## **Action Plan**

**Purpose:** To create a "script" for your action planning effort and for support of the implementation phase.

**Directions:** 1. Use this form as a template to develop a work plan for each identified strategic objective.

2. Keep copies handy to bring to meetings to review and update regularly.

Goal: The stakeholders of Madison Public Schools will continue to research and plan for a facility to expand early childhood classrooms (childcare and preschool programs) by 2023-2024.

# **Strategic Objective:**

Action Steps	Responsibilities	Timeline	Resources	<b>Estimated Cost</b>	Communications Plan
What Will Be	Who Will Do It?	By When?	A. Resources Available	A. What is the cost to use	Who needs to know?
Done?		(Day/Month)	B. Resources Needed (financial,	available resources?	How will you inform them?
			human, political & other)	B. What is the cost for	How often?
			,	needed resources?	Ü
Step 1:	Superintendent,	June 14	A. Handouts	<b>A.</b>	-Board of Education
Board of Ed	Board of Ed,				-via Board agenda
discussion in June	Elem Principal		<b>B.</b> .	В.	-ongoing
Step 2:	Superintendent	Following	A. N/A	A. TBA (Hourly Rate)	-Board of Education
Contact Architect		meeting on	n		-email
		June 14	B.	В.	
Step 3:	Building &	By August	A. N/A	A. Architect Rate	-Board of Education
Buildings &	Grounds,	Board			
Grounds meet	Superintendent,	Meeting	<b>B.</b>	B.	
with Architect	Architect				
Step 4:	Architect and/or	August Board	<b>A.</b> N/A	Α.	
Report to Board	Superintendent	Meeting			
of Education	1	8	В.	В.	
Step 5:	Superintendent	September/	A. Contact DA Davidson	<b>A.</b> 2.5 million maximum	-Board of Education
Explore Project	& Board of	October			-Superintendent/Principal
Costs &	Education		B. Contact Architect	<b>B.</b>	Report to Staff
Financing Options					

Evidence Of Success (How will you know that you are making progress? What are your benchmarks?) Evaluation Process (How will you determine that your goal has been reached? What are your measures?)

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**Goal:** The stakeholders of Madison Public Schools will continue to research and plan for a facility to provide needed classroom space for 4<sup>th</sup> and 5<sup>th</sup> grades along with an activity area by 2023-2024.

# **Strategic Objective:**

Action Steps What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Resources C. Resources Available D. Resources Needed (financial, human, political & other)	Estimated Cost  C. What is the cost to use available resources?  D. What is the cost for needed resources?	Communications Plan Who needs to know? How will you inform them? How often?
Step 1: Board of Ed discussion in June	Superintendent, Board of Ed, Elem Principal	June 14	A. Handouts B	A. B.	-Board of Education -via Board agenda -ongoing
Step 2: Contact Architect	Superintendent	Following meeting on June 14	<b>A.</b> N/A <b>B.</b>	A. TBA (Hourly Rate) B.	-Board of Education -email
Step 3: Buildings & Grounds meet with Architect	Building & Grounds, Superintendent, Architect	By August Board Meeting	<b>A.</b> N/A <b>B.</b>	A. Architect Rate B.	-Board of Education
Step 4: Report to Board of Education	Architect and/or Superintendent	August Board Meeting	<b>A.</b> N/A <b>B.</b>	A. B.	
Step 5: Explore Project Costs & Financing Options	Superintendent & Board of Education	September/ October	A. Contact DA Davidson  B. Contact Architect	A. 2.5 million maximum  B.	-Board of Education -Superintendent/Principal Report to Staff

Evidence Of Success (How will you know that you are making progress? What are your benchmarks?) Evaluation Process (How will you determine that your goal has been reached? What are your measures?)

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**Goal:** The stakeholders of Madison Public Schools will continue to research and plan for a facility to combine 5<sup>th</sup> through 8<sup>th</sup> grade students into a middle school concept by 2023-2024.

# **Strategic Objective:**

Action Steps What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Resources E. Resources Available F. Resources Needed (financial, human, political & other)	Estimated Cost  E. What is the cost to use available resources?  F. What is the cost for needed resources?	Communications Plan Who needs to know? How will you inform them? How often?
Step 1: Board of Ed discussion in June	Superintendent, Board of Ed, Elem Principal	June 14	A. Handouts B	A. B.	-Board of Education -via Board agenda -ongoing
Step 2: Contact Architect	Superintendent	Following meeting on June 14	<b>A.</b> N/A <b>B.</b>	A. TBA (Hourly Rate)  B.	-Board of Education -email
Step 3: Buildings & Grounds meet with Architect	Building & Grounds, Superintendent, Architect	By August Board Meeting	<b>A.</b> N/A <b>B.</b>	A. Architect Rate  B.	-Board of Education
Step 4: Report to Board of Education	Architect and/or Superintendent	August Board Meeting	<b>A.</b> N/A <b>B.</b>	A. B.	
Step 5: Explore Project Costs & Financing Options	Superintendent & Board of Education	September/ October	A. Contact DA Davidson  B. Contact Architect	A. 2.5 million maximum  B.	-Board of Education -Superintendent/Principal Report to Staff

Evidence Of Success (How will you know that you are making progress? What are your benchmarks?) Evaluation Process (How will you determine that your goal has been reached? What are your measures?)