

## **SSBC Minutes**

### **Minutes of the Meeting of the SSBC with the School Committee February 8<sup>th</sup>, 2010**

**Location:** Library, North Reading Middle School

**Attending SSBC members:** Chuck Carucci (Chair), Sean Delaney, Helen Maynard, Steven Nathan, and Janene Imbriano

The School Committee meeting began at 7:00 PM. The agenda was modified to bring the discussion with the SSBC to the top of the order.

#### **The SSBC Charge**

A draft of the new SSBC Charge by the School Committee had been submitted. Members of the School Committee modified the draft charge and the revised draft was circulated for comment.

Discussion included how to simplify the wording since the scope of the project has not been finalized. The project may include modifying the existing High School and/or Middle School or building a new combined Middle/High School. Consensus was reached to define the project as potentially including any of the aforementioned possibilities and then to simply refer to "the project."

The draft, as revised by comments at the meeting, is included at the end of these minutes.

#### **State Mandated Representation on the SSBC**

The MSBA now requires the SSBC to include individuals with specific technical, administrative, and engineering skills. The SSBC is in the process of determining where gaps currently exist and will work with the School Board in advertising for these positions.

#### **Marketing the Project to the Town**

Once a Feasibility Study is accepted by the MSBA, the town will have 120 days to vote on whether to fund the project.

Maureen Vacca commented that marketing the project to the Town Members will be one of the greatest tasks ahead.

Mel Webster suggested that the project could be promoted using community forums, public access cable TV shows, a Q&A in the Transcript, and a website.

It was noted that the Town of Reading hired a marketing expert to promote to vote for its new school.

It was also suggested that forums be offered during different times of the day to reach the widest possible audience.

The Marketing effort could be coordinated through [North Reading United for Education](#).

Social media, such as Twitter, Facebook, and YouTube could be used as additional avenues of communication – especially to engage the students.

The meeting with the SSBC ended at approximately 8:15, and the School Committee continued on with the remainder of their agenda.

## NORTH READING PUBLIC SCHOOLS

### NORTH READING SCHOOL COMMITTEE CHARGE (Draft) SECONDARY SCHOOLS BUILDING COMMITTEE

February 8, 2010

#### **Charge**

The Secondary School Building Committee (SSBC) will carry out all phases of the building project at the Middle/High School, Middle, and/or High School under the scope of the Secondary Schools Building Project approved by the School Committee including the MSBA Coordination and related Applications, Design Phases, and the Construction Phases of the project.

#### **Responsibilities**

1. Review the schematic designs of the project additions completed by Dore and Whittier and, working with the MSBA, determine options to address the secondary educational, enrollment, and facility needs.
2. Secure funding to hire an architectural firm and an Owner's Project Manager (OPM) to work with the SSBC, School Department, Town officials, and MSBA to develop a program to meet the grade 6-12 educational facility needs of the District.
3. Upon approval by the MSBA of the project feasibility study, work with the School Committee and Town officials to place articles on Town Meeting Warrants for the purpose of raising sufficient funds to complete the project.
4. Provide the School Committee and the Board of Selectmen with the periodic updates of the work of the Secondary Schools Building Committee.
5. Upon approval by the Town Meeting, work with the selected architectural firm to complete the project design and submit appropriate additional applications for state reimbursement to the MSBA.
6. Oversee the construction phase of the project.
7. Work with the Town and the School Department officials to oversee financial aspects of the project.
8. Complete other tasks as required by the project.