

Board of Education
Facilities Committee Charter
As of January 2024

Purpose

The Olentangy Schools Facilities Committee will support the Board of Education (BOE) and district Administration with various research and tasks relevant to the planning, construction and improvement of the physical facilities within the Olentangy Local School District (OLSD).

The committee will collaborate with the district's Chief Operations Officer through regularly scheduled meetings to discuss issues related to district facilities, monitor enrollment trends and identify potential facility and land acquisition needs. The committee shall report its findings and make recommendations to the Board of Education as needed throughout the year.

Per Board policy 0155, "Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board."

Membership

Annually, the Facilities Committee will vote to appoint a committee chair and co-chair to serve a one-year term. Members will also serve a term of one-year. Chair positions and member appointments are renewable annually at the discretion of the Facilities Committee and the BOE. Members can serve on the committee for multiple terms. The BOE may fill vacancies on the committee and may remove a member from the committee at any time without cause. Membership will be comprised of BOE members (non-voting), district administrators (non-voting) and residents of the OLSD community that have professional backgrounds in facility planning, architectural design/engineering, construction, real estate or a property management related field. Potential members are required to provide a professional resume to the current membership of the committee for review. Potential candidates will be asked to attend a Facilities Committee meeting for a brief interview. Final membership will be determined by a vote of the existing Facilities Committee membership. Members may resign from the Facilities Committee at any time, but should provide a written resignation to the current committee chairperson and to the district's Chief Operations Officer. The committee shall have a minimum of six voting members and a maximum of twenty voting members. Members are required to attend 33% of the meetings scheduled annually. Committee meetings are open to non-members and to the public.

Per Board policy 0155, "The President shall appoint at the organizational meeting members of the Board to standing committees where they shall serve a term of one (1) year."

Authority

The committee has no express or implied power or authority.

Responsibilities

- Provide guidance to the district's Board of Education and Chief Operations Officer relevant to construction practices, technology trends and legal precedence issues that may have an



impact on future building design, cost, quality and/or scheduling within the district or local region.

- Provide guidance for construction projects relative to design, cost, scheduling and quality.
- Provide guidance relevant to capital improvement projects, maintenance needs and energy conservation practices, to include cost, quality and scheduling.
- Monitor district enrollment and assist in the forecasting process for new district facilities and land that may be needed as a result. Reporting should be provided to the Board of Education annually to assist the district in planning and budgeting for any new facilities.
- Review information submitted for projects proposed for donation to the district by booster groups, PTO organizations and other entities to verify that the planning and execution methods proposed are consistent with the district's project standards.
- Participate in specialty consultant reviews/presentations and make recommendations based upon the findings.
- Share professional and experiential knowledge as it pertains to committee discussions.
- Monitor the activities and planning efforts of Delaware County and local municipalities.

Meetings

The committee will meet at least quarterly or more often as needed. The meeting schedule for the upcoming year will be distributed to members annually in December.

A majority of the voting committee members shall constitute a quorum. A quorum will be needed for all issues or recommendations requiring a vote by members.

The committee chair will approve and keep a copy of the committee meeting minutes. A copy of the approved minutes will also be kept by the district's Board Secretary. The committee chair may invite any director, officer, staff member, expert, or other advisor who is not a member of the committee to attend, with the understanding that these individuals shall have no voting rights.

The committee will review its charter every five years and recommend any proposed changes to the board for review.

Per Board policy 0155, "Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public."