

**RYE NECK UNION FREE SCHOOL DISTRICT
310 HORN RIDGE ROAD
MAMARONECK, NY 10543**

FACILITIES COMMITTEE CHARTER

I. Facilities Committee Authority

Pursuant to resolution made on September, 18, 2024, effective September, 18, 2024, the Board of Education of the Rye Neck Union Free School District has established a Facilities Committee to obtain industry insight, best practices, and recommendations on facilities-related issues and planning.

II. Mission

The Board of Education of the Rye Neck Union Free School District has established a Facilities Committee to provide independent advice, assistance, and recommendations to the Board on the school district's facilities.

Annual goals will be created by the committee and posted on the district website.

III. Composition

The Committee is composed of members of the District and community. The Committee will strive to be comprised of administrators, Board of Education members, staff/teachers, community members, and parents. No more than two Board of Education members will serve on the Committee, and the Committee will strive to be composed of membership that is representative of Rye Neck's diverse stakeholders.

The Committee meetings will be open to the public; however, the Superintendent or his designee has the discretion to close a meeting and to prohibit public attendance when sensitive information is being discussed.

The recommended qualifications for Committee members include:

- Possess the requisite industry/ technical knowledge necessary to advise the Board
- Have the ability to work as a group.

The Board of Education will discuss among themselves which two board members should serve on this Committee with the Board President making the final appointments. If a Board member drops out of the Committee, the Board President will ask another Board member to volunteer to fill the position. If no one volunteers, or if more than two members volunteer, the Board President will determine the appointment.

The **Assistant Superintendent for Business and Finance**, or the Superintendent's Designee (administrator), will chair the Facilities Committee. If more than the needed number of

administrators desire to serve on this Committee, the Superintendent will designate which administrators will join the Committee.

All members except the Superintendent and the Assistant Superintendent for Business and Finance will serve a one (1) year term, with a maximum of two consecutive years for any Board Member to serve, unless otherwise affirmatively approved by the Board of Education.

The District Clerk will be responsible for keeping minutes at each meeting.

Teachers, community members, and parents wishing to serve on the Facilities Committee may contact the District Clerk for consideration, with priority offered to those with an applicable background, including experience in construction, engineering, building management, land development or related finance.

If a Committee Member misses more than two consecutive Committee meetings without reasonable cause, the member may lose their seat on the Committee. In this instance, the Board of Education will have authority to make the decision to remove a Committee Member.

Authority

The Facilities Committee will have the authority to review existing and proposed district guidelines, plans, practices, and procedures and to advise the Board on their revision recommendations. The Committee may also provide guidance on and recommendations for new guidelines, plans, practices, and procedures that do not currently exist in the District. District technology resources may be utilized, if necessary, for research purposes. The Committee may request copies of current District policies, guidelines, plans, practices, and procedures and review those from other districts if/when available. The committee may also assist the Superintendent in the following areas:

- annual evaluation of all school buildings and grounds
- annual assessment of equipment, facilities, and maintenance practice
- the preparation of the five-year capital assets preservation plan, including a breakdown for each of the five years of estimated expenses, a district wide capital assets inventory, and a report on the condition and preservation plan of each school facility

Responsibilities

The membership duties of the Committee include the following:

- **Good Faith** - Members will perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care, as a generally prudent person in a similar position would use under similar circumstances.
- **Conflicts of Interest** - The Committee expects that each Member and each individual asked to serve on this Committee in the future disclose any/all relationships with the District (financial and other interests) in the spirit of total transparency. When the question of a conflict exists, it

will be fully discussed, with each side given the opportunity to state why they believe a conflict does or does not exist. The final decision on whether the individual has a conflict of interest will be made by a majority vote of the Board of Education.

- **Confidentiality** - During the exercise of duties and responsibilities, the Committee members may discuss confidential information. The Committee members are obligated to maintain the confidentiality of such information.

The duties and responsibilities of the Committee include reviewing and advising on proposed or future construction and capital project work, including scope, timelines, and need. As it becomes necessary or prudent, the Facilities Committee may research, formulate, and recommend the adoption of new, amendment of existing, or deletion of outdated policies, guidelines, practices, and procedures.

The Committee Chairperson will ensure that all Committee Members have an opportunity to speak and share their thoughts and ideas. The Committee will make every effort to achieve consensus in its decision-making process. Failing consensus, the Chairperson will call for a vote.

A simple majority of the membership present will determine the vote. A quorum constitutes a simple majority of the total membership, and meetings will not be conducted unless a quorum is present.

The Committee has the duty and responsibility to report its activities to the Board of Education. Periodic written and oral reports of Committee activities are an important communication link between the Committee and the Board on key decisions, responsibilities, and recommendations. The members of the Facilities Committee, who also are members of the Board of Education, will communicate the decisions, findings, and recommendations of this Committee to the Board of Education. The Committee's reporting requirements are to:

- Report on the scope and breadth of Committee activities so that the Board of Education is kept informed of its work in progress.
- Provide the Board of Education with minutes or a summary of minutes of meetings that clearly record the actions and recommendations of the Committee.

Meetings

The Facilities Committee will meet at least three times per year. The Committee is encouraged to prepare an agenda for each meeting and meeting minutes will be recorded by the District Clerk and submitted to the Board after each meeting. The Superintendent, District Clerk, or designee will make best efforts to provide the Facilities Committee with supporting documents in advance of each meeting for review and consideration.

- The chairperson will call and facilitate all meetings.

- The chairperson will set the agenda and direct the meetings and activities of the Committee to serve and advise the Board or Education.
- The chairperson will monitor the attendance of its meetings and give email notice to any member that misses two consecutive meetings that they may lose their seat on the Committee.

The minutes of each Facilities Committee meeting should include the following:

- The meeting agenda
- Date, attendance, and location of the meeting
- Except as otherwise provided by law in connection with executive and privileged sessions, summaries of the topics discussed and all proposals and other matters formally voted upon and the vote thereon, including recommendations agreed to by the Committee.
- The minutes will be posted on the District website.

Review of the Charter: The Committee will assess and report to the Board of Education on the adequacy of this Charter no less than on an annual basis or as necessary. Charter modifications, as recommended by the Facilities Committee, should be presented to the Board of Education in writing for their review and action.

Adoption Date: September 18, 2024