

## **Building and Grounds Subcommittee Charter**

### **Purpose**

The Building and Grounds Committee (“BGC”) shall be responsible for assisting the Duaneburg Central School (“DCS”) Board of Education in fulfilling its policy making, support and oversight responsibilities relating to:

- Physical infrastructure
- District facilities
- District-owned asset inventory
- Capital Project expenditures

The BGC will act in an advisory capacity to the DCS Superintendent on any topic brought to the committee by the superintendent as well as perform all tasks delegated by the Board of Education.

The BGC will monitor, evaluate, and prioritize issues related to the facilities and infrastructure of the school district with the goal of making a recommendation to the full Board of Education for their consideration.

### **Committee Membership**

The standing BGC is comprised of no more than 3 members of the Board of Education, as appointed by the Board of Education president. The DCS superintendent and the Business Administrator also serve on this committee.

In addition the members of the BGC can invite experts to subcommittee meetings and solicit feedback from the community and staff as necessary.

### **Authority**

The BGC does not have the authority to make any decisions. The BGC acts as an advisor to the Superintendent and the full Board of Education so that the decisions can be made by those two parties.

The BGC does have the authority to investigate or inquire into any matter that is pertinent to the business of the committee in an attempt to make informed and necessary decisions.

### **Goals and Responsibilities**

The committee will:

- Act through the guidance of the DCS vision statement and goals
- Review and recommend to the Board all plans and policies related to its purpose
- Review and recommend to the Board Capital Project plans
- Review and report to the Board at least quarterly the progress of implementing a Capital Project
- Promote and recommend cost effective, energy efficient and environmentally sustainable practices and initiatives
- Assist the Policy Committee by providing feedback on DCS policies that the Policy Committee deem necessary
- Annually evaluate the adequacy of this Charter and recommend any proposed changes to the Board of Education for approval
- Meet on a monthly and as needed basis.

The review of all items will be accomplished by, but not limited to, reports written by the Superintendent or Business Administrator and/or presentations and reports provided by other DCS staff members.