

Berkeley USD

Board Bylaw

Facilities Safety And Maintenance Oversight Committee

BB 9132

Board Bylaws

The Governing Board shall form the Berkeley Schools Facilities Safety and Maintenance Oversight Committee (the "Committee") as authorized by the Berkeley Schools Facilities Safety and Maintenance Act of 2000 (the "Measure"). The Committee shall provide enhanced accountability to the community by ensuring that the monies are spent in accordance with the Measure. The Facilities Safety and Maintenance Oversight Committee shall be answerable to and make recommendations directly to the Board.

Charge of the Committee

In order to review the district's administration of and compliance with the terms of this Measure, the Committee shall provide input into the long term strategic plan for the maintenance and security of the district's facilities and the annual plan for expenditures on maintenance and safety:

1. Strategic Plan: The Committee shall provide input into a long term, equitable and systematic, multi-year strategic plan (the "Strategic Plan") for maintenance to be developed by district staff, for Board approval. The Strategic Plan shall be consistent with the intent of the Measure and will be reviewed annually.

2. Annual Plan: The Committee shall provide input into an expenditure plan (the "Annual Plan") to be developed annually by the district staff recommending specific expenditures of the tax proceeds for maintenance and safety that are consistent with the intent of the Measure. The assumptions associated with the recommended expenditures shall be included in the Annual Plan. The Committee shall develop processes to insure that the particular needs of each site are understood and considered in the development of the Annual Plan. The Plan shall be presented for Board action each year in conjunction with the district's annual budget adoption process. To facilitate public discussion, a draft Annual Plan shall be distributed to the Facilities Maintenance and Security Advisory Committee and made available for public review at least two weeks prior to Board action. The plan will include measurable goals and objectives.

3. Annual Report: A progress report shall be developed by district staff

annually in the fall of each year. The Annual Report shall measure and report on the Maintenance Department's achievement of its goals and objectives. A copy of the Annual Report shall be made available to the Committee for its commentary no less than two weeks prior to presentation to the Board. The Progress Report shall be presented to the Board in conjunction with the Board's annual Audit Report.

Composition of the Committee

The Committee shall be comprised of 11 official, voting members, who meet the criteria as specified in Board Policy 9130, to be selected as follows:

1. Seven Board appointed representatives.
2. Two representatives appointed by the Superintendent.
3. Two members of BSEP P&O appointed by the BSEP Planning and Oversight Committee.

Criteria for Membership

1. Facilities safety and maintenance experience or knowledge?familiarity with standard practices in construction and maintenance of public facilities.
2. Budgetary knowledge?familiarity with standard accounting practices.
3. Administrative experience--familiarity with effective management and administrative practices.
4. Familiarity with the Berkeley school community and the interests of representative school groups.
5. Familiarity with BUSD maintenance needs and planning efforts to date.

Committee Guidelines

The provisions of the Ralph M. Brown Act (Government Code 54950) shall apply to this Committee. The Committee shall follow the guidelines set forth in the School Board's policy on Advisory Committees.

(cf. 9130 - Board Committees)

Bylaw BERKELEY UNIFIED SCHOOL DISTRICT
adopted: March 5, 2003 Berkeley, California