

CHARGE TO PELHAM HIGH SCHOOL
BUILDING COMMITTEE

- I. The goal of the Pelham School Board is to develop (with the input of Pelham citizens) a plan that will provide Pelham students with safe, healthy, efficient school buildings.
- II. It is understood that the Building Committee is charged with developing the above-mentioned plan. The Building Committee by law, can only function in an advisory capacity and cannot commit the School Board and/or the School District to any binding agreement, written or oral.
- III. The Board believes in planning to meet the educational needs of our students as soon as possible.
- IV. The Board has created the Building Committee to help develop plans that will result in sound recommendations to the Board on site(s) and building(s). The Board will make available to the Committee, documentation and other information that might assist the Committee with their charge. Impact to other school buildings need to be considered.
- V. The Committee may consult with the Superintendent, the Business Administrator or other administrators in the District, the Maintenance and Food Services Directors, as well as Pelham Staff Members. The Committee may also consult with state, federal and community officials if the need arises.
- VI. The Committee shall be established in June 2008. The Committee is expected to complete its work and submit a written report to the School Board by the first School

Board meeting in October, 2008.

- VII. The Committee shall hold posted meetings on a regular basis, be responsible to the School Board, have representatives attend Board meetings to report on progress of the Committee and receive input and feedback.
- VIII. A) The Committee shall elect a Chairperson ,a Vice Chairperson and a Secretary other than the School Board Representative. The Chair shall prepare agendas and conduct all meetings.
- B) In the absence of the Chairperson, the Vice Chairperson shall take over the duties of the Chairperson.
- C) The Chairperson shall develop a written plan for the conduct of business.
- D) The Secretary shall record minutes.
- IX. There shall be not more than thirteen (13) members comprised of :
Members of the committee shall be considered from the Pelham Budget Committee, Selectmen, Conservation Committee, parents, administrators, community members and a Pelham School Board member.