



Building Committee

Charter

Updated 6/4/18

East Upper and Lower schools shall have a combined Building Committee whose purpose shall be to address items related to building and facilities. These items include, but are not limited to: setting school-level meetings, creating a "Classroom Interruption" plan, creating a "Staff as Emergency Substitute" plan, creating flexible schedules of varying length for students with special needs, reviewing and giving input on teacher room assignments, establishing policies and procedures for utilization of school copiers, seeking agreement on building-level mandated paperwork, school budget for per pupil allocation funds, creating a "Staff Assault" plan, developing a building level student discipline plan, various building and facility issues, and questions relating to the implementation of the EPO plan. The Building Committee (BC) shall consist of the following constituency members: Principals (2); RTA reps (at least 3); BENTE rep (at least 1); RAP rep (at least 1); ASAR rep (at least 1); parent/family member upper/lower (at least 2); and upper/lower school scholars (at least 1). Members of each constituency shall be consistent (as per their election/selection procedures) and may not serve in more than one role or change roles once these have been established in any given year.

The voting member will be designated by the appropriate constituency that she/he represents. Any change to this formation will require approval of the Building Committee and EPO. The Superintendent or his designee shall be an ad hoc member of the Building Committee. The fundamental operating procedure for the Committee shall be constituency consensus, meaning that each constituency group shall have a single vote for a total of five votes. Decisions will be made by constituency consensus. The Principals will co-chair the Building committee. A second co-chair and secretary shall be elected by constituency consensus.

The Building Committee will provide a monthly report, shared with all committee members, which shall include meeting minutes and decisions, if any, and shall be referred to the EPO for implementation. Meeting minutes will be taken at each meeting, shared with the BC members within 48 hours, and if no changes are noted, minutes will be sent out to all constituents. The EPO is honor bound to implement Building Committee recommendations and decisions that are consistent with bargaining unit agreements, the approved EPO application, and U of R's letter of intent. Decisions of the Building Committee, which are not consistent with the University of Rochester's Letter of Intent, approved EPO application, and state law or regulation on Board of Education Policy, shall not be enforceable.

Operating procedures:

Meeting dates & times: 9/24, 10/29, 11/26, 12/17, 1/28, 2/25, 3/25, 4/29, 5/20 and 6/17 (3:45-4:45pm) in Main Office Conference Room.

Agenda created and shared by RTA members (inclusive of items from all constituencies) and submitted/shared 48 hours in advance when possible

Live participation required by all constituencies to be considered present.



Meetings open for observation, but requests to speak should be received at least 3 days in advance so the person can be added to the agenda (when possible)
 Cancellations communicated via email at least 24 hours in advance
 Notifications to members via email at least 24 hours in advance
 Meeting Minutes done in real time by elected secretary and shared with BC group within 48 hours of the meeting. A back-up secretary will be elected in case of need.
 Meeting minutes edited and approved in real time and shared with all constituents within 48 hours.

Shared decision making procedures:

Each constituency shall have one vote.
 Issues requiring BC decision should be proposed one meeting in advance to any call for a vote so that we are able discuss them among our constituencies.
 There must be at least four of the five constituencies present for a vote. Decisions will be made by constituency consensus.

Voting process:

Each constituency shall have one vote.
 Voting will be done by the member selected by the representative constituency per meeting.
 The co-chairs will verbally or visually report the final count and officially record it in the minutes.
 Decisions will be made by constituency consensus.
 Votes can be yes, no, or abstain.
 We will follow informal process for calling for votes one constituency at a time.

Impasse procedures:

If the committee cannot come to agreement on an issue proposed for a vote, that item shall be tabled until the next meeting for more clarity.

**If at any time one constituency group requests that this charter is revisited or revised as set forth, the members agree to do so.

- Marlene Blocker Upper School Principal
- Angela M. Wilbur Lower School Principal
- Kristine Price RTA member
- Shari Munoz RTA Member
- Ana Holter RTA Member
- Rosemary Wilson RAP Member
- _____ Bente Member
- Akua D. Kuskam ASAR Member