

EAST GREENWICH PUBLIC SCHOOLS

BUILDING COMMITTEE

CHARGE AND FISCAL MANAGEMENT

JANUARY 27, 2009

Building Committee:

In accordance with Rhode Island Department of Education School Construction Regulations 1.08-1 Part 2, there is established a Building Committee with the following membership:

Charles Meyers	Superintendent of Schools
Henry Boezi	Town Council, Vice-President
Cheryl Botwick	Citizen
Sue Cienki	Citizen
Maryanne Crawford	Director of Administration
Ed Frenette	Architect, SMMA
Michael Gagne	Citizen, Building Committee Vice-Chair
Jay Gowell	Citizen, Building Committee Chair
MaryJane Jansen	Citizen
Steve Lusi	Citizen
Alexis Meyer	Assistant Principal, Archie R. Cole Middle School
Jeannine Nota	Principal, East Greenwich High School
Michael Podraza	Assistant Principal, East Greenwich High School
Wayne Pimental	Town Building Inspector
Gregg Rosen	Citizen
William Sequino	Town Manager
Robert Wilmarth	Director of Facilities
Jonathan Winikur	Strategic Building Solutions
MaryEllen Winters	East Greenwich School Committee
Wilbur Yoder	Citizen, Northeast Collaborative For High Performing Schools Representative
Michael Zajac	Archie R. Cole Middle School Principal

Charge:

The Building Committee is charged to provide input and oversight relative to the effect of the project on the community, and to examine designs, construction plans, and budget for reasonableness. The Committee is charged to report monthly to the School Committee and Town Council on all pertinent issues including the status of the project and schedule along with any recommendations. The Committee Chair or a representative will attend the respective public meeting of each board to present the Committee's report.

The Building Committee will post all meetings and agendas on the Secretary of State's website and at Town Hall and Superintendent's Office. Minutes of the meetings will be distributed to members of the School Committee, Town Council and Building Committee.

The Building Committee does not have authority to enter into contracts or to participate in the day to day management of the project. The management of the project is the responsibility of the Superintendent and Owner's Representative/Project Manager.

Fiscal Management:

All contracts will be reviewed by the School Committee Attorney prior to approval by the School Committee. Copies of the contracts, bid advertisements and School Committee's action to award a bid will be provided to the Town's Finance Director.

All invoices will be initially approved by the Project Manager and forwarded with a cover letter to the Director of Administration. The Director of Administration will approve payment and forward the invoices to the Finance Department with the appropriate documentation as requested by the Finance Department. The Finance Director will submit monthly financial reports to the School Committee, Town Council, Director of Administration, Superintendent of Schools, Project Manager and Town Manager.

A change order in excess of \$500,000 must be approved by the School Committee and Town Council. Once the cumulative total of all change orders to any individual school project causes that project's budget to be exceeded, all future change orders will be submitted for approval by the Town Council and School Committee. Any change order less than \$500,000 must be approved by the Superintendent, Director of Administration and School Committee representative to the Building Committee.

Approved by East Greenwich School Committee on January 27, 2009