

SECTION F

FACILITIES DEVELOPMENT

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**Note: Administrative Guidelines are not School Committee Policy.
Guidelines are developed as a result of School Committee Policy.
Such Guidelines are denoted (-P).**

FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which its functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee's first objective will be to develop a plan that eliminates overcrowding and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.

Adopted by the Reading School Committee on September 28, 2006

LEGAL REF.: 603 CMR 26:07

FACILITIES PLANNING

School Building Committee

The town meeting creates a school building committee for specific building projects. These committees act as the administrative authority for the projects, subject to approval of various actions by the School Committee and town.

The school building committee has the following responsibilities:

1. To study and make recommendations to the town with respect to school building needs.
2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
3. To review previous studies and initiate needed studies with or without consultative assistance.
4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

Staff Planning

Arrangements will be made by the Superintendent, working through principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

Adopted by the Reading School Committee on September 28, 2006

LEGAL REFS: M.G.L. 71:37C and D; 71:68; 71:70
Massachusetts Board of Education Regulations Governing the School Building Assistance Act, Chapter 645 of the Acts of 1948 as amended, FY 79
Board of Education 603 CMR, 38:00 and 603 CMR 26:07

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities.
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
3. Reassignment of children, including alternative plans according to Committee policy.
4. Transportation factors, including numbers of children bussed, time, distance, and safety.
5. Alternative uses of the building.
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs.

Adopted by the Reading School Committee on September 28, 2006

NAMING OF FACILITIES OR PLACES WITHIN OR ON SCHOOL PROPERTY

Naming a school or places within a school or on school property is an important matter that deserves thoughtful attention. A name associated with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name a school, or a section of a school, for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; outstanding educators associated with the school, or significant or pertinent events.

The Committee also feels that in appropriate circumstances, naming rights to school buildings, fields, rooms, or structures thereof might be licensed to a corporation or other entity in return for a fee. Two such examples could be the Reading Memorial High School Fine and Performing Arts Center or the Reading Memorial High School Football Stadium. In these cases, the Committee recognizes that the nature and reputation of any such entity seeking to license these naming rights must be consistent with the educational mission of the Reading Public School District.

The Superintendent will prepare for the approval of the Committee a transparent, orderly and public process to follow in recommending names for school buildings, fields, rooms, or structures of an existing school campus.

The Committee encourages and supports community participation and involvement in this process. The Committee believes that members of the community should have the opportunity to present suggestions for names of public school facilities and/or dedication of rooms or areas within a school facility. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. In the naming of public school facilities or dedication of a room or area within a school facility, if the name of a person is to be used, the following criteria will be applied in the selection of a person(s) to be so honored:

- A. A person, living or deceased, for whom a public school may be named or a room or area of a school campus dedicated, must have made significant contributions to education in the Reading Public Schools. Evidences of such contributions may include, but are not limited to, the following:
 - a. Extraordinarily effective and dedicated service to and/or on behalf of the youth in the Reading Public Schools.
 - b. Persistent efforts to sustain a quality system of public education for all youth and to improve programs and services for them.
 - c. Demonstrated understanding of the essential nature of public education in the perpetuation of our democratic form of government.
- B. The nominee must otherwise be worthy of the honor of having a school named for him/her or a room or area dedicated to him/her. Evidence of such attributes should include, but are not limited to, the following:
 - a. Superior levels of performance in strengthening and supporting the public schools.
 - b. Effective citizenship
 - c. Community service
 - d. Excellent character and general reputation
 - e. High standards of ethics
- C. The following procedure shall be followed when there is a formal request to have a building, field, structure, room or other such edifice or area dedicated to an individual:

