

**YAMHILL CARLTON SCHOOL DISTRICT**

**LONG -RANGE FACILITY PLANNING COMMITTEE (LRFP) – ROLES & RESPONSIBILITIES**

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**MEMBERSHIP & STRUCTURE**

Members will be selected by the Board Officers and Superintendent (or his designees) for the approximate two-month term.

Members must be a resident of the District and a registered voter OR a staff member. Recommended make-up, for the purpose of diversity, is:

- Staff and administration from each of the three (3) schools
- Parents from each of the three (3) schools
- School-based committee / organization leaders
- Business owners
- Local government
- Retired / senior citizens
- Community with interest / expertise in commercial facilities
- Ex-Officio Members:
  - Superintendent
  - Director of Business & Operations
  - Facilities Director
  - School Board representation
  - Facilitator (R&C Management Group)

Membership is until 12/31/2023 or until such time as all of the committee work is completed. There will be an option for members to roll onto a future Bond Oversight Committee if a bond is pursued for the capital work proposed.

Meetings will be held once a week for 4 weeks straddling September and October. Location and times to be established. These will be held in the evening.

All committee proceedings shall be open to the public and notice to the public shall be provided in the same manner as the proceedings of the School Board.

Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and be made available on the District Website.

**MEMBER RESPONSIBILITIES**

*The LRFP Committee is charged with actively participating in committee activities with their focus as follows:*

- The needs of the buildings and sites to support either education or fiscally prudent investments for building or site longevity.
- Short-term and long-term capital investments based on available funding and overall district goals.
- Projected enrollments as they compare to school capacity.
- Other data as provided by the district in support to state criteria and questions raised in committee.

To this end, the LRFP Committee shall / may perform the following:

- Conduct escorted, and pre-scheduled, tours of school facilities and grounds to improve understanding of capital needs.
- Attend four (4) evening committee meetings and participate in conversations in a productive and respectful manner.

- Actively seek information, make inquiries, during the regular meetings regarding issues directly related to capital facility needs.
- Provide verbal reporting on the progress and successes of the committee work in open, district-facilitated, community-at-large, forums as needed.

The LRFP Committee shall NOT:

- Take part in determining financing models.
- Select, or participate in, the negotiation or bid process for contractors or consultants
- Contact School District contractors or consultants without prior permission of the Superintendent, with the exception of the facilitator, Scott Rose at R&C Management Group who can be contact be any member.
- Select, approve, or reject professionals, contractors, design options, or cost changes to the contracts.

### **DISTRICT RESPONSIBILITIES**

The School District and School Board shall:

- Provide the LRFP Committee with any necessary technical assistance and resources to answer inquiries.
- Provide administrative assistance in furtherance of its purpose in respect to posting minutes and reports and public notices of meetings.
- Assign supporting liaisons to this committee as follows:
  - CFO/COO
  - Superintendent / CCO (Chief Communications Officer)
  - Consulting group facilitating the process
  - Financial, legal, and design consultants

### **COMMUNICATIONS RULES**

Save your thoughts for the public LRFP meeting

Your meetings must not be held in private:

- No “off-line” meetings of a quorum
- No “message carrying” (“Please tell X I said . . .”)
- No online discussions eventually involving a quorum

You can speak to elected school board members about concerns, but do not claim to be speaking for the entire LRFP Committee, except for when providing the Board Recommendation Report, which shall represent the LRFP Committee.

Accurately report in the community at large the information that you have received without embellishment or the inclusion of information that has NOT actually been shared with the members.

Seek answers to questions and work to resolve concerns with the Management Team first and then the Board rather than expressing discontent to the community at large without giving those parties opportunity to respond and resolve concerns raised.

If you believe there is a financial benefit or detriment to you in respect to any item that comes before the LRFP Committee, advise the Superintendent prior to any meetings to discuss it – it may be necessary for you to resign to avoid violation of ORS Chapter 244.

**END**