

COOS BAY SCHOOL DISTRICT #9

FACILITIES PLANNING COMMITTEE CHARTER

INTRODUCTION

The Facilities Planning Committee (FPC) was created by the Coos Bay School District #9 Board of Directors to develop and maintain plans and advise on matters that affect the District's Real Property. It is composed of selected members of the Board of Directors and the Coos Bay School District's Superintendent, Personnel and Business Services Director and Facilities Manager. Additionally, the FPC will select volunteers from Coos Bay community members. The FPC establishes plans and advises on matters that will maintain the District's buildings and grounds, ensuring they are safe and accessible to our students and the community.

AUTHORITY

The FPC is an advisory committee to the Coos Bay School District #9 Board of Directors. It will have the authority to query public officials and seek public information in the course of developing plans, timelines, and strategies. The FPC has no authority to commit the School District to any obligation, financial or otherwise, unless approved by the Board of Directors.

ROLES AND RESPONSIBILITIES

The Coos Bay School District #9 Board of Directors will:

1. Have over-site responsibility for the FPC, and
2. Select the FPC Chairperson.

The FPC Chairperson will:

1. Develop meeting agenda and publish the agenda ahead of meetings,
2. Open and close all meetings ensuring input from FPC members and public participants, and
3. Ensure all meetings are kept on track in accord with the agenda and conducted in a professional and non-intimidating atmosphere.

Members of the FPC will:

1. Recommend agenda items for upcoming meetings, and
2. Participate in meetings by providing recommendations and input needed to meet the meeting agenda.

The FPC will:

1. Establish and maintain plans and timelines for:
 - a. Repair and maintenance projects estimated to be [**>\$99,999**].
 - b. Modernization and renovation projects.
 - c. New construction.
2. Develop and/or review plans for modernization and renovation projects.
3. Develop and/or review plans for new construction projects.
4. Monitor the condition of the District's building and grounds.
5. Participate in the review and recommended selection of contract offers for:
 - a. Repair and maintenance projects [**>\$99,999**]
 - b. Modernization and renovation projects
 - c. New construction
6. Advise the Budget Committee on current year and out-year funding requirements and priorities.
7. Other facilities tasks as assigned by the District Board of Directors.

MEETINGS

The FPC will meet on an as needed basis as determined by the FPC Chairperson. FPC meetings are subject to all rules that apply to open public meetings.


REPORTING REQUIREMENTS

The FPC will maintain accurate minutes of each meeting and will report back to the Board of Directors during the next School Board Meeting. The minutes of each meeting will be published on the District #9 web site.


CHARTER REVIEW

This Charter will be updated as deemed necessary by the Facilities Planning Committee and presented to the Board of Directors for approval.

Approved November 9, 2015



James Martin, School Board Chair



Dawn Granger, Superintendent