

COMMUNICATIONS

PREPARATIONS








DEFINITIONS:

TASKS: PROCEDEO

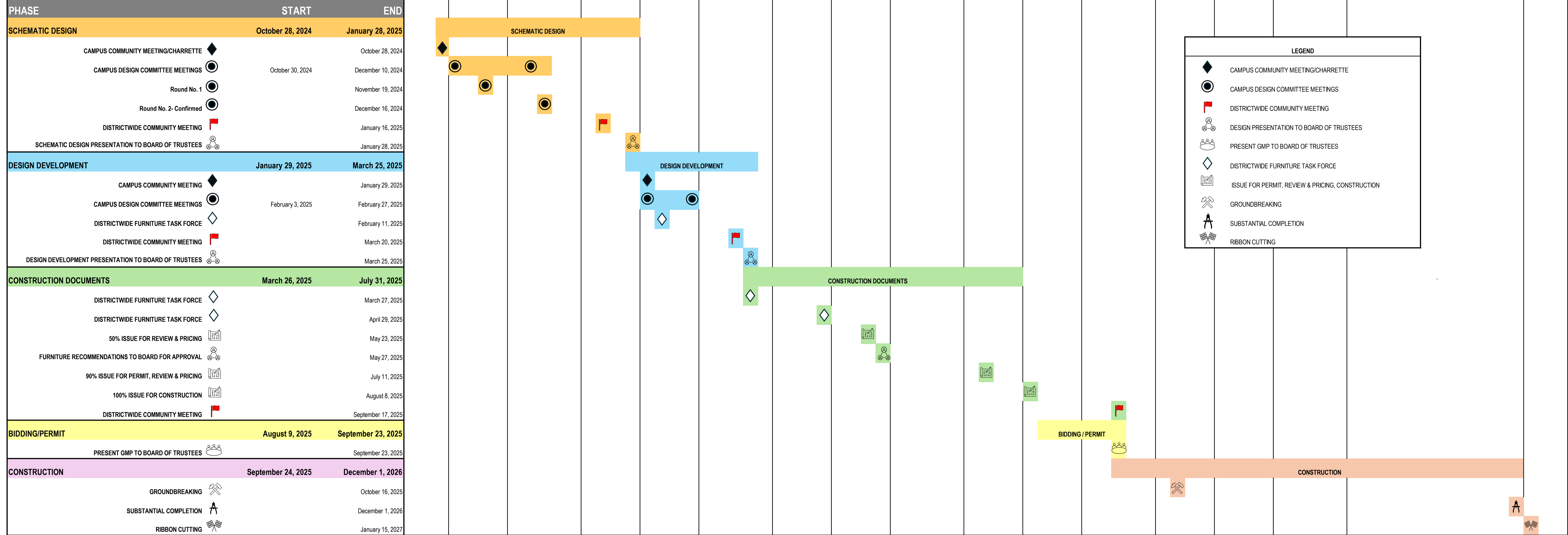
CANUTILLO ISD

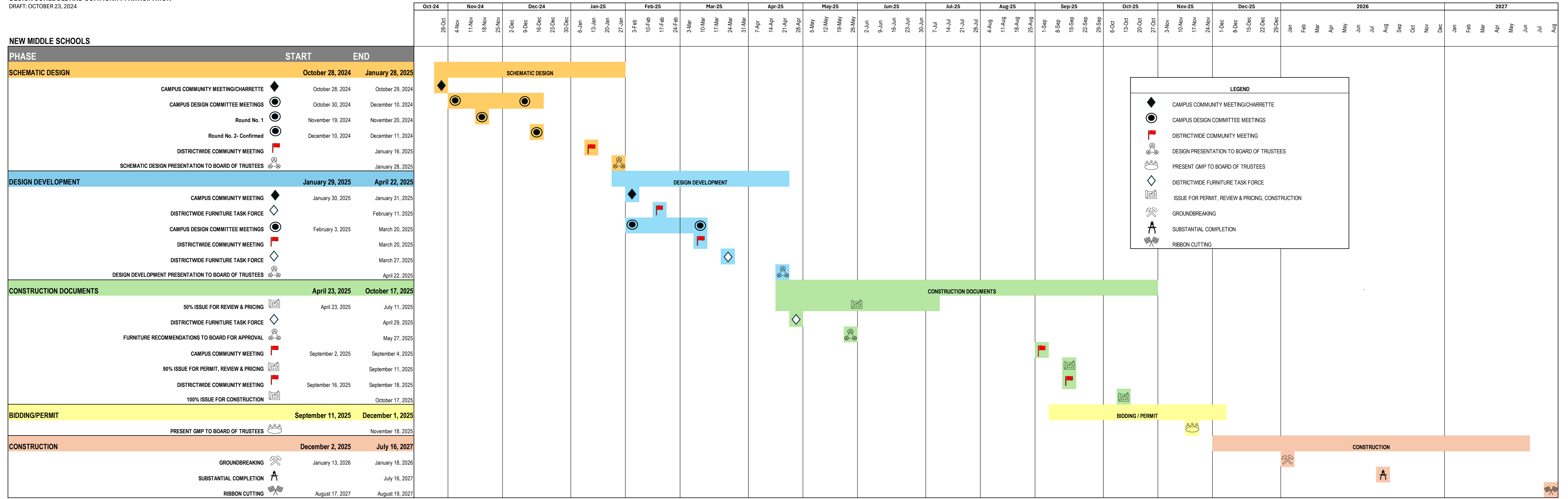
TASKS: PROCEDEO

CANUTILLO ISD

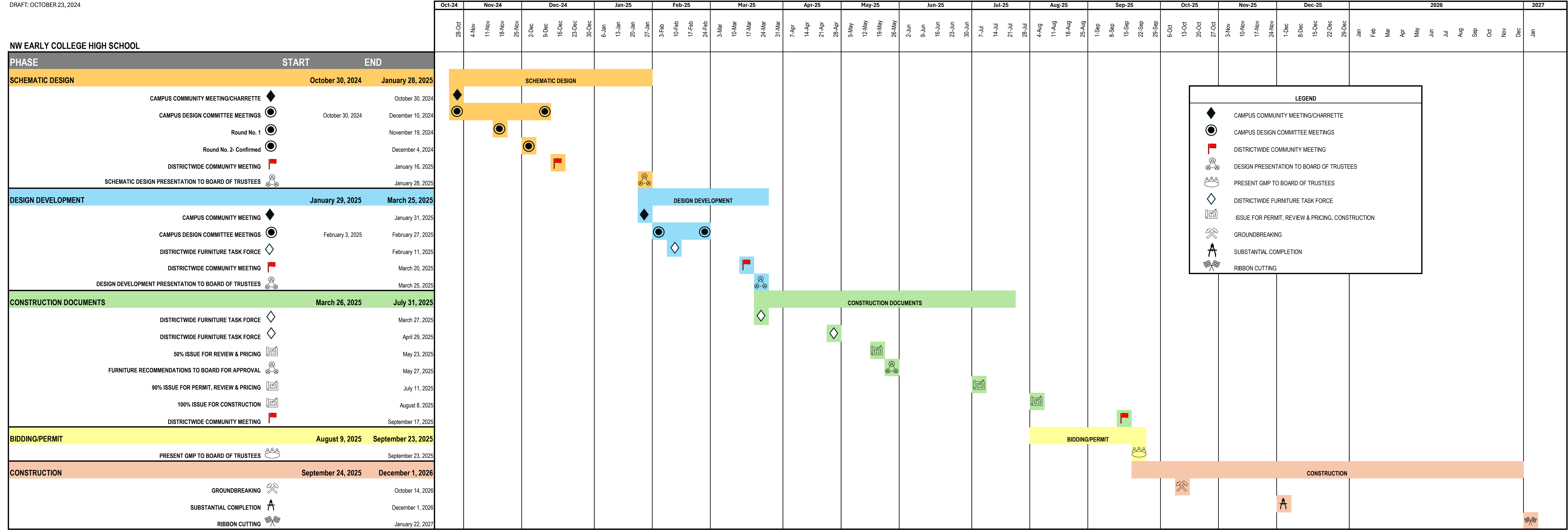
DEFINITIONS:	TASKS: PROCEDEO	CANUTILLO ISD	TASKS: PROCEDEO	CANUTILLO ISD
<p><b>CAMPUS COMMUNITY MEETING/CHARRETTE</b>  Interactive Design Sessions to gain feedback on the design of the building. Participants include specific campus community members, parents, students, teachers and staff, and activities will be designed to gain feedback on overall layout of the new building, scope of renovations as well as look and non-negotiables.</p>	<ol style="list-style-type: none"> <li>1. Provide guidelines for campus invitees.</li> <li>2. Work with AE teams on agenda and format.</li> <li>3. Develop summary for board information and CBAC meetings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Using provided campus guidelines for invitees, send invitations to selected guests.</li> <li>2. Provide list of participants to Procedeo for information.</li> <li>3. Provide RSVP list to Procedeo.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare name tags and sign in sheet.</li> <li>2. Provide water/snacks.</li> <li>3. Publish minutes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide space with round tables, microphone, and projection capabilities. Provide WIFI access.</li> </ol>
<p><b>CAMPUS DESIGN COMMITTEE MEETING</b>  Campus Steering committee to include Principal selected team to address details associated with the new and renovated facilities. This should be a smaller group that will represent the campus community, and who can gather information to keep the progress of the design moving along..</p>	<ol style="list-style-type: none"> <li>1. Provide guidelines for selecting members.</li> <li>2. Schedule meetings with campuses and provide agendas from AE team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Using provided campus guidelines for invitees, send invitations to selected guests.</li> <li>2. Provide list of participants to Procedeo for information.</li> <li>3. Provide RSVP list to Procedeo.</li> </ol>	<ol style="list-style-type: none"> <li>1. Schedule meetings with campus and set agendas.</li> <li>2. Publish Minutes.</li> </ol>	
