

School Building Committee

A building committee for building projects shall be appointed by the Bristol Warren Regional School Committee in accordance with the Committee's policy and RIDE School Construction Regulations 200-RICR-20-0504. 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 school building committee must, at a minimum consist of eight (8) people, including the superintendent of schools, at least one member of the school committee, the local official responsible for building maintenance, a representative of the office or body authorized by law to construct school buildings in the municipality, the school principal from the subject school, a member who has knowledge of the educational mission and function of the facility, a local budget official or member of the local finance committee, and at least one member of the community with architectural, engineering and/or construction experience to provide input relative to the effect of the project on community and to examine building design and construction plans for reasonableness.

The bond attorney advises the school committee, subcommittees, and the superintendent in all financial matters related to a particular project.

The Superintendent of Schools will work closely with the School Committee and Building Committee. The Superintendent accepts and evaluates all recommendations from the Director of Maintenance and Director of Finance and Administration.

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 ensuring 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.

The Director of Finance and Administration reports directly to the Superintendent in all matters related to the financial requirements of a building project. The Director of Finance Administration serves in an advisory capacity to the Superintendent of Schools.

The Chief Operating Officer, the assistant supervisor and the lead maintenance team 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 is completed.

The Project Architect takes all direction from the Building Committee and is responsible for 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.

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: October 14, 2025