

School District of Lodi
Facility Committee

(A) 9-11-95
(R) 11-10-08

Purpose: The functions of the Facility Committee are to review and evaluate facility maintenance and operation plans, new construction proposals and planning, and property acquisition and disposal. The Facility Committee shall ensure a five-year facility plan is maintained by the administration. Committee recommendations shall be presented to the full Board for approval.

Agenda: The Business Manager, in consultation with the Chairperson may place items on the agenda. The committee, through the Chairperson, retains the right to limit this authority; however, considerable flexibility should be allowed for the Business Manager to place items on the agenda. The Business Manager shall ensure collection and timely distribution of supporting material, and proper posting of agendas.

Any committee member may have items placed on the agenda for an upcoming meeting by suggesting the items during a committee meeting. An agenda item titled "Future Agenda Items" will be on all committee meeting agendas to insure that a convenient opportunity for suggesting future topics will be available. No discussion of the item may occur until the item is properly noticed and included on a meeting agenda.

Committee Authority:

Committees are not empowered to make decisions in place of the board. Committees shall ensure that board guidelines and policy are followed their area of responsibility. Committees will make recommendations to the board regarding agenda items that require a vote by the board. Committees will make periodic reports to the board to keep fellow board members informed of the status of committee activities. Committees will take action as a group by majority vote. Committees should provide input to and receive input from the administration during the development of recommendations to the board. Committees may require reports from the administration. Committee shall abide by all Open Meetings and Open Records Laws in the State of Wisconsin.

Membership: Business Manager
School Board Members (3)
(Members and Chairperson to be appointed by the board President.)

Frequency of Meetings: It is recommended that the committee meet a minimum of four times per year. All meetings are on call of the Chairperson.

Minutes: The Business Manager shall ensure complete minutes are recorded and maintained. Meeting minutes shall be distributed to all board members, posted on the district web site and maintained at the district office.