

## **CHARTER for FACILITIES COMMITTEE**

Pursuant to BOE Resolution 62 dated April 22, 2020, the Board of Education has established a Facilities Committee Charter to assist the District in making decisions regarding regular District facilities maintenance and repair, overseeing capital projects and regular Five-Year Capital Improvement Plans.

The District's resolution states that the Facilities Committee will meet **at least** 4 times a year to discuss and oversee facilities maintenance and ongoing capital projects.

The committee will focus on progress reports submitted by representatives of the Building and Grounds department, any architectural firm contracted by the District to design and oversee capital project, the owner's representative and the construction management firm. Said reports will be presented to the Board of Education at least monthly. In addition, minutes of Facilities Committee meetings (once approved) will be available on the KCS D website

### **Background/History:**

The original Master Plan Facilities Committee was formed in 2008 to study the KCS D facilities and make recommendations to the Board of Education for a Five Year Capital Improvement Plan. An organizational meeting was held on January 28, 2008.

At that time, a Visitation Committee of the Board of Education was required by law to visually inspect each district facility on an annual basis.

In 2012, the Visitation committee was charged with the additional responsibility of overseeing progress on the Five-Year Capital Improvement Plan (of 2011). Consequently, the Visitation Committee merged with the Master Plan Facilities Committee and became the Joint Visitation and Master Plan Facilities Committee (a standing committee of the Board of Education). An organizational meeting was held on

October 17, 2012.

The following year (2013), voters approved a referendum for a \$137.5 million capital project (The KHS 2<sup>nd</sup> Century Project) at Kingston High School. Oversight of this project was added to the charge of the Facilities Committee and a Steering Committee, for the sole purpose of monitoring the progress on the KHS 2<sup>nd</sup> Century Project, was initiated.

The State of New York then requested that a member of the the District Safety Committee also accompany members of the Facilities Committee for annual inspections.

On September 14, 2014 the committee voted unanimously to recommend to the Board that the committee be renamed the Facilities Committee and the Board approved the new name.

In the fall of 2019, the New York State Office of Facilities Management issued a staggered schedule for future Five-Year Capital Improvement Projects. Kingston City Schools is listed in the first group of districts and, as such, must have a Five-Year Capital Improvement Plan ready for review in 2021.

The Steering Committee for the KHS Second Century Project concluded its work at the December 15, 2021 Steering Committee Meeting.

Future Five-Year Capital Improvement Plans as ordered by the State or the Commissioner of Education will be closely monitored by the Facilities Committee.

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This charter notes the method that New York State public schools use to establish capital project needs and funding sources. (See flow chart at end of Facilities Charter).

### **Mission:**

It is important that our students learn in facilities that are safe, healthy, attractive and that meet the ever-changing demands of the delivery of

education services.

To that end the Board of Education will ensure that any District facility housing students is inspected annually and health and safety concerns are addressed in a prioritized fashion either via voter approved capital projects, current Five-Year Capital Improvement Plans, or District supported targeted repairs and maintenance.

### **Membership:**

The committee will include three trustees from the Kingston Board of Education, the Superintendent of Schools, the Deputy Superintendent for Human Resources and Business, the District Treasurer, the accounts clerk, the principals from the buildings that are being addressed in the current Five-Year Capital Improvement Projects, the Director of Facilities, a representative from any architectural firm engaged by the District to plan and execute capital projects, a representative from the construction management firm and a select group of teachers, parents and community members.

### **Duties and Responsibilities:**

The Facilities Committee will oversee and advise the Board of Education on any ongoing Five-Year Facilities Improvement Plan/capital improvement projects and will:

- •Gather input about facility concerns from the principal and head custodian in each building;
- •Tour and visually inspect each building on an annual basis;
- •Report additional concerns about individual facilities (noted during inspections) to the District.
- •Support budget appropriations to fund targeted repairs and maintenance.

- •Support the completion of projects targeted by the District to address those concerns.
- •Identify levels of priority for targeted repair, maintenance and improvement with associated budgeting values and time frames.
- Monitor Building Condition Surveys and associated ratings.

**Meetings and Notifications:** The Committee shall meet at least four times per year in addition to the dates required for annual inspections.

Agendas shall be determined and communicated in advance. The date, time and location of each meeting will be included in the agenda.

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Members of the Board of Education who are not members of the Facilities Committee may attend but may not participate in the discussions/votes taken by the committee.

Minutes will be taken and posted to the Board of Education portion of the District website after approval.

### **Reporting:**

The Facilities Committee will report its activities and recommendations to the Board of Education following scheduled meetings of the committee.

Minutes of the Facilities and the Steering Committees will be posted on the District website.

The Director of Facilities will report progress on targeted maintenance projects to the Board of Education monthly.

Representatives of architectural and construction management firms overseeing and facilitating capital projects and Five-year Capital Improvement Plans shall report to the Board of Education monthly.

**References:**

Education Law §§409-d (Comprehensive Public School Building Safety Program) and 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)

8 NYCRR Part 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)

8 NYCRR Part 155. 5 (Uniform Safety Standards for School Construction and Maintenance Projects)

Policy 8110: School Building Safety

Policy No: 8220 Facilities Inspections

Policy 2250 Committees of the Board

Reviewed and amended: February 9, 2022