

**READING PUBLIC SCHOOLS**  
**Reading, Massachusetts**  
**SCHOOL COMMITTEE MEETING**

**DATE** September 30, 2003  
**PLACE** Superintendent's Conference Room  
**TIME** 7:30 p.m. – Regular Session

**AGENDA**

- 7:30 p.m.           A.    Call to Order
- B.    Routine Matters
1.    Bills & Payrolls
2.    Citizens' Input
3.    Gifts
4.    Report of School Committee Chair, Superintendent
5.    School Committee Calendar-
- C.    Personnel
- 7:30 p.m.           D.    Old Business
1.    Approval of Chart of Authority re: Building Projects
2.    RMHS Building Presentation – Design Partnership
- E.    New Business
- F.    Approval of Minutes
- G.    Information and Proposals
- 9:00 p.m.           H.    Adjourn



**READING PUBLIC SCHOOLS**  
**ADMINISTRATION OFFICES**

**Patrick A. Schettini, Jr.**  
*Superintendent*

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**Dennis A. Richards**  
*Associate Superintendent*

TO: Reading School Committee  
FROM: Pat Schettini  
DATE: September 25, 2003  
TOPIC: Division of Decision Making Responsibility

Please find attached, for your review, a chart showing a proposed assignment of decision-making responsibility between the administration and the School Committee for the Reading Public Schools' construction projects. At our meeting on Tuesday evening, I will ask the Committee to approve the assignment of decision making as outlined.

If you have any questions, please contact me.

**Reading Public Schools  
Construction Projects  
Proposed Assignment of Decision Making Responsibility  
Design Phase – Revised**

Issue	School Committee	Administration Superintendent
Program approval – Ed. Specs	X	
Program refinement – within general parameters of approved Ed Specs		X
Approval of major design concepts <ul style="list-style-type: none"> <li>• General appearance of building – exterior</li> <li>• General appearance of major interior spaces</li> <li>• Configuration of building at department level – major configuration decisions</li> <li>• Capacities of major spaces</li> <li>• Site Plan Concept</li> </ul>	X X X  X X	
Approval of detail level design issues <ul style="list-style-type: none"> <li>• Layouts of spaces – as long as Ed Specs/program is met</li> <li>• Determination of details of all spaces</li> <li>• Teaching station design – all types</li> <li>• Classroom configurations/fitout</li> <li>• Interior finish material selections</li> <li>• Site Plan details</li> </ul>		 X  X X X X X
Phasing plans <ul style="list-style-type: none"> <li>• General concept</li> <li>• Details</li> </ul>	X	X
Systems and vendor selections (School Committee will approve selection of Superintendent and does hereby authorize the Superintendent to sign appropriate contracts.) <ul style="list-style-type: none"> <li>• HVAC</li> <li>• Electrical</li> <li>• Telephone and data</li> <li>• Security</li> <li>• Fire Protection</li> <li>• Technology</li> <li>• Furnishing/fixtures/equipment (FF&amp;E)</li> <li>• Construction testing</li> <li>• Abatement monitoring</li> </ul>		 X X X X X X X X X
Commissioning (In addition to Commissioning required of Architect and General Contactor) <ul style="list-style-type: none"> <li>• Decision to Commission Building</li> </ul>	X	

• Commissioning Agent Contracting		X
Coordination with Town Departments		X
Budget approval – overall	X	
Budget refinement – within parameters of the overall budget		X

**Reading Public Schools  
Construction Projects  
Proposed Assignment of Decision Making Responsibility  
Construction Phase - Revised**

Issue	School Committee	Administration/ Superintendent
<b>Approval of scope changes</b> <ul style="list-style-type: none"> <li>• Approval of RMHS CCD's (construction change directives)</li> <li>• Approval of Elementary School CCD's (construction change directives)</li> <li>• Approval of Contract Change Orders (bundled CCD's)</li> <li>• Approval of minor substitutions not affecting design intent</li> <li>• Approval of major changes that affect design intent</li> </ul>	<p><b>Over \$25,000</b></p> <p><b>Over \$10,000</b></p> <p style="text-align: center;"><b>X</b></p> <p style="text-align: center;"><b>X</b></p>	<p><b>Up to \$25,000</b></p> <p><b>Up to \$10,000</b></p> <p style="text-align: center;"><b>X</b></p>
<b>Approval of schedule changes</b> <ul style="list-style-type: none"> <li>• Affecting end dates (overall and major phases)</li> <li>• Not affecting end dates (internal schedule adjustments)</li> </ul>	<b>X</b>	<b>X</b>
<b>Acceptance of Work</b> <ul style="list-style-type: none"> <li>• End of phases – notice to proceed with subsequent phases</li> <li>• General acceptance or rejection of work – day to day reviews, detail level</li> <li>• Completed projects</li> </ul>	<b>X</b>	<b>X</b>



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*Associate Superintendent*

TO: Reading School Committee  
FROM: Pat Schettini  
DATE: September 25, 2003  
TOPIC: RMHS Building Presentation

At our meeting on Tuesday evening, Dave Finney and Keith Hoffses of the Design Partnership of Cambridge will review with the Committee the design of the high school building project. After the presentation I will ask the Committee to vote to move forward with the design of the high school project as presented.

If you have any questions, please contact me.