

The Charge of the District Office Advisory Committee is to make a recommendation to the Board of Education regarding:

**1. Long-term plan for use of space after considering:**

- a. Need/Necessity
  - i. Present condition of district office
  - ii. Length of time for recommendation and relocation
- b. Enrollment data
  - i. Past enrollment
  - ii. Enrollment projection report (due mid-November)
- c. Location
  - i. On site:
    - 1. Determine exact on-site location
  - ii. Off site:
    - 1. Purchase
    - 2. Lease
- d. Type of building
  - i. Addition/Existing structure
  - ii. Stand alone
  - iii. Stick built
  - iv. Modular
- e. Parking needs
  - i. Location in relation to proposed District Office
  - ii. Implications to traffic\neighborhood
  - iii. Field Movement/arboretum
- f. Cost
  - i. Parameters of Capital Reserve
- g. Timeline
  - i. Proposed Date of Recommendation to BOE
  - ii. Proposed Date of Public Vote
  - iii. Proposed Date of Occupancy

**2. Design of District Office**

- a. Exterior Look
- b. Interior Look
  - i. Allocation of sq feet
  - ii. Office configurations

**3. Short Term Plan**

- a. Lease of space
- b. Time/cost of relocation

### **Scope of Work**

1. Consideration of the committee charge listed above
2. How will committee determine consensus
3. Set Meeting Dates for Sept, Oct, Nov
4. Develop reasonable timeline for recommendations to BOE
5. Invite Subject "Expert" reports to the committee
6. Determine the need for sub-committees and recruit members
7. Design, preparation and completion of recommendation report to BOE
8. Develop communication strategies to inform larger community