

() Required() **Local**() Notice**Hudson CSD Facilities Committee Charter****Introduction**

Pursuant to the resolution dated January 20, 2026, the Board of Education has established a Facilities Committee to assist in the oversight of the district's physical infrastructure — including the safety, preservation, and enhancement of buildings, grounds, and capital projects.

**Mission**

The Board of Education of the Hudson School District has established a Facilities Committee to provide independent advice, assistance, and recommendations to the Board on the school on the maintenance and improvement of district facilities. This standing committee will assist the Board's goal of consistent and structured facilities review and the District's goal of meeting the needs of all students.

**Committee Membership**

The Committee is composed of members of the District and community. The Committee will strive to include a minimum of 5 members, including administrators, Board of Education members, staff, community members, and parents. No more than 3 Board of Education members and no more than 3 administrators will serve on the Committee, and the Committee will strive to encompass members that are representative of our diverse district stakeholders.

The Board Committee will comply with the Open Meetings Law. The recommended qualifications for Committee members include:

- Possess the requisite knowledge necessary to advise the Board regarding the planning, maintenance, and improvement of school facilities, including buildings, grounds, mechanical systems, infrastructure, safety compliance, and capital improvement procedures.
- Have the ability to work as a group and build consensus.
- Commitment to the well-being of the overall school community.
- A genuine desire to obtain and share industry insight, best practices, and recommendations on facilities-related issues and planning.

The Board of Education will discuss among themselves which three board members should serve on this Committee with the Board President making the final appointments at the organizational meeting. If a Board member drops out of the Committee, the Board President will ask another Board member to volunteer to fill the position. If no one volunteers, or if more than one person volunteers, the Board President will determine the appointment.

A member of the Facilities Committee elected by the committee will chair the Facilities Committee. The Committee will vote on the chair at a Facilities Committee meeting and the chair will serve a one-year term. If the chair steps down or is removed, a new vote will be held.

All members except the Superintendent, Director of Facilities and Executive Director of Business and Finance, will serve a one-year term, with a maximum of three consecutive years for any Board Member to serve, unless otherwise affirmatively approved by the Board of Education.

The Committee Secretary will be responsible for keeping minutes at each meeting. This individual will be appointed by the chairperson.

Staff, community members, and families wishing to serve on the Facilities Committee may submit a letter of interest to the Board Clerk for consideration.

The total committee shall not exceed 10 members. If there is more interest than committee positions, the Facilities committee chair and superintendent will make the final decision.

If a Committee Member misses more than two consecutive Committee meetings, the member may be replaced.

### **Authority**

The Committee is a non-voting, advisory body that provides input and recommendations to the Board of Education. It does not have the authority to award contracts, approve budgets, or initiate new projects without formal Board action.

### **Responsibilities**

The membership duties of the Committee include the following:

- ***Good Faith*** - Members will perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District. Members must possess a genuine desire to obtain and share industry insight, best practices, and recommendations on facilities-related issues and planning.
- ***Conflicts of Interest*** - The Committee expects that each Member and each individual asked to serve on this Committee in the future disclose any/all relationships with the District (financial and other interests) in the spirit of total transparency. When the question of a conflict exists, it will be fully discussed, with each side given the opportunity to state why they believe a conflict does or does not exist. The final decision on whether the individual has a conflict of interest will be made by a majority vote of the Committee. The member alleged to have a conflict of interest will be disqualified from voting on the question and will leave the meeting before a vote is taken on an issue.
- ***Confidentiality*** - During the exercise of duties and responsibilities, the Committee members may discuss confidential information. The Committee members are obligated to maintain the confidentiality of such information.

The duties and responsibilities of the Committee include reviewing, advising, and making recommendations to the Board of Education regarding:

- Long-Range Planning:
  - Maintaining and updating the District's Long-Range Facilities Plan and Capital Improvement Program (CIP) based on enrollment trends, educational needs, and future requirements.
  - Reviewing the Building Conditions Survey (BCS) to prioritize maintenance and capital needs.
- Capital Projects & Construction:
  - Providing oversight and input on major capital projects (new construction, additions, and major renovations), including reviewing design proposals, scope of work, budgets, and timelines.

- Assisting in the selection process for architects, engineers, and construction managers as requested by the Board.
- Maintenance & Operations:
  - Reviewing the effectiveness of the preventative maintenance program and addressing issues of deferred maintenance.
  - Evaluating and recommending strategies for improving energy conservation, sustainability, and operational efficiency across the District.
- Health, Safety, and Security:
  - Collaborate with the District Safety Committee to review programs and policies to ensure facilities meet all required health, safety, fire, and accessibility (ADA) codes.
  - Evaluating facilities security needs and recommending improvements.
- Budgeting & Finance:
  - Collaborating with the Finance Committee to ensure adequate annual funding for routine maintenance and to review the financial feasibility of capital projects.

The Committee Chairperson will ensure that all Committee Members have an opportunity to speak and share their thoughts and ideas. The Committee will make every effort to achieve consensus in its decision-making process. Failing consensus, the Chairperson will call for a vote.

A simple majority of the membership present will determine the vote. A quorum constitutes a simple majority of the total membership, and meetings will not be conducted unless five members are present.

The Committee has the duty and responsibility to report its activities to the Board of Education. The members of the Facilities Committee, who also are members of the Board of Education, will communicate the decisions, findings, and recommendations of this Committee to the Board of Education. The Committee's reporting requirements are to:

- Share committee updates in board meetings.
- Provide the Board of Education with agenda notes from meetings that clearly record the actions and recommendations of the Committee.

### **Meetings**

The Facilities Committee will meet monthly, as needed, in person. The Committee Chair will work with the Board Clerk to prepare a rolling agenda for each meeting and meeting minutes will be recorded by the Committee Secretary and submitted to the Board after each meeting. The Superintendent, District Clerk, or designee will make best efforts to ensure provide the Facilities Committee with supporting documents in advance of each meeting for review and consideration.

- The chairperson will call and facilitate all meetings.
- The chairperson will set the agenda and direct the meetings and activities of the committee to serve and advise the Board or Education.
- The chairperson will monitor the attendance of its meetings and give e-mail notice to any member that misses two consecutive meetings that they may lose their seat on the Committee if they miss an additional meeting.

The minutes of each Facilities Committee meeting should include the following:

- The meeting agenda
- Date, attendance, and location of the meeting

- Except as otherwise provided by law in connection with executive and privileged sessions, summaries of the topics discussed and all proposals and other matters formally voted upon and the vote thereon, including recommendations agreed to by the committee.

Review of the Charter: The Committee will assess and report to the Board of Education on the adequacy of this Charter on an annual basis. Charter modifications, as recommended by the Facilities Committee, should be presented to the Board of Education in writing for their review and action.

Adoption date: January 20, 2026