

SCHOOL BUILDING: DEFINITION OF COMMITTEES AND SUBCOMMITTEES

The enclosed flow chart of operation depicts the relationship between and among all of the principal decision-makers in a school building project.

The numbered items below correspond to the numbered blocks on the flow chart of operation.

1. A building committee for building projects shall be appointed by the Bristol Warren Regional School Committee in accordance with the Committee's policy. The building committee is charged with the fiduciary responsibility for all bond project funds allocated for projects approved by the Bristol Warren Regional School Committee and shall provide minutes of its meetings and financial reports to the School Committee on a timely basis and at least bimonthly. The Building Committee reports through the Superintendent of Schools and/or directly to the School Committee. The building committee should be broadly representative of the community and should include school committee, parents, teachers and administrators. The Building Committee will be comprised of nine (9) members.
2. The school committee attorney advises the school committee, subcommittees, and the superintendent in all matters related to a particular project.
3. The Superintendent of Schools will work closely with the School Committee and Building Committee. The Superintendent accepts and evaluates all recommendations from the Education Advisory Committee, Director of Maintenance and Director of Administration.
4. The Owner's Representative is the liaison for the Building Committee and monitor for the Building Committee. All directions by the Owner's Representative should be through the Building Committee. The Owner's representative is responsible for insuring that the contractors follow directives of the Building Committee and the Architects plans and specifications. The Owner's representative working closely with the Architect is responsible for the project being completed on time and within budget. The owner's representative shall submit a monthly report to the Building Committee.
5. The Education Advisory Committee is responsible for developing the educational specifications of a project. It works closely with the Superintendent of Schools and channels its recommendations to the Building Committee through the Superintendent. Its membership is five (5), including parents, teachers and administrators.
6. The Director of Administration reports directly to the Superintendent in all matters related to the financial requirements of a building project. The Director of Administration serves in an advisory capacity to the Superintendent of Schools.
7. The Director of Maintenance, the assistant supervisor and the lead maintenance person serve in an advisory capacity to the Superintendent of Schools regarding any specifications before or during construction that may present maintenance problems or excessive maintenance expenses after construction if completed.

8. The Project Architect takes all direction from the Building Committee and is responsible for the translating all of the Educational and Architectural specifications from the Building Committee into architectural plans. The Architect is trained, licensed and insured. Any change order that the architect presents must be reviewed by the Building Committee and either approved or rejected. Any emergency change order may be presented, reviewed and acted upon by the Owner's Representative with two members of the Building Committee in the event of a health or safety emergency requiring immediate action.
9. The General Contractor has a contract with the School Committee. The School Committee has empowered the Building Committee, but all directions to the Contractor are channeled through the Architect and Vice-Versa. The Owner's representative will be a liaison between the Building Committee, Architect and General Contractor.

ADOPTED: March 20, 1995

REVISED: June 28, 2004

BRISTOL WARREN REGIONAL SCHOOL DISTRICT, BRISTOL, RHODE ISLAND