	Wed 4/17/24	3	3
1.96	Milestone Submission - OPM submit PDP to MSBA			Thu 4/18/24	Fri 4/19/24	2	2

Work Plan Overview

February 2024 – March 2024

Cost Estimating

- Options finalized for estimating
- Review cost estimates



WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1.52	Facility Programming - develop initial Space Summary			Wed 11/08/23	Tue 11/21/23	14	10
1.53	Develop initial grade and building configuration options			Wed 11/08/23	Tue 11/21/23	14	10
1.54	WSBC MEETING 5 - TBD			Wed 11/08/23	Wed 11/08/23	1	1
1.55	Leadership Working Group - Mtg 11 - Space Summary Intro			Tue 11/14/23	Tue 11/14/23	1	1
1.56	Facility Programming - Refine/Finalize Space Summary			Mon 11/27/23	Fri 12/01/23	7	5
1.57	Edu. Programming - Education Plan			Mon 11/27/23	Fri 12/08/23	14	10
1.58	Initial LEED Scorecard and Sustainability Goals			Mon 11/27/23	Fri 12/08/23	14	10
1.59	Leadership Working Group - Mtg 12 - Space Summary Review			Tue 11/28/23	Tue 11/28/23	1	1
1.60	Facility/Edu. Programming - Bubble Spatial Relationship Diagrams			Mon 12/11/23	Fri 12/15/23	5	5
1.61	Develop preliminary site plan diagrams			Wed 12/13/23	Fri 12/15/23	5	3
1.62	Leadership Working Group - Mtg 13 - Ed Plan; Sustainability			Tue 12/12/23	Tue 12/12/23	1	1
1.63	WSBC MEETING 6 - Visioning, Programming Outcomes			Wed 12/13/23	Wed 12/13/23	1	1
1.64	Facility/Edu. Programming - Bubble into Block Diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.65	Refine site plan diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.66	Facility Programming - refine Space Summary			Tue 1/02/24	Mon 1/08/24	7	5
1.67	Leadership Working Group - Mtg 15 - Refined Space Summary & Block Diag on Site Plans			Tue 1/09/24	Tue 1/09/24	1	1
1.68	WSBC MEETING 7 - Bubble Diagrams; site plan diagrams			Wed 1/10/24	Wed 1/10/24	1	1
1.69	Facility/Edu. Programming - Develop Block Diagrams			Wed 1/11/23	Fri 1/20/23	10	8
1.70	Refine site plan diagrams			Wed 1/11/23	Fri 1/20/23	10	8
1.71	Community Forum #2: Review Visioning Recap and Preliminary options Development			Mon 1/22/24	Mon 1/22/24	1	1
1.72	Leadership Working Group - Mtg 13 - Placeholder			Tue 1/23/24	Tue 1/23/24	1	1
1.73	Edu. Programming - Final Space Summary			Wed 1/24/24	Fri 1/26/24	5	3
1.74	Edu. Programming - Final Education Plan			Wed 1/24/24	Fri 1/26/24	5	3
1.75	Facility/Edu. Programming - Develop Site Plan Diagrams			Mon 1/29/24	Mon 2/05/24	8	6
1.76	Facility/Edu. Programming - Develop Initial Floor Plans			Mon 1/29/24	Mon 2/05/24	8	6
1.77	Leadership Working Group - Mtg 14 - Site Option & Floor Plans			Tue 2/06/24	Tue 2/06/24	1	1
1.78	WSBC MEETING 8 - TBD			Wed 2/07/24	Wed 2/07/24	1	1
1.79	Finalize site plan diagrams and conceptual floor plans			Thu 2/08/24	Fri 2/16/24	9	7
1.80	Site options/ plans to Cost Estimator			Mon 2/19/24	Fri 3/01/24	14	10
1.81	Receive & review cost estimates			Mon 3/04/24	Fri 3/08/24	5	5
1.82	Leadership Working Group - Mtg 15 - Site Option & Floor Plans - Short List + Costs			Tue 3/12/24	Tue 3/12/24	1	1
1.83	WSBC MEETING 9 - TBD			Wed 3/06/24	Wed 3/06/24	1	1
1.84	Incorporate feedback on cost estimates and develop pres for WSBC			Wed 3/13/24	Fri 3/15/24	5	3
1.85	Develop draft PDP documents, incorporate meeting feedback			Mon 3/18/24	Thu 3/28/24	11	9
1.86	Develop final Options site plans public presentation			Mon 3/18/24	Fri 3/22/24	5	5
1.87	WSBC MEETING 10 - Site Option & Floor Plans - Short List + Costs			Tue 3/19/24	Tue 3/19/24	1	1
1.88	Leadership Working Group - Mtg 16 - TBD			Tue 3/26/24	Tue 3/26/24	1	1
1.89	Community Forum #3/School Committee: Site Options Evaluations - Short list + Costs; possible grade reconfiguration			Wed 3/27/24	Wed 3/27/24	1	1
1.90	WSBC MEETING 11 - Approve Draft PDP for submission			Wed 4/03/24	Wed 4/03/24	1	1
1.91	Final edits of PDP documents			Thu 4/04/24	Mon 4/08/24	5	3
1.92	QA Review & edits			Thu 4/04/24	Fri 4/05/24	3	2
1.93	Print and collate report			Mon 4/08/24	Wed 4/10/24	3	3
1.94	D+W submit PDP documents to OPM			Thu 4/11/24	Fri 4/12/24	2	2
1.95	QA Review			Mon 4/15/24	Wed 4/17/24	3	3
1.96	Milestone Submission - OPM submit PDP to MSBA			Thu 4/18/24	Fri 4/19/24	2	2

