

DALE STREET SCHOOL - Medfield, MA

1/31/2020

PROJECT MEETINGS AND MILESTONES SCHEDULE

Meeting Date & Time				Discussion	Room	Resp./Attendees
FEASIBILITY STUDY - PRELIMINARY DESIGN PROGRAM (PDP)						
√	Wed	12/04/19	11:30 AM	Working Group Meeting No. 1 - Develop Project Goals and Objectives	Dale Street School Library's Media Center	Working Group/ SBC, SC, LF, Arrowstreet
√	Wed	12/04/19	12:30 PM	Educational Visioning Leadership Kick-Off Meeting	Dale Street School Library's Media Center	Arrowstreet/ SBC, District Staff, SC, LF
√	Mon	12/09/19	6:00 PM	Educational Visioning Community Workshop No. 1	Dale St. School Cafeteria	Arrowstreet/ Town, SBC, District, LF, Public
√	Wed	12/11/19	7:00 PM	Dale Street School Building Committee Meeting No. 4 - PDP, Ed Visioning, Site Selection, Ed Program, Grade Configuration Update	Public Safety Training Room	SBC/Public, LF, Arrowstreet
√	Fri	12/13/19	1:30 PM	MSBA Kick-Off Meeting	Dale Street School Library's Media Center	MSBA/SBC, District, LF, Arrowstreet
√	Mon	12/16/19	3:00 PM	Working Group No. 2 - Review Site Criteria and Identify Available Sites	Dale Street School Library's Media Center	Working Group/ SBC, Town, District, LF, Arrowstreet
√	Tues	12/17/19	7:00 AM	Dale Street School Building Committee Meeting No. 5 - Establish Ed Programming Subcommittee & Vote to Recommend BOS Approve Designer Contract	Town Hall, Cherney Conference Room	SBC/Public, LF, Arrowstreet
√	Wed	12/18/19	12:00 PM	Existing Conditions Reporting - Building/Site Investigations by Consultants	Dale Street School	Arrowstreet/ District, LF, Consultants
√	Friday	12/20/19	12:00 PM	Existing Conditions Reporting - Building/Site Investigations by Consultants	Dale Street School	Arrowstreet/ District, LF, Consultants
√	Mon	12/30/19	3:00 PM	Working Group No. 3 - Review Site Options and Grade Configuration	Dale Street School Library's Media Center	Working Group/ SBC, Town, District, LF, Arrowstreet
√	Tues	01/07/20	4:00 PM - 8:00 PM	Educational Visioning Working Session 1	Dale Street School Cafeteria	Arrowstreet/SBC, District, Staff, SC, LF
√	Tues	01/07/20	7:00 PM	Board of Selectmen Meeting - Discuss Advancing Design Development, Article for Spring Town Meeting	Town Hall, Cherney Conference Room	BOS/SBC, LF, Arrowstreet

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✓	Wed	01/08/20	10:30 AM	All Town Departments Meeting Project Update and Department Requirements/Input	Town Hall, Cherney Conference Room	BOS/SBC, LF, Arrowstreet
✓	Wed	01/08/20	7:00 PM	Dale Street School Building Committee Meeting No. 6 - PDP, Ed Visioning, Site Selection, Ed Program, Grade Configuration Update	Public Safety Training Room	SBC/Public, LF, Arrowstreet
✓	Mon	01/13/20	1:00 PM	Dale Street School Educational Programming Meeting with District Leaders Educational Plan and Initial Space Summary	Dale Street School Library's Media Center	Arrowstreet/ District, LF
✓	Mon	01/13/20	3:00 PM	Working Group No. 4 - Site Selection and Grade Configuration	Conference Call	Working Group/ SBC, Town, District, LF, Arrowstreet
✓	Thurs	01/16/20	7:00 PM	Energy Committee Meeting - Arrowstreet presentation and introduction of Project as it relates to Building Performance	Public Safety Building Conference Room	Arrowstreet/ SBC, Energy Com., LF, Public
✓	Fri	01/17/20	9:00 AM - 2:00 PM	Dale Street School Educational Programming Meeting with Staff and Teachers	Dale Street School Library's Media Center	Arrowstreet/ Teachers, District, LF
✓	Tues	01/21/20	7:00 PM	Board of Selectmen Meeting Vote to Approve Designer Contract; Advancing Design Development, Article for Spring Town Meeting	Town Hall, Cherney Conference Room	BOS/SBC, LF, Arrowstreet
✓	Mon	01/27/20	3:00 PM	Working Group No. 5 - Educational Plan and Space Summary Program	Dale Street School Library's Media Center	Working Group/ SBC, Town, District, LF, Arrowstreet
✓	Tues	01/28/20	4:00 PM - 8:00 PM	Educational Visioning Working Session 2	Dale Street School Cafeteria	Arrowstreet/SBC, District, Staff, SC, LF
	Tues	02/04/20	4:00 PM - 6:45 PM	Educational Visioning Group Workshop 3 Review Previous Workshops, Share Blue Sky Ideas, Bubble Diagramming Activities, Grade Configuration Discussion	Dale Street School Cafeteria	Arrowstreet/ Town, SBC, District, LF
	Tues	02/04/20	7:00 PM - 8:30 PM	Community Educational Visioning Workshop Overview of Previous Workshop, Building Performance, School Layout Activities, Open Discussion on Grade Configuration	Dale Street School Cafeteria	Arrowstreet/ Town, SBC, District, LF, Public
		02/05/20		Existing Conditions Report Draft DUE		

