



# MOORHEAD

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## AREA PUBLIC SCHOOLS

Office of Assistant  
Superintendent  
Memo OAS.15.100 R

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent *BLM*

DATE: August 20, 2014

RE: Facilities Task Force Timeline set

The Moorhead Public Schools and the Cuningham Group have agreed to the timeline below:

**Step 1: Project Kick-off Meeting**

August 4, 7:30-9:00am – Minneapolis-completed

**Step 2: Analysis and Evaluation**

**Update of Facility Condition Assessments**, Walk-throughs of eight buildings: Robert Asp, Ellen Hopkins, SG Reinertsen, Horizon Middle School, Moorhead High School, RRALC, Adult Basic Education and the Bus Garage

**Monday, August 18 and Tuesday, August 19**

**Monday, August 25 and Tuesday, August 26**

**Step 3: Defining Facility Aspirations and Priorities**

Steering Committee, **September 15, 2014; 2:00-3:00pm, PCE Room 204**

Master Facilities Task Force: Charrette Workshop One:

**Monday, September 15, 2014; 5:00-9:00pm, Board Room 224**

**Tuesday, September 16, 2014; 8:00-12:00pm, Travelodge**

Master Facilities Task Force: Charrette Workshop Two:

**Tuesday, October 7, 2014; 5:00-9:00pm, Board Room 224**

**Wednesday, October 8, 2014; 8:00-12:00pm, Board Room 224**

**Step 4: Conceptualization: District-wide / Site Specific**

Steering Committee, **November 3, 2014; 2:00-3:00pm, PCE Room 204**

Master Facilities Task Force: Charrette Workshop Three

**Monday, November 3, 2014; 5:00-9:00pm, Horizon Media Center: (Gap Analysis & District-wide Scenarios)**

**Tuesday, November 4, 2014; 1:00-5:00pm, Travelodge: (Site Specific Design Workshop)**

**Step 5: Synthesis & Recommendations**

Steering Committee, **November 24, 2014; 2:00-3:00pm, PCE Room 204**

Master Facilities Task Force: Charrette Workshop Four

**Monday, November 24, 2015; 5:30-6:30pm, Board Room 224: (Board Update/Review Session)**

**Tuesday, November 25, 2015; 5:00-9:00pm, Board Room 224: (Synthesis, Phasing & Costing)**

**Monday, December 15, 2015; 5:30-7:00pm, Board Room 224: (Board Study Session)**

**Step 6: Cost Estimates & Phasing Recommendations**

Steering Committee, **January 5, 2015; 2:00-3:00pm, PCE Room 204**

Master Facilities Task Force: Charrette Workshop Five:

**Monday, January 5, 2015; 3:30-5:30pm, Board Room 224: (Workshop with Facilities Task Force)**

**Monday, January 5, 2015; 6:00-8:00pm, Board Room 224: (Board & Community Presentation)**

**Step 7: Final Presentation to the Board**

**Monday, February 9, 2015; 6:00-7:00pm, Board Room 224**