Work Plan Overview

March 2024 – April 2024

Approvals

- Finalize Options and Costs for approvals
- Prepare PDP Submission

Submit PDP to MSBA by APRIL 18, 2024

WBS	Task	Assigned	Predecessor	Start	End	Cal. Days	Work Days
1.52	Facility Programming - develop initial Space Summary			Wed 11/08/23	Tue 11/21/23	14	10
1.53	Develop initial grade and building configuration options			Wed 11/08/23	Tue 11/21/23	14	10
1.54	WSBC MEETING 5 - TBD			Wed 11/08/23	Wed 11/08/23	1	1
1.55	Leadership Working Group - Mtg 11 - Space Summary Intro			Tue 11/14/23	Tue 11/14/23	1	1
1.56	Facility Programming - Refine/Finalize Space Summary			Mon 11/27/23	Fri 12/01/23	7	5
1.57	Edu. Programming - Education Plan			Mon 11/27/23	Fri 12/08/23	14	10
1.58	Initial LEED Scorecard and Sustainability Goals			Mon 11/27/23	Fri 12/08/23	14	10
1.59	Leadership Working Group - Mtg 12 - Space Summary Review			Tue 11/28/23	Tue 11/28/23	1	1
1.60	Facility/Edu. Programming - Bubble Spatial Relationship Diagrams			Mon 12/11/23	Fri 12/15/23	5	5
1.61	Develop preliminary site plan diagrams			Wed 12/13/23	Fri 12/15/23	5	3
1.62	Leadership Working Group - Mtg 13 - Ed Plan; Sustainability			Tue 12/12/23	Tue 12/12/23	1	1
1.63	WSBC MEETING 6 - Visioning, Programming Outcomes			Wed 12/13/23	Wed 12/13/23	1	1
1.64	Facility/Edu. Programming - Bubble into Block Diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.65	Refine site plan diagrams			Thu 12/14/23	Fri 12/22/23	10	7
1.66	Facility Programming - refine Space Summary			Tue 1/02/24	Mon 1/08/24	7	5
1.67	Leadership Working Group - Mtg 15 - Refined Space Summary & Block Diag on Site Plans			Tue 1/09/24	Tue 1/09/24	1	1
1.68	WSBC MEETING 7 - Bubble Diagrams; site plan diagrams			Wed 1/10/24	Wed 1/10/24	1	1
1.69	Facility/Edu. Programming - Develop Block Diagrams			Wed 1/11/23	Fri 1/20/23	10	8
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1.71	Community Forum #2: Review Visioning Recap and Preliminary options Development			Mon 1/22/24	Mon 1/22/24	1	1
1.72	Leadership Working Group - Mtg 13 - Placeholder			Tue 1/23/24	Tue 1/23/24	1	1
1.73	Edu. Programming - Final Space Summary			Wed 1/24/24	Fri 1/26/24	5	3
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1.76	Facility/Edu. Programming - Develop Initial Floor Plans			Mon 1/29/24	Mon 2/05/24	8	6
1.77	Leadership Working Group - Mtg 14 - Site Option & Floor Plans			Tue 2/06/24	Tue 2/06/24	1	1
1.78	WSBC MEETING 8 - TBD			Wed 2/07/24	Wed 2/07/24	1	1
1.79	Finalize site plan diagrams and conceptual floor plans			Thu 2/08/24	Fri 2/16/24	9	7
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1.83	WSBC MEETING 9 - TBD			Wed 3/06/24	Wed 3/06/24	1	1
1.84	Incorporate feedback on cost estimates and develop pres for WSBC			Wed 3/13/24	Fri 3/15/24	5	3
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1.89	Community Forum #3/School Committee: Site Options Evaluations - Short list + Costs; possible grade reconfiguration			Wed 3/27/24	Wed 3/27/24	1	1
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1.96	Milestone Submission - OPM submit PDP to MSBA			Thu 4/18/24	Fri 4/19/24	2	2