<p><b>DISTRICTWIDE COMMUNITY MEETING</b>  These are open events to the entire community. This can be in person presentations, or in person displays where people can come and review the design with the design teams and provide feedback, or virtual presentations where the community can provide feedback to the designs.</p>	<ol style="list-style-type: none"> <li>1. Provide dates for meetings for district approval.</li> <li>2. Provide agenda for meetings.</li> <li>3. Post meeting dates and times on Bond website for information.</li> <li>4. Provide data for meeting for district to disseminate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm meeting dates and provide location for meetings.</li> <li>2. Disseminate meeting date, time and location, as well as meeting data from Procedeo via social media and parent email blasts.</li> <li>3. If virtual meetings are scheduled, advertise via social media and email blasts and host meeting. Procedeo can facilitate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinate AE presence at meetings.</li> <li>2. Provide Post it Pads, markers for note taking.</li> <li>3. Provide sign in sheets to capture names of attendees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide space that will accommodate display for all projects and AE teams.</li> </ol>
<p><b>BOARD OF TRUSTEES MEETING</b>  These are the already established monthly meetings where designs will be shared for board approval.</p>	<ol style="list-style-type: none"> <li>1. Provide agenda items and presentations as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Publish agendas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Part of general Procedeo scope of work - vet presentations, etc.</li> </ol>	
