

## F - FACILITY EXPANSION PROGRAM

*SN Includes new construction as well as related activities such as acquiring sites, plant remodeling or modernizing, and leasing or renting property to meet expansion needs.*

FA*	Goals and Objectives
FB*	Building Committees (SN <i>Applicable where such committees function by law.</i> )
FBC	<a href="#">Method of Appointment</a>
FBF	<a href="#">Liaison</a>
FBG	<a href="#">Responsibilities of Ad Hoc Building Committee</a>
FBH	<a href="#">Dissolution</a>
FC*	Public Information Program
FD*	Long-Range Planning
FDB	<a href="#">General Needs Projection</a>
FDBD	<a href="#">Five Year Projections of Enrollment</a>
FDCA	<a href="#">Naming of Fields and Special Facilities</a>
FE*	Project Planning
FEB	<a href="#">Educational Specifications</a>
	<i>SN Detailed, precise, expert presentations of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.</i>
FF*	Project Financing
FG*	Project Administration
FH*	Completed Project
FHA	<a href="#">Acceptance of Completed Construction Project</a>
FI*	Leasing and Renting to Meet Expansion Needs (Cf. EBH)

FACILITY EXPANSION PROGRAM

METHOD OF APPOINTING AD HOC COMMITTEES TO STUDY  
AND/OR UNDERTAKE SCHOOL BUILDING PROJECTS

When it is necessary to construct new school buildings or modify existing ones, the School Committee shall insert an article in the annual Town Meeting warrant requesting that an ad hoc committee be appointed. The article shall also request a sum of money for the needs of the ad hoc committee.

If the article is approved by Town Meeting, the School Committee shall seek nominations to the ad hoc school building committee. The ad hoc committee, which shall be appointed jointly by the School Committee and the Board of Selectmen, shall include at least one but not more than two members of the School Committee, the Superintendent of Schools, and the Principal of the affected building. Additional appointments to the School Building Committee will be through a joint vote of the Board of Selectmen and the School Committee. In making the appointment, a simple majority vote of those present shall be sufficient. The School Committee shall prepare a charge for the ad hoc committee.

Ref. M.G.L. CH.71. Section 68

First Reading April 23, 1984  
Approved May 7, 1984  
First Reading April 27, 1998  
Approved May 11, 1998  
First Reading October 25, 1999  
Approved November 15, 1999  
First Reading March 14, 2011  
Approved March 28, 2011  
Reviewed April 30, 2012  
Reviewed December 12, 2019

## FACILITY EXPANSION PROGRAM

### LIAISON

The School Committee shall delegate the liaison function between the ad hoc building committee and the School Committee to the Superintendent of Schools or his/her designee.

First Reading, April 23, 1984  
Approved May 7, 1984  
Reviewed March 16, 1999  
Reviewed April 30, 2012  
Reviewed December 12, 2019

## FACILITY EXPANSION PROGAM

### RESPONSIBILITIES OF AD HOC BUILDING COMMITTEE

The School Committee shall establish the charge to the School Building Committee. The School Building Committee shall operate within the scope of this charge as well as all regulations outlined by the Department of Education's School Governance, Environment, and Support Services (SGESS) Division. The ad hoc building committee shall keep the School Committee informed of all meeting dates, times, agendas, and minutes.

The ad hoc building committee shall make periodic reports to the School Committee regarding the steps it has taken to meet its charge. After the ad hoc committee has prepared bidding plans and specifications through the architect selected by the building committee, it shall advise the School Committee to place an article in the Town Meeting warrant for the purpose of raising sufficient funds to complete the project. If the Town Meeting approved the article, the ad hoc committee shall oversee the construction to its completion. The School Committee shall have final approval on all decisions related to the Educational Specifications and educational programs of the project.

First Reading April 23, 1984  
Approved May 7, 1984  
First Reading March 16, 1998  
Approved April 27, 1998  
Reviewed April 30, 2012  
Reviewed December 12, 2019

## FACILITY EXPANSION PROGRAM

### DISSOLVING THE AD HOC BUILDING COMMITTEE

The ad hoc building committee shall cease to exist when its project is accepted as complete by the School Committee or when the School Committee votes to discontinue a project in its planning stage. An ad hoc committee may be placed on inactive status by the School Committee when its project is in the planning stage.

First Reading April 23, 1984  
Approved May 7, 1984  
Reviewed March 16, 1998  
Reviewed April 30, 2012  
Reviewed December 12, 2019

## FACILITY EXPANSION PROGRAM

### GENERAL NEEDS PROJECTION

It is the policy of the North Reading School Committee to project long-range needs annually. This projection shall include reference to buildings, sites, instructional needs, enrollment, staff and community needs.

First Reading, May 7, 1984  
Approved May 21, 1984  
Reviewed April 30, 2012  
Reviewed December 12, 2019

FACILITY EXPANSION PROGRAM

FIVE YEAR PROJECTIONS OF ENROLLMENT

The Superintendent of Schools shall prepare a five year projection of enrollment and update it annually.

