

Wappingers Central School District District Advisory Facilities Committee Charter

Committee Authority and Mission

The Board of Education of the Wappingers Central School District (WCSD) has established a District Advisory Facilities Committee for the School Year 2014-2015 to assist the Board of Education and District Administration with the efficient and effective use of building facilities.

Composition and Membership

The WCSD District Advisory Facilities Committee will have a membership of 30-36 members, to include:

- One parent or community member from each school in the District.
 - All those interested should have submitted an application or indicated their interest in continuing to serve on the Committee.
 - Those who served on the Committee in 2013-14 will continue to represent their school. Any other schools for which there are multiple applicants, the member will be chosen by lottery.
 - A community member will be appointed by the Board of Education to represent any school for which there are no applicants.
- One administrator, teacher, or staff member from each school, selected by the Principal in consultation with the Superintendent.
- Four members of the Board of Education, selected by the Board President.
- The Committee will be jointly chaired by the Superintendent of Schools and an Assistant Superintendent.
- The Director of Technology and Director of Facilities shall serve as ex officio members to provide technical support.

Duties and Responsibilities

The duties and responsibilities of the WCSD District Advisory Facilities Committee include the following:

- Establish zoning lines utilizing all relevant reports and resources, including VersaTran, the Martin/LEAF *Facility Utilization Study* (March 2014), and the *Re-Configuration Committee Data Report* (Jan 9, 2012).
- Develop a plan for a transitional implementation of new zoning lines.
- Analyze the possibility for consistent grade configuration.
- Develop a long-range plan for facilities use, implementation, and transition which:

- Creates consistent class sizes for each grade level district-wide.
- Finds ways to eliminate overcrowding and excess space.
- Provides viable instructional locations for Support and Specialty area teachers.
- Establishes consistent educational opportunities for all students.

Member Responsibilities

- Members will conduct research based on the formal mission and charter established by the Board of Education related to use of District facilities.
- Members will make all decisions based on research and data.
- Members will make every attempt to attend meetings and contribute to the work by following the established group work protocols.
- Members are encouraged to attend presentations to the Board and to share evidence in support of recommendations in their community.
- Any site visits must be conducted by the Committee or a subcommittee under the auspices of the Committee. Individual members may not conduct personal site visits and take any other actions relative to the Committee's work independent of the whole committee.

Meetings and Notification

The WCSD District Advisory Facilities Committee shall give notice of all meetings on the District webpage.

The Chair of the Committee, or designee, will prepare minutes of each meeting. At a minimum, the 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 motions, proposals, resolutions and recommendations agreed to by the Committee.
- As appropriate, copies of materials discussed or presented at the meeting.

The Committee's meetings will be open to members of the public, strictly as observers, except to the extent that an executive session may be warranted under the provisions of the Open Meetings Law.

Any member of the Board of Education, who is not a member of the Committee, may attend meetings of the WCSD District Advisory Facilities Committee if authorized by a resolution of the Board.

Reporting Requirements

The Minutes of WCDSD District Advisory Facilities Committee meetings, as described above, shall be distributed to the Principals of all schools, Board Members, and posted on the District webpage. In addition, the Committee shall present a preliminary Report on Recommendations at the November 17, 2014, meeting of the Board of Education and a final Report on Recommendations at the January 26, 2015, meeting of the Board of Education.

Duration of Authority

The Board of Education will determine the need for the continued existence of the WCDSD District Advisory Facilities Committee on no less than an annual basis or as necessary.