<p><b>DISTRICTWIDE FURNITURE TASK FORCE</b>  These are open events to the entire community. These will be in person and will culminate in a furniture fair where feedback can be provided prior to finalizing furniture selections.</p>	<ol style="list-style-type: none"> <li>1. Provide dates for meetings for district approval.</li> <li>2. Provide agenda for meetings.</li> <li>3. Post meeting dates and times on Bond website for information.</li> <li>4. Provide data for meeting for district to disseminate.</li> <li>5. Host meetings and organize presentations, including securing samples for fair.</li> <li>6. Publish findings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm meeting dates and provide location for meetings.</li> <li>2. Disseminate meeting date, time and location, as well as meeting data from Procedeo via social media and parent email blasts.</li> </ol>	<ol style="list-style-type: none"> <li>1. We will coordinate the entire events.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide space with round tables, microphone, and projection capabilities. Provide WIFI access.</li> <li>2. Provide location for furniture fair.</li> </ol>
<p><b>GROUNDBREAKING</b>  This is a community wide event to mark the start of construction.</p>	<ol style="list-style-type: none"> <li>1. Organize event and post dates on bond website.</li> </ol>	<ol style="list-style-type: none"> <li>1. Disseminate date, time and location via social media and parent email blasts.</li> </ol>		
<p><b>RIBBON CUTTING</b>  This is a community wide event to mark the start of school, with tours of the new and renovated facilities.</p>	<ol style="list-style-type: none"> <li>1. Organize event and post dates on bond website.</li> </ol>	<ol style="list-style-type: none"> <li>1. Disseminate date, time and location via social media and parent email blasts.</li> </ol>		

**NEW ELEMENTARY SCHOOL**





\* Construction will start earlier with early packages.



**DESIGN SCHEDULE AND COMMUNITY PARTICIPATION**  
DRAFT: OCTOBER 23, 2024

