

Buildings & Grounds Committee Charter

2022-2023

Chair: Jonathan Wilbur, Board Member

Members: Hillary Austin, Superintendent
Lindsey Tice, School Business Official
Joe Magliocca, Director of Facilities
Josh Miller, Director of Technology
Sara Lattin, Board President
Deborah White, Board Member
Josh Palmer, Board Member
Ruth Bruning, Board Member (alternate)
Hunt Engineers and Architects
Welliver

Article I: Charge to the Committee

The District Buildings and Grounds Committee is charged by the Board of Education to maintain and oversee the implementation of the 2020-2025 Capital Improvements Project, Energy Performance Contract Project, and address any other facility priorities (emergencies) as they occur.

Article II. Term

This Charter is effective from July 1, 2022 through June 30, 2023, subject to amendment or revocation by the Board.

Article III. Chair

There shall be a Chairperson, agreed upon by the Board of Education members of the committee and approved by the Board of Education.

Article IV. Membership Number:

There should be at least 9 members of the committee.

Qualifications:

At least 3 members of the District Buildings and Grounds Committee shall also be members of the Board of Education. The Superintendent, the School Business Administrator, the Director of Facilities, the Technology Director, the Architect (Hunt Engineering) and the Construction Manager (Welliver) shall also be on the Buildings and Grounds Committee. Other persons recognized by members of the committee, as needing to participate, shall make such recommendations to the whole committee and be appointed by the Chair.

Appointments:

The Buildings and Grounds Committee will make recommendations to the whole committee of persons needing to participate. The Chair will extend the invitation and appoint the "as needed" members.

Resignation:

Board of Education members may resign at any time by communicating such resignation to the Chair. The Superintendent, Architect and Construction Manager may recommend a designee to replace them should they need to resign.

Article V. Powers

Scope of Powers:

The committee shall be subject to all policies and regulations of the district and to the applicable laws. The committee will adhere to the regulations of the New York State Commissioner of Education Parts 155.3 to 155.9 and Part 155.17 (8NYCRR 155) during the construction, renovation, and everyday maintenance of all its buildings.

The committee may make recommendations to the Board of Education or the Superintendent, as appropriate, to take actions to benefit the district.

Meetings:

Meetings of the Committee shall be scheduled, posted, and conducted in accordance with Open Meetings Law. The meetings may be sudden and frequent to accomplish the charge and then become less frequent. Meetings shall be held monthly unless otherwise notified.

Decisions:

Buildings and Grounds Committee should, in the first instance, attempt to make decisions by consensus. If consensus cannot be reached, the committee can make decisions by majority vote. No decision or recommendation shall be recognized as an act of the Buildings and Grounds Committee without agreement or a majority of the membership.

Article VI. Obligations

Objectives:

1. Oversee the implementation of the 2020-2025 Capital Improvements Project and Energy Performance Contract Project
2. Move to completion of projects identified by appropriate timeline
3. Identify sequence and compatibility of project phases
4. Determine budget constraints and sustainability within established budget projection limit
5. Identify and plan for contingencies
6. Seek "as needed" related participants.
7. Consider change orders, RFPs, contracts, and questions to be asked.

Reports:

The Buildings and Grounds Committee shall report on each meeting and actions recommended by the Buildings and Grounds Committee via monthly progress reports at Board of Education Meetings and the posting of minutes/notes taken at meetings by the Secretary of the Committee.