

**Building Advisory Committee
Meeting Agenda
April 15, 2021 (5:30-7:00 p.m.)**

Meeting Location: **via Zoom**

Contact moore.core@wgmail.org or frazier.pam@wgmail.org for a Zoom invite

1. Call to Order
2. Approval of the February 18, 2021 Meeting Minutes
3. Facility Condition Report – Hudson
4. Prop E
 - a. Update on Safety and Security Projects
 - b. Update on Hixson Addition
 - i. Traffic at Hixson
5. Board Policy on Construction Bidding Update
6. By-Laws Subcommittee Update
 - a. Review of Handbook and By-Laws
7. Other
8. Next meeting (May 20, 2021)
9. Motion to Adjourn (target by 7:00 pm)

**Building Advisory Committee
Meeting Minutes
Meeting Date: February 18, 2021
Meeting Location: via Zoom**

Attendees:

Mark Arens - Present	Steve Myers - Present
Jim Cibulka - Absent	Chris Piazza - Present
Monica Conners - Absent	Rob Steuber - Present
Randy Curtis - Present	John E. Thomas - Absent
Sean Eickhoff - Present	Allen Todd - Present
Pam Frazier - Present	Tristen Wiley - Present
Mike Hazelton - Present	Darren Wilhite - Present
Chuck Mittler - Absent	

1. Meeting was called to order at 5:31 p.m. by Chris Piazza.

Mr. Bill Senti, Principal at Bristol Elementary, was a guest. Mr. Jason Mueller was also a guest. He is the new Director of Operations for the Webster Groves School District. His first day with the district will be Monday, February 22.

2. Motion made by Mark Arens, seconded by Rob Steuber, to approve the January 21, 2021 BAC meeting minutes. Motion passed by unanimous consent.
3. Facility Condition Report – Mr. Senti gave a report on some of the facility needs at Bristol Elementary School
4. Prop E Projects – Mr. Rob Steuber gave a report on progress of the Hixson addition and the Safety and Security projects at WAFC, Avery, Bristol, and Edgar Road.
5. Mr. Rob Steuber gave a brief overview of the Construction Bidding Subcommittee meeting.
6. Mr. Sean Eickhoff gave an update on the work of the By-Laws Subcommittee. The committee is working on a handbook and a set of by-laws for the Building Advisory and Finance Advisory Committees.
7. Other – No other business was brought up.

8. The next meeting will be held on April 15, 2021 at Hudson Elementary if possible, if not it will be held via Zoom.
9. Having no further business, Sean Eickhoff made a motion to adjourn the meeting, seconded by Darren Wilhite. Motion passed by unanimous consent. The meeting adjourned at 6:31 p.m.



Advisory Committee Handbook

A Guide to School Board Advisory Committee Work

<https://www.webster.k12.mo.us>

For more information contact: Chief Operating Officer/Chief Financial Officer (COO/CFO)

Advisory Committee Handbook

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Thank you for volunteering to serve on an advisory committee for the Webster Groves School District (WGSD). Your work on the committee is an important opportunity for the District to get input from the community, to benefit from your knowledge and skills, and to form a shared vision that ensures the District's goal of "Success for Every Student." This document is designed as a tool to help guide you in your Board-appointed roles.

Board of Education, WGSD

What is this guide?

In this guide, you will learn about the policies that govern advisory committees. This includes committee member terms, and the administrative responsibilities of the committee members, and the organization and rules for meetings. District employees and Board liaisons are resources to help the committees function to their highest potential.

Membership and Committee Structure

Each committee shall consider the broad range of knowledge, skills, interests and perspectives needed to accomplish the work of the advisory committee. When designing the membership in the bylaws, the committee shall consider:

The different age groups served by the schools (e.g., pre-school, elementary, middle, high school).

A membership that reflects the schools and community in terms of diversity, ability and geography, including traditionally under-represented groups needed to bring perspective and/or inform the work of the committee.

A sufficient range of backgrounds and viewpoints, including students, parents, educators and other professionals or business representatives, who can inform the work

Members of the Finance Advisory Committee (FAC) and Building Advisory Committee (BAC) shall be a resident of the district or parent/guardian of a student within the district and shall be appointed by the Board for a term of three years. Qualifications to be considered by the Board in appointing members of the FAC shall include the following:

- a. Professional training and proven expertise in financial or facilities management;
- b. Knowledge of school district funding and bond financing;

- c. Dedication to serving the District and community;
- d. Willingness to serve as a community liaison;
- e. Commitment to complying with Board policies and Advisory Committee guidelines; and
- f. Ability to work as part of a team.