Working Together

School Building Committee Meeting Schedule:

- | | |
|------------------------|--|
| ➤ Sept. 20, 2023 | Existing Conditions Summary |
| ➤ Oct. 18, 2023 | Visioning Recap – Part 1 |
| ➤ Nov. 8, 2023 | Visioning Recap; Sustainability Goals |
| ➤ Dec. 13, 2023 | Programming Outcomes |
| ➤ Jan. 10, 2024 | Bubble Diagrams and Site Plan Diagrams |
| ➤ Feb. 7, 2024 | Site and Floor Plans |
| ➤ Mar. 6, 2024 | Site and Floor Plans Update |
| ➤ <i>Mar. 20, 2024</i> | <i>Short List and Costs</i> |
| ➤ Apr. 3, 2024 | Approve Draft PDP for Submission |



July Progress:

- ✓ Existing Conditions Site Visits – week of July 24th
- ✓ Principal Interviews – in progress
- ✓ Peer Schools List – in progress
- ✓ Demographer – Data Collection
- ✓ Visioning – Create flyer for participant engagement
- ✓ Outline Visioning Sessions



Educational Visioning



Wilmington Elementary School Building Project

Visioning - Call for Volunteers

Help us define and shape the future for our Pre-K to 5th grade learners



Session #1 - District-wide Topics

Sept. 19th
1:00 PM to 4:00 PM
Shriners Auditorium or
Remote via Zoom

or

Sept. 19th
6:30 PM to 9:30 PM
Shriners Auditorium or
Remote via Zoom



Session #2 - Learning and Teaching

Sept. 26th
1:00 PM to 3:30 PM
Shriners Auditorium or
Remote via Zoom

or

Sept. 26th
6:30 PM to 9:00 PM
Shriners Auditorium or
Remote via Zoom



Session #3 - Overall Building Planning

Oct. 17th
1:00 PM to 3:00 PM
Shriners Auditorium

or

Oct. 17th
6:30 PM to 8:30 PM
Shriners Auditorium



Session #4 - Individual Space Planning

Oct. 24th
1:00 PM to 3:00 PM
Shriners Auditorium

or

Oct. 24th
6:30 PM to 8:30 PM
Shriners Auditorium



WILMINGTON PUBLIC SCHOOLS

To Volunteer

Register by 9/8/23

Register Here

<https://forms.gle/spyxFebKHjeHaowG8>

Or Call

978-694-6000, Option #4



Session #1 - District-wide Topics

Sept. 19th
1:00 PM to 4:00 PM
Shriners Auditorium or
Remote via Zoom

or

Sept. 19th
6:30 PM to 9:30 PM
Shriners Auditorium or
Remote via Zoom



Session #2 - Learning and Teaching

Sept. 26th
1:00 PM to 3:30 PM
Shriners Auditorium or
Remote via Zoom

or

Sept. 26th
6:30 PM to 9:00 PM
Shriners Auditorium or
Remote via Zoom



Session #3 - Overall Building Planning

Oct. 17th
1:00 PM to 3:00 PM
Shriners Auditorium

or

Oct. 17th
6:30 PM to 8:30 PM
Shriners Auditorium



Session #4 - Individual Space Planning

Oct. 24th
1:00 PM to 3:00 PM
Shriners Auditorium

or

Oct. 24th
6:30 PM to 8:30 PM
Shriners Auditorium

Next Steps



August 2023 Look Ahead

- ☐ Document findings from site visits
- ☐ Continue Principal Interviews
- ☐ Meet with Key Staff
- ☐ Finalize Peer Schools visits
- ☐ Demographer – Complete Data Analysis
- ☐ Coordinate visits for Peer Schools
- ☐ Confirm participants for Visioning
- ☐ Visioning – Develop Presentations



Communication Protocol



Q & A



