

April 15, 2014

To: Becky McFall, Superintendent
Buck Creel, Administrator for Business and Finance
School Committee Members

From: Jennifer Glass, School Committee
Sarah Cannon Holden, Town Moderator

Re: Lincoln School Renovation: Establishing a Subcommittee—UPDATE

At the April 3rd School Committee Meeting:

- The School Committee reviewed a draft of the new charge of the School Building Advisory Committee. *Some changes were suggested that are highlighted in red in the attached "DRAFT2."*
- It was agreed that Jennifer Glass would send out a notice to former SBAC members on behalf of the School Committee and Town Moderator to determine their willingness to continue to serve. We also agreed that it will be at the discretion of the School Committee and Moderator to decide if new members shall be added, and that the total number would not exceed ten (the original number minus two School Committee members).
 - We agreed that, as before, no member of the Board of Selectmen, Finance Committee or Capital Planning Committee serve as a sitting member of the SBAC.
 - We also discussed not having a member of the School Committee serve as a sitting member of the SBAC.
- The School Committee asked the School Administration to create a draft Request for Qualifications for a firm with the capacity to perform the necessary work.

At the April 17th meeting:

- The School Committee and Town Moderator will review the list of those former SBAC members who would like to continue to serve (see below), and discuss whether or not to add additional members.
- We also suggest revisiting the conversation about whether or not a member of the School Committee should sit on the SBAC. Several community members have asked about the proposal not to have a member on the SBAC, and it is a topic that merits further discussion.

Former SBAC Members who are interested in serving on the new SBAC:

Doug Adams
Ken Bassett
Owen Beenhouwer
Vincent Cannistraro
Steven Perlmutter
Maggy Pietropaolo
Hathaway Russell
Peter Sugar
Gary Taylor

April 17, 2014

New Charge of the School Building Advisory Committee (SBAC)

General Purpose

The Lincoln School faces a number of significant renovation needs. The Town, through a number of public forums, has indicated that it wants to be given a range of renovation choices. At Town Meeting, the School Committee received, through a 2/3 vote, the authorization to conduct a Lincoln School renovation study to define a set of choices and to get preliminary cost estimates for those choices. The Town authorized up to \$250,000 for the study, and it is the intent of the School Committee to utilize those funds in a judicious and responsible manner. The primary responsibility of this new committee will be to ensure community input into the process of developing school renovation options.

Specific Charge

1. The SBAC will be an advisory committee that works in conjunction with the School Administration (Superintendent and Administrator for Business and Finance) and reports to the School Committee. All meetings will be open to the public in accordance with Open Meeting Law.
2. The School Committee is appointing the Superintendent (or her designee) to be a co-Chair of the SBAC.
 - The SBAC will, at its first meeting, choose one of its members to serve as the other co-Chair.
 - The SBAC will choose a Recording Secretary.
3. The SBAC will provide feedback and guidance to the Administration on the draft of a Request for Qualifications, and will serve as the body that, with the Administration, reviews and evaluates the responses to the RFQ. The Administration and SBAC will jointly make a recommendation to the School Committee in regard to which firm should be hired by the district.
4. The SBAC will guide the work of the consultant during the course of the study.
5. The SBAC will be responsible for organizing community meetings as part of the option development process. It will facilitate the community meetings, develop other methods as necessary to gauge community sentiment, and digest and communicate the results of the community input.
6. At Town Meeting, the Town voted to approve a study to look at choices regarding a Community Center (accommodations for the Council on Aging and the Dept. of Parks and Recreation). The SBAC will collaborate with the Community Center Study Committee on ideas that involve the Lincoln School campus. Accordingly, the SBAC will choose a member to serve as a liaison to attend meetings of the Community Center Study. The liaison will be responsible for regularly reporting relevant information back to the SBAC.*

*The School Committee Chair and Board of Selectmen Chair will collaborate to determine the parameters of this role.

April 2, 2014

To: Becky McFall, Superintendent
Buck Creel, Administrator for Business and Finance
School Committee Members

From: Jennifer Glass, School Committee
Sarah Cannon Holden, Town Moderator

Re: Lincoln School Renovation: Establishing a Subcommittee

At the March 29, 2014 Town Meeting, Warrant Article 11 proposed withdrawing up to \$250K from the Stabilization Fund for the purposes of providing the Town with cost estimates and renovation choices for the Lincoln Public Schools. The motion passed by a 2/3 vote.

- An amendment was made to the original motion that requested that the School Committee and administration “work in close consultation with a new SBAC appointed by the School Committee and Town Moderator...”

Proposed Next Steps:

April 3rd School Committee Meeting:

- The School Committee will review a draft of the new charge of the School Building Advisory Committee. (*See attached*)
- The School Committee Chair and Town Moderator will send out a notice asking those who served on the SBAC if they are willing to continue to serve. If there are members who are not interested in or unable to serve, it will be at the discretion of the School Committee and Moderator to decide if new members shall be added. The total number will not exceed ten (the original number minus two School Committee members).
 - We suggest that, as before, no member of the Board of Selectmen, Finance Committee or Capital Planning Committee serve as a sitting member of the SBAC.
 - We further suggest that no member of the School Committee serve as a sitting member of the SBAC.
- The School Committee will ask the School Administration to create a draft Request for Qualifications for a firm with the capacity to perform the necessary work.

April 17th School Committee Meeting:

- The School Committee Chair and Town Moderator will report which SBAC members would like to continue to serve.
- The School Committee and Moderator will discuss whether or not to add additional members.
 - If new members are to be added, a notification will be published in the *Lincoln Journal* and posted on the LPS website. A slate of additional members would be considered for appointment at the next School Committee meeting.