In addition to members of the Advisory Committee appointed by the Board, the following parties shall also be Advisory Committee district members.

- a. The COO/CFO of the District; and
- b. The Director of Business Services of the District; and
- c. One building administrator of the District; and
- d. One current Board member as designated by the Board of Education.

The FAC and BAC shall not exceed 12 members at any one time, exclusive of the District Members.

New members of Advisory Committees shall begin their terms on July 1 of each year and serve for three consecutive years, unless terminated earlier as set forth in the bylaws. If a seat on the Advisory Committee becomes vacant before the completion of a member's three-year term, the Board may, at its discretion, appoint a new member to complete the remaining term of such former Advisory Committee member. The terms of the Advisory Committee members shall be staggered such that one-third of the terms end each year. Members shall not be permitted to serve on Advisory Committees for more than 12 consecutive years. District Members of Advisory Committees shall not be subject to the requirements regarding the length of time members are required or permitted to serve on the Advisory Committee.

Recruiting & Attendance

A dynamic committee needs new people and an ability to incorporate those new people into the work. The Advisory Chair is responsible for managing the recruitment effort and monitoring attendance to encourage and assist current members in their participation.

Recruitment

Throughout the school year, the advisory committees should analyze their membership, paying particular attention to the number of members, their participation and engagement, the needs of

the District and the skill makeup of the members, and whether the current members represent the community in demographics and geography. Recruiting needs can be communicated through WGSD as well as existing committee members and calls for additional members should be communicated through regular district communication outlets and can be geographically targeted if needed in order to equitably represent the community. The Advisory Chair and COO/CFO will facilitate the administrative work around recruiting and vetting applications, and the COO/CFO's office will assist in advertising vacancies and in the processing of all applications.

Attendance

Attendance and minutes must be taken and kept for each meeting and will typically be taken by the Committee Secretary. Each member (as well as each Board and staff liaison) is expected to attend 75% of the scheduled, regular meetings throughout one school year. If a member's attendance falls short of 75% over the course of a year, the Chair will notify that member and formally remind the member of the expectations and needs of the committee. Members who do not attend meetings and do not have excused absences may be removed from the committee by the School Board. The COO/CFO will assist with placing the resignation on the School Board agenda and the Advisory Committee Chair will communicate with the member.

If a committee has been unable to produce a quorum after three meetings due to lack of attendance, the Advisory Chair must report this to the COO/CFO. At that time the School Board may need to assist in the development of the advisory committee or disband and reform it.

Committee Meetings

Committee meeting dates and times will be set by the Committee Chair, in consultation with the CFO/COO, who will utilize District communication to notify the public at least 24 hours prior to the meeting.

Note: Four or more advisory committee members discussing committee business constitutes a "meeting", which triggers Sunshine Law requirements. Committee Members may not meet to discuss committee business, formally or informally, without following all other meeting requirements such as public announcement of the meeting and keeping meeting minutes.

Committee Work

All committee work is to be transparent and is a record for the public and the archives. Therefore, it is important to make sure that all records are timely and complete. The Advisory

Chair, in collaboration with the COO/CFO, and with the input of the full committee, is responsible for developing the following documents throughout the year:

Agendas

Agendas, presentations and any documents for distribution at a meeting must be posted to the public 24 hours before the advisory committee meeting. If any new documents are introduced at the meeting, they must be sent the next day to the Committee Secretary and office of COO/CFO to be included with the agenda for future reference. Agendas should be sent to advisory committee members two business days prior to the meeting. See Agenda Template in the Appendix.

Minutes

Minutes record the decisions and business of the advisory committee and will be taken by the Committee Secretary. Minutes include, but are not limited to the date, time, and location of the meeting, the members recorded as present and absent, a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken as it relates to the agenda.

Minutes need to be approved by the membership at the following meeting. The member who takes the minutes must prepare them and submit them to the Chair and COO/CFO for review. If there is no quorum, the minutes cannot be approved. In this case, the copy of the draft minutes will be posted online and marked as draft until they can be approved.

