

Facilities Committee

Chartered by: Board of Education

Mission: To provide assistance and direction to the Director of Facilities, central office administrators, Superintendent, and Board of Education on the district's facility needs.

Outcomes/Tasks:

The committee will annually review a rolling five-year facility maintenance plan.

The committee may tour district facilities to identify and prioritize future projects.

The committee will review and consider large projects before they are placed before voters.

The committee will provide an annual report to the finance committee.

Boundaries: This committee is designed to provide leadership, analysis, and recommendations centered around its mission. All decisions must be aligned with the Mehlville School District Board of Education policies and procedures, including the District's Mission.

Resources: The committee budget is through the central office. The committee should make any necessary budget requests during the budget development process.

Membership: Membership will include the Director of Facilities, central office administrators, one building administrator, one teacher, one member of the maintenance staff, and six community members with backgrounds in facility maintenance and development. Additionally, three Board of Education members will serve in a non-voting capacity.

Meeting framework: The committee will meet quarterly, and as needed, to deliver the outcomes above. Public notice of the meeting will be through the Facilities Department.

Decision-making process: Decisions will be made by consensus of members. If a vote is required, it will be decided by a simple majority of members attending.

Channels of Communication: Members are encouraged to share information from meetings with their circle of influence. Minutes of meetings will be taken by a district employee and posted on the district website.

Agenda Development: Agendas will be developed collaboratively by the leadership. Agendas will be posted in advance of the meeting.

Facilitation of Meetings: Meetings will be facilitated by the Chair and Director of Facilities

Maintaining records: Minutes will be taken by a district employee, distributed to members electronically, and included on the district website. Minutes will be provided to the Board of Education.

Norms:

- Be prompt
- Adhere to the planned agenda
- Respect the ideas of others
- Open-honest communication
- Listen for understanding
- Avoid interruption
- Tough on issues, not people
- Celebrate success

Charter Date: January 28, 2016

Revised: June 9, 2016