

Howard Lake – Waverly – Winsted Public Schools

Community Survey Timeline

Date	Task
December 8, 2021	Introductory call
January 24, 2022	Community survey introduction presentation for board
February 7, 2022	Core team kickoff & project strategy
February 17, 2022	Core team reviews initial draft
February 28, 2022	Board workshop (budget & facility focused)
March 3, 2022	Core regroup
March 14, 2022	School board reviews initial draft
March 16, 2022	Core regroup
March 23, 2022	Survey finalization – maybe
March 28, 2022	School board approves survey
March 29, 2022	Finalize survey and send survey to outside proofer
March 30, 2022	Send survey to printer
April 18, 2022	Email survey to staff
April 25, 2022	Survey lands in mailboxes* (<i>date approximate; see below</i>)
April 25, 2022	Email survey to parents
During survey window	Send reminder emails to non-responding staff and parents
May 11, 2022	Survey deadline
May 2022	School Perceptions creates reports
June 13, 2022	Survey results presentation for the school board
Summer 2022	Board decision: go or no-go
Summer 2022	Board approves resolution (<i>if needed</i>)
November 2022	Referendum (<i>if pursued</i>)

**Please note that we cannot control the printer's production schedule nor the delivery schedule of the U.S. Post Office, so we cannot guarantee delivery of the survey on a specific day.*