Scope of Work

The Scope of Work guides the committee throughout the school year. Each advisory committee must develop a Scope of Work with the COO/CFO. The School Board then approves the Scope of Work in the fall of each year, or prior to the end of the school year (for the following year). Each advisory committee must define when its Scope of Work is developed and approved each year in its bylaws, in order to schedule it for approval by the School Board. The School Board and/or Superintendent can modify the Scope of Work or send it back through the committee with changes. While this is not a typical practice, it can be done to strengthen outcomes needed at the Board level.

Each Scope of Work needs to be complete weeks before the meeting at which it goes to the School Board. The Advisory Committee Chair will need to coordinate the committee's submission deadlines for the School Board agenda with the COO/CFO.

The items in the Scope of Work should be cited in the agenda documents throughout the year, so the committee and the public are clear on how they are moving to accomplish the goals in the Scope of Work. If there are issues that prevent a committee from pursuing an item in the

Scope of Work, the staff and Board liaisons, along with the COO/CFO, can assist in solutions. The Committee Chair will also be a resource to resolve administrative issues or to escalate any issues to the School Board.

Advisory Committee Liaisons

The Advisory Chair's role is also to manage the diverse committee members into a process that helps advance the advisory committee's goals. Here are some practices to consider as the committee navigates through its work.

Board Liaison

Each committee has a Board liaison to help it navigate the administrative process. Board liaisons are designed to act as resources during committee discussions and in attaining the goals of the advisory committees. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of School Board policies. Liaisons should request a place on the School Board agenda to report staff or School Board items that directly relate to the mission of the advisory committee.

The Board liaison is assigned to the committee by the Board Chair and acts as an advisor to both the committee and the School Board regarding the committee's Scope of Work. Board liaisons must attend 75% of advisory committee meetings, unless the liaison has a work-related conflict or Board meeting. In the instances where the Board liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

Staff Liaison

Staff liaisons must be assigned to the committees by the Superintendent. The staff acts in an advisory role regarding the committee's Scope of Work to both the committee and the School Board through the Superintendent. The staff liaison also works with the advisory committee to develop its Scope of Work and helps obtain information or data for the advisory committee by scheduling through his/her direct report and the Superintendent. Staff can also assist the advisory committee in pursuing its Scope of Work by providing resources, advocating for budgetary goals to advance the committee's work, and helping to set monthly agendas.

Staff liaisons should attend at least 75% of the committee meetings, unless participating in a work-related event. In the instances where the staff liaison cannot attend the meeting, he/she shall secure a replacement.

Youth Liaison

In addition to the above, the Superintendent of the Webster Groves School District and Principal of Webster Groves High School, shall select a Junior Class high school student to serve as a

Youth Liaison. The Youth Liaison shall serve for a term of one year and may not be reappointed. The Youth Liaison shall be entitled to participate in all board meetings but shall not have a vote and shall not be counted towards a quorum.

Public Communication

Members of the public who are not appointed to the committee are not encouraged to participate in the committee work or discussion during the formal meeting unless previously arranged by the Advisory Chair or staff as part of an agenda item. Each agenda provides an opportunity for members of the public to speak. School Board policy allows members of the public to speak for three minutes each.

After a member of the public speaks, it is at the Advisory Chair's discretion as to whether he/she wants to allow the committee members to interact with the speaker. If it is not germane to the current agenda or might consume time that would be best served discussing established agenda items, it is good for the Advisory Chair to offer to the members of the public that he/she will consider their issues and report back any progress to them. Another option is to ask the member of the public to leave contact information so that members of the committee or the staff can contact them to continue the discussion.

COO/CFO

The COO/CFO is available to assist Advisory Chairs, as well as staff and Board liaisons, in posting materials to the public and assisting with broad committee communications, such as advertising openings. Any committee work outside of these parameters needs to be coordinated through the Superintendent or Board of Education.

Appendix

Agenda Template

- Call to Order
- Adoption of Meeting Agenda
- Approval of Meeting Minutes from previous meeting
 - Communications and Addresses to the Advisory Committee (recognition of any citizen or delegation of citizens wishing to address the committee)
- Old Business and Action Items
- New Business and Reports
- Chair's Report
- Announcements by Members
- Future Business
- Adjournment

File: BCE

**Bylaws of the
Webster Groves School District
Building Advisory Committee**

**ARTICLE I
Name**

The name of the committee governed by these bylaws is the Webster Groves School District Building Advisory Committee (the “BAC”), created under and subject to the authority of the Board of Education (the “Board”) of the Webster Groves School District (the “District”) and Board’s policies governing the establishment of advisory committees to the Board.

**ARTICLE II
Purpose**

Section 1.