First Reading, May 7, 1984  
Approved May 21, 1984  
Reviewed April 30, 2012  
Reviewed December 12, 2019

## FACILITY EXPANSION PROGRAM

### NAMING OF SCHOOLS AND SCHOOL RELATED FACILITIES

The North Reading School Committee believes naming a school or school related facilities under the jurisdiction of the School Committee is a matter of significant importance, one that deserves the most thoughtful attention of the School Committee and the Administration, and one that is indeed an unusual occurrence or event. The final decision to name a school or school related facility requires a majority vote of the School Committee.

To perpetuate the memory of a person who has gained distinction through long and faithful service or other meaningful contribution to the school district and/or the community, the School Committee may, at its discretion, name a school or school related facility after said person.

The School Committee may also, at its discretion, name elementary schools after persons who meet the criteria specified above, but secondary schools shall bear the name "North Reading" (e.g., North Reading Middle School, North Reading High School)

The Superintendent shall prepare procedures for the naming of schools or school related facilities, which are consistent with this policy.

In accordance with the Town Charter, the naming must be approved by Town Meeting.

First Reading September 23, 1974  
Approved October 17, 1974  
Reviewed March, 1983  
Reviewed April 30, 2012  
First Reading October 14, 2014  
Approved January 12, 2015  
Reviewed September 14, 2017  
Reviewed December 12, 2019



## NAMING OF SCHOOLS, AND SCHOOL RELATED FACILITIES - REGULATIONS

1. If a person or group should propose to the School Committee through a formal, written notice a desire to name a school or school related facility under the jurisdiction of the School Committee or the School Committee of its own initiative desires to name a school or school related facility, the School Committee will announce said interest and the process to be followed.
2. The School Committee will establish a Screening Committee of up to nine representatives of the various interest groups in the community. The role of the Screening Committee is to review and evaluate all the suggested names and recommend up to three names from which the School Committee may choose.
3. The School Committee will announce the deadline for submitting to the Screening Committee nominations of names of a school or school related facility. The School Committee will set aside time during selected meetings to acknowledge the nominations.
4. The process will include the acceptance of nominations from the following North Reading groups: residents of the community; officials of the town; faculty/staff; current or former students in the school system.
5. The School Committee will announce and conduct a public hearing for the purpose of garnering input from the community with respect to the naming of a school or school related facility.

In the naming of a school or school related facility the following criteria will be applied in the selection of a person(s) to be so honored. A person must have made significant contributions to education of the youth of North Reading Schools. Evidence of such contributions may include, but are not limited to the following:

- Unusually effective and dedicated service to or on behalf of the youth in the North Reading Schools;
- Persistent efforts to sustain a high quality system of public education for all youth and to improve programs and services for these young people;
- Demonstrated understanding of the essential nature of public education in the furthering of our democratic form of government and the free enterprise system;
- Significant financial contribution to the education of North Reading youth.

The nominee must otherwise be worthy of the honor of having a school or school related facility named for her/him. Evidence of such attributes could include, but may not be limited, to the following:

- Superior levels of performance in strengthening and supporting North Reading Schools
- Community service
- Effective citizenship
- Seminal ideas or research
- Excellent character and general reputation

6. Nominations will be submitted with answers to the following questions:
  - What is the school or school related facility you are seeking to name in honor of said person(s)?
  - What is the reason you are suggesting the person/name for the naming of the school or school related facility?
  - Why is this a good name for the school or school related facility?
  - What is the biographical/other information about said person(s), which will assist in making a decision regarding the naming of a school or school related facility?
7. The School Committee's decision will be rendered in a timely manner with respect to the nomination of the naming of a school or school related facility.
8. Upon Town Meeting approval, the nominating person(s) is responsible for the cost of creation and installation of a suitable plaque the design of which is subject to majority approval of the School Committee.

First Reading September 23, 1974

Approved October 17, 1974

Reviewed March, 1983

Reviewed April 30, 2012

First Reading October 14, 2014

Approved January 12, 2015

Reviewed September 14, 2017

Reviewed December 12, 2019

FACILITY EXPANSION PROGRAM

EDUCATIONAL SPECIFICATIONS

The Superintendent of Schools shall prepare a detailed set of educational specifications for the ad hoc building committee. These specifications shall be approved by the School Committee prior to use.

First Reading, April 23, 1984  
Approved May 7, 1984  
Reviewed April 30, 2012  
Reviewed December 12, 2019

FACILITY EXPANSION PROGRAM

ACCEPTANCE OF COMPLETED CONSTRUCTION PROJECT

It shall be the policy of the School Committee to withhold acceptance of new construction until all details are completed according to plans and specifications and until the buildings are certified as complete by the School Building Committee and the Administration.

First Reading, May 21, 1984  
Approved June 4, 1984  
Reviewed April 30, 2012  
Reviewed December 12, 2019