1. Buildings, fields, rooms, or structures that already have a commonly accepted name will not be eligible for nominations. However, there may be times when buildings, fields, rooms or structures already having a commonly accepted name may be reconsidered to have said name removed. The process used to remove a name from an edifice should be consistent with the process used to recommend a name as outlined in sections C5-C10 listed below. When the Committee is reconsidering an existing name, they should follow the guidelines as stated in sections A and B of this policy to determine if the existing name is still appropriate for the current situation and conditions. Once an existing name is removed by the Committee, then the edifice is eligible again for nomination.
2. Only buildings, fields, structures, rooms or other such edifices on school department property can be considered for nomination.
3. Nominations for naming of buildings, fields, structures, rooms or other such edifices will appear once annually on the school committee's agenda, usually during the first quarter of the school year.
4. At least thirty (30) days prior to the scheduled School Committee meeting, a public notice will be sent out through a variety of media and electronic means soliciting nominations.
5. All parties who are interested in submitting nominations should send a written explanation outlining the specific reasons why the area should be dedicated to a particular individual to the chairman of the School Committee and the Superintendent of Schools, who will meet with the individual or individuals making the request and following that discussion place the request on a School Committee agenda.
6. At the scheduled School Committee meeting, nominating parties will be allowed 10 minutes to present their nomination to the School Committee. The Committee will only ask clarifying questions, not engage in discussion or make decisions.
7. At a subsequent School Committee meeting, nominations will be discussed and voted on as to whether or not to be considered, at which time the chair will call for a vote to either accept the nominations on the table or not. Accepted nominations will be handed over to a subcommittee to be named by the chair for further study and to make recommendations to the School Committee.
8. This subcommittee should include, but is not limited to, one member of the School Committee, the building principal of the school, one member of the Board of Selectmen, one local business leader, one student representative from the appropriate school building under consideration and one member of the historical commission.
9. All subcommittee meetings are public meetings and are subject to the regulations of the Open Meeting Law. Regular updates on the progress of the subcommittee will be given at School Committee meetings.
10. Upon having had time to reach a recommendation, the subcommittee will be scheduled to present to the entire School Committee, at which time the board will enter into discussion and a motion will be made regarding the subcommittee's recommendations. During this meeting any other interested parties will be given an opportunity to voice support or opposition to the nominations, and the School Committee will vote on whether or not to accept the nomination and as a result, name whatever building, field, room or structure that is being considered.

Adopted by the Reading School Committee on September 28, 2006
Revised by the Reading School Committee on September 13, 2010

The Reading Public Schools Distinguished Service to Education Award
Making a Positive Impact on our Students

Over the last several years the Reading Public Schools has built a well-earned reputation as one of the strongest systems in the region. Many factors have contributed to this excellence, including a stable and supportive community, positive family values, strong teacher and administrator leadership, financial support from state and local government, and students who take their education seriously.

The formula for our success has been contributions from our classroom teachers, building administrators, support staff and local citizens. To that end, the Reading Public Schools has developed the Distinguished Service Award to honor and recognize **truly extraordinary, one-of-a-kind** Reading educators, administrators, staff, and community members who have made significant contributions in making a positive impact on our students. The criteria for evaluating the award include both **exemplary** personal **and** professional qualities, together with demonstrated exceptional student or administrative results above and beyond the norm.

A. Nominee prerequisites for consideration

The nominee shall:

- Be separated from the Reading Public Schools as an employee (full or part time employment).
- May be living or deceased.
- Either an employee who devoted the majority of his/her career (minimum of 15 years) as a staff member (i.e. teacher, building level administrator, support staff, or central office administrator) in the Reading Public Schools or a community member who volunteered a minimum of 15 years to support the Reading Public Schools. The Committee may waive the time requirement based on extenuating circumstances.

B. Application prerequisites for consideration:

The application shall:

- Be complete and sufficient to evaluate all required aspects without additional inputs of any type
- Meet the construction, length and content requirements below

If the application or nominee prerequisites for consideration are not met, the application will be returned to the submitter(s). The submitters may elect to revise the application and resubmit at a later date.

C. Nomination Packet

The person making the nomination and/or the nominee should complete a nomination packet with the following information/evidence as outlined on the nomination form.

Nomination Form

- Person making nomination and contact information
- Name of nominee
- Reason for nomination (50 words or less)

Nominee Information Sheet (May include any of the following information)

- Name, address, phone, email, other social media (if applicable)
- Total Number of Years spent either as an employee in the Reading Public Schools or as a volunteer (minimum 15 years required)
- Date of Retirement (employees only)
- Education (college degrees, certificates, etc.)
- Professional experience
- Nominations, awards, fellowships, or other distinctions attained
- Publications, field research completed
- Presentations made at local, regional, state, or national conferences
- Professional leadership positions held, both in the school district and outside the school district
- Community leadership positions held
- Impact on the local, state, national educational community
- Innovative educational programs developed
- Extracurricular and community involvement
- Proof of being a quality educator and a continuous learner during their career as an educator
- Significant contributions to student success, both in the classroom and outside the classroom
- Involvement outside of the classroom, such as a sponsor of extracurricular activities
- Must have distinguished themselves by demonstrating exceptional leadership, character, and achievement during his/her tenure as a volunteer or employee in the Reading Public Schools
- Evidence of student achievement (if applicable)

Nominee's Personal, Professional Statements (if applicable)

- Rationale for Nomination (2-3 pages)
 - The person nominating the employee should include the following:
 - Why are you nominating this person for the award?
 - Please describe the impact that person had on the lives of students, both inside the classroom and outside of the classroom.
 - The types of initiatives the nominee was involved in that describes his/her leadership capacity, community involvement, and/or approach to his/her role in the school district or as a volunteer.