The purpose of the BAC shall be to monitor review district facility issues and needs facing the Webster Groves School District and to provide advice to the Board and the District’s administration regarding facility and building projects. The BAC shall be fact-finding and advisory in nature, and not executive. The role and actions of the BAC shall be subject in all respects to the Board’s policies and requirements regarding advisory committees generally and the BAC specifically, and the BAC shall not have the power to make decisions for the Board.

Section 2.

To support its mission, the BAC will, with the assistance of District staff, carry out the following activities (without limitation):

- a. Evaluate District facilities via ongoing building surveys. Surveys shall be conducted by the BAC, District staff and the Building liaisons. Recommend and prioritize maintenance projects, energy-efficiency projects, security and safety projects.
- b. Review District building utilization projections to identify building occupancy and population counts.
- c. Review administrative actions related to the facility matters of the District.
- d. Advise the Board and District administration on issues related to the District’s facilities and building projects, including (without limitation) the following:

- (i) Policies regarding the facility management of the District and the District's properties;
 - (ii) Referendums on facility matters (such as the amount, timing, and needs related to any such requests);
 - (iii) Review facility related Request for Qualifications, Request for Bids, Request for Proposals; and
 - (iv) Review and recommend selection of vendors such as Architects, Engineers, Contractors and other consultants.
- e. Facilitate cooperation and communication regarding financial affairs among the District, its schools, and the community; and
 - f. Bring community perspective to the District for planning long-range financial strategies.

ARTICLE III
Membership and Committee Structure

Section 1.

Each of the regular members of the BAC (the "General Members") shall be a resident of the District [or a parent or guardian of a student enrolled in the District] and shall be appointed by the Board for a term of three (3) years. Qualifications to be considered by the Board in appointing General Members to the BAC shall include the following:

- a. Professional training or proven expertise in facility management/utilization, architecture, engineering, construction;
- b. Dedication to serving the District and community;
- c. Willingness to serve as a community liaison;
- d. Commitment to complying with Board policies and BAC guidelines; and
- e. Ability and commitment to attend scheduled BAC meetings.

Section 2.

In addition to the General Members of the BAC appointed by the Board, the following parties shall also be members of the BAC (the "District Members"):

- a. The Chief Operating Officer of the District;

b. The Director of Operations of the District;

c. The Construction Manager of the District;

d. One current Board member as designated by the Board from time to time;
and

e. One current District building administrator as designated by the Board from time to time.

Section 3.

In addition to the General Members and the District Members, the BAC may also include as non-voting members up to two (2) students enrolled in the District (the "Student Members"). Appointment of the Student Members shall be for one-year terms as approved by the Board at the recommendation of the BAC. Student Members shall not be entitled to vote on BAC matters but shall otherwise participate in BAC meetings and business in the same manner as General Members.

Section 4.

The BAC shall not exceed nine (9) General Members at any one time.

Section 5.

New General Members of the BAC shall begin their terms on July 1 of each year and serve for three (3) consecutive years, unless terminated earlier as set forth in these bylaws. If a seat on the BAC becomes vacant before the completion of a General Member's three-year term, the Board may, in its discretion, appoint a new General Member to complete the remaining term of such former General Member. The terms of the General Members of the BAC shall be staggered such that one-third of the terms end each year. General Members shall not be permitted to serve on the BAC for more than twelve (12) consecutive years. District Members of the BAC shall not be subject to the requirements regarding the length of time members are required or permitted to serve on the BAC. Upon adoption of these bylaws, the BAC shall determine and approve the service years and remaining terms of the current General Members, consistent with this section.

Section 6.

Any member of the BAC (other than District Members) may resign from the BAC at any time by providing written notice to the Chair and/or the Secretary of the BAC. In addition, any member of the BAC may be removed from the BAC, with or without cause, by a vote of the majority of the Board at any time, upon the recommendation of the BAC or otherwise.

Section 7.

All BAC members are expected to attend BAC meetings. Failure of an BAC member to attend BAC meetings regularly shall constitute grounds for removal from the BAC.

ARTICLE IV
Officers and Their Duties/Elections

Section 1.

The officers of the BAC shall be General Members and shall include the following:

- a. Chair;
- b. Vice-Chair; and
- c. Secretary.

Section 2.

The duties of the Chair shall include the following:

- a. Preside at all meetings of the BAC;
- b. Appoint subcommittees in consultation with the BAC;
- c. Supervise the functions of the BAC;
- d. Work with the District Members to set agendas for BAC meetings and BAC subcommittee meetings; and
- e. Perform such other duties as are customary for the position of Chair.

