



PUSD

Pasadena Unified School District

Board of Education

Facilities Committee Charter

Revised 11-20-07,

4-1-15, 8-20-24

Updated 9-10-24

Element	Definition
Purpose	The Facilities Committee exists to provide strategic oversight of the District's facilities activities and to support communication of these activities to the School Board and community at large. The committee discussions will provide an understanding of project priorities, funding, and goals that will enable committee Board members to give input to staff, communicate to the full School Board and make recommendations as appropriate.

Goals	▪ Provide an environment for extended research and discussion of issues that allows staff to vet ideas and suggestions before making final recommendations. ▪ Prioritize available resources and projects for recommendation to the Board ▪ Participate in consultant selection for major strategic projects ▪ Identify opportunities for lease income ▪ Ensure Board member awareness and understanding of project priorities, funding, and goals of the facilities programs. ▪ Coordinate with communications director on strategic level internal and external communications related to facilities ▪ Review and make recommendations about any agreements for use of PUSD facilities by outside agencies including 'joint use' and civic center permits ▪ Create a master schedule and work plan to guide Facilities Committee meeting agenda setting ▪ Review facilities master plan and develop recommended priority actions and timing ▪ Explore and develop funding options for capital investment in facilities ▪ Ensure linkages between facilities activities and other District programs and curriculum decisions and make appropriate recommendations and decisions ▪ Fostering the design and construction of student-accessible green spaces within existing facilities projects, promoting the adoption of sustainable green practices and expanding opportunities to engage school communities in environmental stewardship.
Membership	Three Board Members Staff: Chief Facilities Officer and other staff as assigned by the Superintendent

Committee Operation	Guiding Principles: ▪ This Committee must be ‘value added’ for all members and the District ▪ Committee members are committed to using time wisely and staying productive Committee Process: ▪ Committee will provide a small group setting for staff to share challenges and options and get board input ▪ Staff will have a forum to present ideas, get board input, and revise recommendations to be presented to full Board ▪ Board will be able to add context and vet ideas from staff ▪ All meetings will observe the protocols of the Brown Act and will conform to the usual standards and bylaws of PUSD. ▪ Meetings will be held regularly as determined by the Committee. ▪ The committee will make regular reports to the Board at large, and will from time to time present recommendations for action. ▪ Committee will review and recommend Facilities Board Reports to the full board ▪ Committee will receive status reports of maintenance and repair of major projects and communicate updates to the full board
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