Sag Harbor Union Free School District
Educational Facilities Planning Committee Charter

Educational Facilities Planning Committee Authority
Pursuant to resolution 7a, dated January 14, 2013, the Board of Education of the of the Sag Harbor Union Free School District has established an Educational Facilities Planning Committee to assist the Board of Education in monitoring the health and safety of school district buildings and to provide recommendations of suggested upgrades to the district’s facilities, buildings, and grounds which are aligned with the goals of the District.

Mission
The Committee will provide independent assessment and analysis of short and long term facility needs of the district.

Composition and Requisite Skills
The Committee is composed of representatives of various constituencies within the boundaries of the Sag Harbor Union Free School District. The Committee is comprised of a minimum of 10 members. Two (2) Board of Education members, the Superintendent, the School Business Administrator, the Building Principal from either the Sag Harbor Elementary School or Pierson Middle/High School, the Plant Facilities Administrator up to three (3) District staff members, and up to ten (10) community members. Other District Administrators maybe invited to attend Committee meetings, as needed, to discuss issues related to particular programs they oversee. All members will be appointed on an annual basis by the Board of Education. The Committee members collectively should:

- Possess the requisite knowledge necessary to engage in a thorough analysis of facility needs of the district.
- Have the ability to work as a group.
- Be knowledgeable about buildings and grounds, educational initiatives, state and local regulations, and prominent community concerns.

Appointment of Committee Members
The Board of Education will discuss among themselves which two (2) members should serve on this committee with the Board of Education President making the final appointments. Members of the community with the requisite knowledge may serve on the Committee. We will invite community members by posting Committee openings on the District’s website under the Board of Education link by October 1. A letter of intent from interested Community members should be sent or emailed to the District Clerk by October 15. The Board of Education will review the community members interested in serving on the Committee and appoint a maximum of ten (10 – to be consistent with the paragraph above) members to serve. If a Board member resigns from the Committee, the President shall ask another Board member to volunteer to fill the position. If no one volunteers or if more than one member volunteers, the President will determine the appointment. A District Administrator, chosen by the Board President, should be selected to Chair the committee. Going forward, Board members each serve a one year term; with a maximum of three (3) consecutive years. Community members will each serve two year terms; with a maximum of four (4) consecutive years. The Committee may ask the Board to grant an extension of these term limits for any member. Members are expected to attend at least 75% of all meetings and not miss three (3) consecutive meetings. Any member that fails to meet the attendance requirements loses the privilege of serving on the Committee.

Membership
The membership duties of the Committee include the following:

- **Good Faith** – Members of the committee shall 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 committee. The member alleged to have a conflict of interest shall be disqualified from voting on the question and shall leave the meeting before a vote is taken on the issue.
Confidentiality – During the exercise of duties and responsibilities, the committee members will have access to confidential information. The committee members shall have an obligation to the District to maintain the confidentiality of such information. If the confidentiality of any information is breached by a committee member, the continuity of their membership privileges will be reviewed by the Board of Education.

Duties and Responsibilities
The duties and responsibilities of the Committee include the following:

- To assist and advise the Board of Education regarding routine maintenance issues and necessary facility upgrade(s), as needed.
- To assist and advise the Board of Education regarding RESCUE and SAVE legislation.
- To assist and advise the Board of Education on facility needs related to the educational program(s).
- To assist and advise the Board of Education with reference to Capital Project Recommendations.
- To assist and advise the Board of Education on district-wide enrollment analysis, grade reorganization and other related issues as it relates to the District’s facilities.

Administrative Matters
- The committee chairperson will call and facilitate all meetings.
- A chairperson or co-chairpersons may be elected to conduct the meetings. If a chairperson is elected, the chairperson may set the agenda and direct the meetings and activities of the committee in order to serve and advise the Board of Education.
- The designated administrator may set the agenda with input from other Committee members and direct the meetings and activities of the committee in order to serve and advise the Board of Education.

Meetings and Notification
The Committee shall meet regularly. A representative(s) of this committee is expected to attend Board of Education Meetings where facility related presentations are on the agenda. The committee is encouraged to prepare an agenda for each meeting and administration will make best efforts to provide the Committee with supporting documents in advance of each meeting for reasonable review and consideration. Any member of the Board of Education, who is not a member of the Educational Facilities Planning Committee, may attend the committee meetings.

The Committee will provide the District Clerk notice of each meeting, in order to inform Board Members. The Committee will prepare minutes of each meeting, and post them on the district’s website. At a minimum, minutes will include the following:

- The meeting agenda.
- Date, attendance, and location of the meeting.
- Except as otherwise provided by law in connection with executive sessions, summaries of the topics discussed and all proposals and any other matter formally voted upon and the vote thereon, including recommendations agreed to by the committee.
- As appropriate, copies of materials discussed or presented at the meeting.

Decision-Making Process
All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.
Reporting Requirements
The Committee has the duty and responsibility to report its activities to the Board of Education. Periodic written and oral reports of Educational Facilities Planning Committee activities are an important communication link between the Committee and the Board on key decisions, responsibilities and recommendations. A member of the Educational Facilities Planning Committee, who also is a member 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.
- Each year or as otherwise required by the Board of Education, report to the Board of Education on its review of the District’s short and long term facility maintenance and upgrade plans; including any significant findings or concerns.
- Report on any other matters that the committee believes should be disclosed to the Board of Education.

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

Acknowledgment
Please sign this document where indicated below. Your signature serves as an acknowledgment that you have had the opportunity to review the Educational Facilities Planning Committee Charter, that you received a copy, and that you are aware of your obligations as a member of the Committee.

Dated: _____________________

(Name), Committee Member

Board of Education – adopted - January 14, 2013
Board of Education – revised and approved – October 20, 2014
Board of Education – revised and approved – August 14, 2017