Letters of Support/Recommendation (Highly Recommended)

Submit letters of support or recommendations from individuals who are in a position to comment on the nominee's effectiveness as a staff member, both in the role and outside of the role. All letters must be dated, personally signed, addressed to the Screening Committee and included with the nomination packet.

D. Criteria Considered by Selection Committee to Determine Award

I. Personal Characteristics:

- Application shall contain sufficient detail and summary evidence to demonstrate the nominee's exemplary personal life and personal achievements.

- The application must cite multiple examples, achievements, goals and objectives met within the nominee's personal life. These can be taken from Church, personal education, business, Town Government, Recreation, Social Clubs or Committee environment.
- The standard to be considered for this section is exceptionalism in personal life; the nominee shall have led an exceptional personal life. The application must provide clarity to the circumstances, facts and details of nominee achievement and growth external to employment within the Reading Public Schools to be considered.

II. **Professional:**

- Application must demonstrate the nominee's exemplary professional or volunteer life and performance within the Reading Public Schools.
- Applications must cite multiple examples from a range of alternative sources. Examples can include staff assisted or managed, department awards achieved, improvement progress awards granted, positions or promotions awarded and other notable work-centered achievements, nominations and objectives that distinguish this nominee head and shoulders above the already high level of performance that Reading Schools operate at.

III. **Civic**

- There shall be no incidents of a felony conviction.

IV. **Educational**

- Evidence of being a continuous learner. This could include, but is not limited to advanced degrees (i.e. MEd., EdD, PhD), certificates of learning, workshops, published articles)

V. **Impact on Students**

- There should be sufficient evidence to demonstrate the positive impact that the nominee had on students based on the position(s) that he or she held.

E. **Application Review**

- In most cases, the Selection Committee may generally have no knowledge of or work experience with the nominee, so that the application must be sufficiently full and complete in all aspects to allow reviewers to render a decision.
- A Selection Committee may have known the nominee and may participate in the review of the application (no need to recuse)
- An application may be rejected after review without detailed comment or explanation. The application may be revised and resubmitted at a later date.
- An application may be returned to the submitter without a decision, such as where the application package is deficient or incomplete. The application may be revised and resubmitted at a later date.
- All materials submitted become the property of the Reading Public Schools.
- All original text shall be double spaced, 12 point Times New Roman font, Microsoft Word format), with minimum half-inch margins.
- An length of 10 pages minimum, and 30 pages maximum

F. Selection Committee Representatives

- The Selection Committee will consist of no less than 7 and no more than 9 members. The membership will include one School Committee member, one member of the Board of Selectmen, one High School student, one Community Member, one current Reading Public School educator, one current Reading Public School Administrator, and one current Central Office Administrator. The respective Boards will choose their representative members, the School Committee will choose the community members, the High School Principal will select the students, and the Superintendent will select the educators and the Reading Public School Administrators.
- The Superintendent of Schools will be the facilitator for the Selection Committee but will not have a vote in the selection process.

G. Selection Process

- Nomination packages will be reviewed by the Superintendent of Schools and the selected School Committee member before being brought to the full Selection Committee for election
- Nomination packages will be marked “Confidential” and sent to:
Reading Public Schools
Distinguished Service to Education Award
82 Oakland Road
Reading, MA 01867
- The Nomination period will be from February 1st to March 1st. Selections to occur at a meeting by April 1st each year.
- The selection committee will have a ballot period of one week to cast their votes.
- A person will be selected by majority vote of the full committee.

H. Recognition/Award

- Those selected will be honored at a recognition ceremony and/or School Committee meeting along with other recognitions (i.e. Milestone Awards, Retirees, Awarding of Professional Teacher Status)

Adopted by the Reading School Committee on December 15, 2014