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Meeting Date & Time				Discussion	Room	Resp./Attendees
Mon	02/10/20	3:00 PM	Working Group No. 6 - Educational Plan and Space Summary Program Review, Grade Configurations	Dale Street School Library's Media Center	Working Group/ SBC, Town, District, LF, Arrowstreet	
Wed	02/12/20	7:00 PM	Dale Street School Building Committee Meeting No. 7 - PDP (Ed Plan and Space Summary), Grade Configurations -Update	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet	
Thurs	02/13/20	7:30 PM	School Committee Meeting - Present Grade Configurations	Medfield High School Library	SC/SBC, LF, Arrowstreet, Public	
Mon	02/24/20	3:00 PM	Working Group No. 7 - Site Layout & Design Options Review; Prep for Community Forum	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Mon	02/24/20	6:00 PM	PDP Update Community Forum No. 3 Review Educational Plans, Grade Configurations, Site Options and Selection Process	Dale Street School Cafeteria	Arrowstreet/ Town, SBC, District, LF, Public	
Thurs	02/27/20	7:30 PM	Special School Committee Meeting - Present Educational Plans	Dale Street School Cafeteria	SC/SBC, LF, Arrowstreet, Public	
	03/03/20		Draft of Site Evaluations Report and Educational Plans DUE			
Wed	03/04/20	7:00 PM	Dale Street School Building Committee Meeting No. 8 - PDP Update, Status of Grade Configurations & Educational Plans	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet	
Mon	03/09/20	3:00 PM	Working Group No. 8 - Finalize Grade Configurations, Education Plans, Site Selections & Design Options	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Thurs	03/12/20	7:30 PM	School Committee Meeting - Vote on submission of Grade Configurations and Educational Plans to MSBA	Medfield High School Library	SC/SBC, LF, Arrowstreet, Public	
	03/16/20		PDP Submission to SBC for Final Review			
Wed	03/18/20	7:00 PM	Dale Street School Building Committee Meeting No. 9 - Vote to Approve PDP Submission to MSBA	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet	
	03/19/20		PDP Submission to MSBA			

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FEASIBILITY STUDY - PREFERRED SCHEMATIC REPORT (PSR)						
Mon	03/23/20	3:00 PM	Working Group No. 9 -	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Mon	04/06/20	3:00 PM	Working Group No. 10 -	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Wed	04/08/20	7:00 PM	Dale Street School Building Committee Meeting No. 10	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet	
Thurs	04/09/20	7:30 PM	School Committee Meeting - Vote on Final Grade Configuration and Educational Plan	Medfield High School Library	SC/SBC, LF, Arrowstreet, Public	
Mon	04/20/20	3:00 PM	Working Group No. 11 -	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Mon	05/04/20	3:00 PM	Working Group No. 12 -	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Wed	05/13/20	7:00 PM	Dale Street School Building Committee Meeting No. 11 - Finalize PSR Requirements	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet	
Mon	05/18/20	3:00 PM	Working Group No. 13 -	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Thurs	05/21/20	7:30 PM	School Committee Meeting - PSR Update	Medfield High School Library	SC/SBC, LF, Arrowstreet, Public	
Mon	06/01/20	6:00 PM	PSR Update Community Forum No. 4	Dale Street School Cafeteria	Arrowstreet/ Town, SBC, District, LF, Public	
Wed	06/10/20	7:00 PM	Dale Street School Building Committee Meeting No. 12 - Finalize PSR Requirements	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet	
Mon	06/15/20	3:00 PM	Working Group No. 14 -	Dale Street School Library's Media Center	Working Group/ Town, LF, Arrowstreet	
Thurs	06/18/20	7:30 PM	School Committee Meeting - Review of PSR Submission	Medfield High School Library	SC/SBC, LF, Arrowstreet, Public	

PROJECT MEETINGS AND MILESTONES SCHEDULE

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Wed	07/01/20	7:00 PM	Dale Street School Building Committee Meeting No. 13 - Vote to Approve PSR Submission to MSBA	Public Safety Training Room	SBC/ Town, Public, LF, Arrowstreet
	07/08/20		PSR Submission to MSBA		