

School Building Advisory Committee (Phase I)

Committee Created:

There is hereby created a School Building Advisory Committee (SBAC) to consist of all interested residents of Scarborough that meet the following criteria:

- 1) Must be a current resident of Scarborough.
- 2) Must submit an application no later than February 9, 2024.
- 3) Must commit to the attendance requirements established herein.

Building Committee Leadership Team Created:

The Building Committee Leadership Team (BCLT) shall consist of nine members as follows:

- 1) Two Town Council Members or their respective designees.
- 2) Two Board of Education Members or their respective designees.
- 3) A Chairperson, elected by the full SBAC.
- 4) A Vice-Chairperson, elected by the full SBAC.
- 5) Three At-Large members, elected by the full SBAC.

Non-voting advisory members to BCLT

The Superintendent of Schools and the Town Manager (or their respective designees) shall be non-voting ex-officio members and shall serve as the staff liaisons to the Committee. The Facilities Manager, the school Business Manager, and town Finance Director shall be invited to participate in Committee meetings to serve as a non-voting staff resource.

Committee Charge:

The SBAC shall be a joint ad hoc advisory committee of the Board of Education and Town Council, assisting them in their respective responsibilities for development of a solution to current and future space deficiencies within the K-8 schools. The BCLT shall act as the leadership of the SBAC and implement any necessary protocols, establish meetings, sub-committees and make appointments to accomplish the following:

- 1) Organize appropriate sub-committees as necessary to evaluate the following:
 - a. Analyze the results of a town-wide school support survey and use the information to guide final recommendation to the Town Council and Board of Education
 - b. Conduct an analysis of assumptions and accuracies of:
 - i. School Enrollment projections
 - ii. Space needs analysis
 - iii. Current facilities deficiencies/opportunities
 - iv. Business Case
 - v. Any other findings that warrant review

- 2) Provide a final recommendation report on a path forward by May 1, 2024. The report will be used in a joint BOE/Town Council workshop to be held on May 15, 2024. The expectation is that the SBAC will recommend whether a renovation/expansion approach, a unified approach, a hybrid approach, or other variation should be the path pursued for the community.

Public Input and Outreach:

The Committee shall seek public engagement and input in its deliberations through a multi-channel public outreach campaign, which may include websites, social media, e-mail, public signage, notices in the newspaper and direct mail. All relevant documents, meeting minutes and reports produced by the SBAC via the town website.

Committee Reports:

The Committee chairs will regularly update the School Board and Town Council on the progress of the Committee.

Attendance Requirements:

All SBAC members are required to participate in at least one sub-committee as appointed to by the BCLT. If a member misses more than three sub-committee and/or SBAC meetings without BCLT approval, it will result in dismissal from the SBAC. Appointments to fill vacancies are to be made at the discretion of the BCLT as necessary.

Other:

It is the intent of the Town Council and Board of Education to implement a Phase II Committee Charge and scope of work after the completion of Phase I and formal acceptance of the recommendations by each respective body.