

ADVISORY COMMITTEE FACILITIES OVERSIGHT

Goal: The Advisory Committee for the Oversight of Facilities will provide advice and support for the School Committee in both short and long-term maintenance of School Union 69 schools.

Committee Procedures

1. The Facilities Committee will be appointed annually by the School Committee Chair within one month after the School Committee's election of officers each year in July.
2. The Facilities Committee will be composed of five members including one school committee member, the Building Principal, and additional members determined by the School Committee.
3. The Committee will meet at least annually during the year prior to the development of the school department's annual budget to review school needs, to suggest budget items, and to recommend expenditures as needed. The School Principal will be responsible for scheduling meetings, establishing agendas, and notifying members.
4. The Facilities Committee will conduct a minimum of one annual inspection of the school and facilities and make recommendations for repair, replacement, and upgrade of the building and the facility. Such recommendations should be made prior to the development of the annual budget.
5. The Facilities Committee will have access to the School's Long Term Management Templates and will use that information in developing its recommendations.
6. The Facilities Committee is an advisory committee and has no responsibility for the routine management of the school. Its recommendations are advisory and subject to action by the School Committee.

7. Members of the Committee shall be disqualified to bid on any school facilities contracts and for one year after having served on the committee.
8. A majority of the Committee members present and voting shall constitute a quorum and all recommendations must be endorsed by a majority of the total membership.
9. All documentation related to the construction, renovation, and maintenance of the building shall be stored and maintained in the school under the supervision of the Principal.

	AVS	HES	LCS
First Reading:	<u>1/22/2013</u>	<u>1/14/2013</u>	<u>1/7/2013</u>
Second Reading:	<u>3/18/2013</u>	<u>2/11/2013</u>	<u>2/4/2013</u>