

TOWN OF LINCOLN

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BOARD OF SELECTMEN

James Craig, Chairman
Jonathan Dwyer
Jennifer Glass

To: Members, Board of Selectmen
Members, Lincoln School Committee
Tim Higgins, Town Administrator
Becky McFall, Superintendent
From: Jennifer Glass, Board of Selectmen
Re: Campus Coordination Group Proposal
Date: May 8, 2017

With the appointment of a School Building Committee (SBC) by the School Committee, and a Community Center Planning and Preliminary Design Committee (CCPPDC) by the Board of Selectmen, the Town is launching an intense study of the Ballfield Road campus. Between the two committees, this work will take a comprehensive look at both the current and desired functions of the campus, and will require thoughtful, extensive, and inclusive communication. Both the Board of Selectmen (BOS) and the School Committee have stated emphatically that they expect a high level of collaboration and coordination between the two groups throughout the process.

Given this expectation, it is necessary to formalize the planning process for collaboration. Jonathan Dwyer, BOS, provided our board with a number of well-considered models for how this might be accomplished. After considerable thought about and discussion of his proposals, the BOS voted to propose to the School Committee a coordination model that would acknowledge the fact that our administrators and committee chairs will need time together outside of SBC or CCPPDC meetings to plan an over-arching timeline that ensures the two committees are meeting shared milestones and providing clear communication to the Town. For clarity and transparency, the BOS believes it is important to establish the group's membership and responsibilities up front. To that end, we propose an integrated Campus Coordination Group with the following membership and responsibilities:

Membership: Six (6) Total

- Town Administrator
- Superintendent of Schools
- Chair (or designee) of the SBC
- Chair (or designee) of the CCPPDC
- Up to one (1) other member of each committee, with a preference for someone who was chosen as an "at large" member.

Responsibilities

- Administrative coordination to ensure an open line of communication between the two committees;
- Looking at the important milestones for each committee, determine when, and for what purpose, there should be joint meetings and public outreach sessions;

- Coordinate communication to the wider community;
- Prepare for major Town decision points.

All meetings would be posted and open to the public in accordance with Massachusetts Open Meeting Law.