

Newmarket School District
SAU #31
Newmarket Jr/Sr High School Facilities Consultancy

TIMELINE OF CONSULTANCY ACTIVITIES	DATE
Meet with School Board and Superintendent of Schools to review proposal and gain endorsement to move forward	August 2014
Tour school facilities	September 2014
Work Session with the School Board	September 2014
Assemble an advisory committee to guide the work of the study*	September 2014
Coordinate, collect and summarize data regarding existing facility proposals to include fiscal expenditures and efficiency of all options	Sept – Oct 2014
Conduct structured interviews with school district administration, town manager, town code enforcement officials and others as determined by the consultant team	Sept- Oct 2014
Conduct public forum and small group focus group discussions as developed by the consultant team	Oct- Nov 2014
Summarize findings and draft report	November 2014
Propose recommendations for consideration	December 2014
Project closure, final report submitted	No later than December 15, 2014

*Advisory Committee meetings scheduled bi-weekly

Parameters of the consultancy activities will require working collaboratively with the Newmarket School District, Town Council, School Board, and the Advisory Committee for completion of the timeline outlined above. The Superintendent of Schools will be the contact person for the project and will assist with coordination of all consultancy activities.