

April 24, 2013

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

From: Jennifer Glass

Re: Next steps in a school building project process.

On April 8th a new Statement of Interest was submitted to the Massachusetts School Building Authority. Based on information from prior years, we expect to receive a decision as to whether we have been re-invited into the MSBA pipeline sometime in the fall of 2013 or early winter 2014. In the meantime, it makes sense to think about appropriate steps that should be taken in the interim, and to begin planning the process for proceeding once a decision is received.

In considering the complexity of a school building project, I propose we consider the following three questions as a starting point for our discussion:

1. What are the community components (board representation, skills, interests, etc.) we want to ensure are represented on a School Building Committee?
2. Are there parts of the project development process that should be carried out differently?
3. What topics related to a building project could be explored/discussed in the next few months to ensure the best possible building project outcome for the schools and community?

The time we have set aside at our May 2nd School Committee meeting is an opportunity to consider these questions as a committee and to gather input from the community.

[PLEASE PRINT ON CITY, TOWN, OR DISTRICT LETTERHEAD]

Date

Ms. Diane Sullivan
 Senior Capital Project Manager
 Massachusetts School Building Authority
 40 Broad Street
 Suite 500
 Boston, Massachusetts 02109

Dear Ms. Sullivan:

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for the (Name of School) located in the (City, Town or Regional School District). The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of (City, Town or Regional School District). Committee Members include the following:

(Please provide name, title, address and phone number of each member. Also, please indicate whether the member has voting power. Some categories may have more than one name. All members must be included)

Designation	Name and Title	Address	Phone Number	Voting Member?
SBC member who is MCPPO certified				
Local Chief Executive Officer				
Administrator or Manager*				
School Committee Member (minimum of one)				
Superintendent of Schools				
Local Official responsible for Building Maintenance				
Representative of Office authorized by law to construct school buildings				
School Principal				
Member knowledgeable in educational mission and function of facility				
Local budget official or member of local finance Committee				
Members of community				

with architecture, engineering and/or construction experience				
Other: Please provide brief background info/expertise				

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

After approval of this committee by the Authority, (City, Town or Regional District) will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Sincerely,

Authorized Signature for City, Town or Regional District

Approved by MSBA

Date

* "Administrator or Manager" refers to a Town Administrator, Town Manager, or to an equivalent position.