Section 3.

The duties of the Vice-Chair shall include the following:

- a. Perform the duties of the Chair in the Chair's absence;
- b. Assist the Chair in supervising the functions of the BAC; and
- c. Perform such other duties as the BAC or Chair may assign.

Section 4.

The duties of the Secretary shall include the following:

- a. Maintain minutes of BAC and BAC subcommittee meetings and actions;
- b. Work with the District Members to make arrangements for BAC and BAC subcommittee meetings and disseminate information to members regarding such meetings and the business of the BAC;
- c. Work with the District Members to provide information to the public regarding the BAC and its meetings to the extent required or appropriate; and
- d. Perform such other duties as the BAC or Chair may assign.

Section 5.

Officers shall serve one-year terms beginning on July 1 of each year. Officers for the following year shall be elected by the BAC every year at the last regular meeting of the school year. Candidates for officer positions shall be nominated by BAC members or may volunteer and nominate themselves. New officers shall have been BAC members for at least one (1) year before assuming office. An officer may serve no more than two (2) consecutive one-year terms in the same officer position. In the event that an officer resigns, the members of the BAC will nominate and elect a General Member to fill the remainder of the vacant term as soon as practicable.

ARTICLE V
Meetings

Section 1.

The BAC shall hold regular meetings on the third Thursday of each month pursuant to a meeting calendar that shall be established no later than the September meeting of each school year, except that the BAC generally will not hold regular meetings in the months of December, March, June, and July. Meetings normally will be held in the District's Maintenance Facility Conference Room, but the place, date, and time for any particular meeting (including by teleconference or videoconference) may be changed by the Chair or by agreement of a simple majority of BAC members at a regularly scheduled meeting.

Section 2.

If necessary, special meetings may be called by the Chair or by a simple majority of the BAC General Members. Notices of all special meetings shall be given in writing to each member not less than five (5) days before the date set for any such meeting. All notices regarding a special meeting shall state the purpose of such meeting.

Section 3.

A quorum for any BAC meeting shall consist of a simple majority (more than half) of the General Members of the BAC. A simple majority of the General Members in attendance at any BAC meeting shall be required to adopt or approve any resolution or motion.

Section 4.

Members of the public may attend BAC meetings and may be permitted to present brief statements to the BAC, but only BAC General Members may initiate or amend proposals or other motions, and only BAC General Members may vote. The Chair is a voting member of the BAC.

Section 5.

The Chair and/or the Secretary shall work with the District Members to set the agenda for each meeting and shall provide BAC members with any information necessary to act on agenda items. Members may request that additional items be added to the agenda, provided that sufficient time prior to such meeting exists for such additional items to be circulated to the other BAC members. Members may also raise new or additional items prior to the conclusion of any meeting.

Section 6.

All BAC meetings must be publicly announced by the District at least twenty-four (24) hours prior to the date of the applicable meeting. Each meeting shall be open and accessible to the public.

ARTICLE VI
Subcommittees

Section 1.

The Chair or the BAC may establish subcommittees as needed to carry out the responsibilities of the BAC and to accomplish its purpose as stated in these bylaws.

Section 2.

To the extent necessary, the purpose, membership, and operating procedures of each subcommittee shall be adopted and approved by the BAC. Any subcommittee established hereunder shall report to the Chair and the BAC.

ARTICLE VII
Amendments

Section 1.

These bylaws shall be reviewed by the BAC as needed but shall be reviewed at least once annually at the beginning of each school year.

Section 2.

These bylaws may be amended or revised by the affirmative vote of a simple majority of the General Members of the BAC, subject to the policies, requirements, and approval of the Board.

Section 3.

The text of any proposed amendment(s) to these bylaws shall be made available in writing to all BAC members at least two weeks prior to the meeting where such amendment(s) are to be discussed and voted on.

ARTICLE VIII
Additional Actions

To the extent not specifically addressed herein, the BAC shall adopt such additional procedures and take such additional actions as it deems necessary to carry out the purposes of the BAC, consistent with and subject to the policies and requirements of the Board.

ARTICLE IX
Effective Date

These bylaws shall take effect on July 1, 2021. Any subsequent amendment to these bylaws shall take effect at the next regularly scheduled meeting following such amendment's approval by the Board and the BAC, unless otherwise designated therein.