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*Superintendent*



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*Director of Curriculum,  
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To: Pelham School Board  
From: Chip McGee  
Date: April 7, 2021  
Re: Pelham Memorial School Building Committee Proposal

I am recommending the Pelham School Board establish a Pelham Memorial School Building Committee with the charge of advising the Project Management Team on decisions for the project. The committee would consist of 17 members.

- PMS Principal (Chair)
- Superintendent
- Business Administrator
- Facilities Director
- School Board Members (2) selected by the School Board Chair
- PMS Staff Members (3) - selected by the Principal
- Community Members (4) - selected by the School Board

**Process: The School Board will ask for letters of interest from community members by April 20. The Board will select the four community members in non-public session at the regular Board meeting on April 21. The Board will attempt to have a representative group to include those with building expertise, parents of Pelham School District students, and those with an interested in the development of the town.G**

- **Budget Committee Member selected by the Budget Committee**
- Students (3) - Selected by the **Student Leadership Team**

The Building Committee will meet monthly with the first organizational meeting to be set prior to the end of the 2020-21 school year.

The project will be managed by the PMS Project Management Team. All decisions made for the purpose of completing this project will be made by this team or recommended by this team and presented to the School Board if of a significant nature. The PMS Building Committee will advise the Project Management Team and will be responsible for bringing the necessary individuals to the table with the information required to effectively evaluate the particular decisions in front of the Building Committee at that time. The Project Management Team consists of the following people:

- Superintendent (Chair)
- Business Administrator
- Facilities Director
- PMS Principal
- Owner's Representative
- Architect

- Construction Manager

The Project Management Team will request input and guidance from appropriate staff members regarding the design of specialized space in the school.

Recommended Motion: The Pelham School Board will establish a PMS Building Committee as presented to serve in an advisory capacity to the Project Management Team for the PMS Building Project.