



# Jefferson County Schools

*"Success and Productivity for Every Student"*

## 1. Committee Purpose and Scope

- **Objective:** Ensure the effective oversight of school district buildings and maintenance, supporting the Director of Schools and Maintenance and Facilities Supervisor in maintaining safe, functional, and efficient facilities.
- **Scope:** Includes all school buildings, grounds, infrastructure, and related maintenance services.

## 2. Committee Composition

- **Members:** Committee Chairman, the Director of Schools, Maintenance and Facilities Supervisor, and other relevant stakeholders (e.g., teachers, parents, and community members as needed and can be appointed by Committee Chair or Board Chair).
- **Meetings:** Scheduled by Committee Chairman and special meetings as needed for urgent matters.

## 3. Roles and Responsibilities

### *a. Planning and Policy Development*

- **Facility Planning:** Collaborate with the Director of Schools and Planning Committee to develop long-term facility plans, addressing current needs and future growth.
- **Budgeting:** Work with the Director of Schools and Maintenance and Facilities Supervisor to review and recommend budget allocations for maintenance, repairs, and capital projects.

### *b. Maintenance Oversight*

- **Inspection and Assessment:** Periodically inspect facilities and review reports to assess conditions and prioritize maintenance needs.
- **Project Review:** Oversee and review major maintenance projects and renovations, ensuring they meet timelines, budgets, and quality standards.
- **Resource Allocation:** Ensure appropriate resources, including staff and materials, are available for maintenance activities.

### *c. Compliance and Safety*

- **Regulatory Compliance:** Ensure all facilities meet local, state, and federal regulations, including safety, accessibility, and environmental standards.
- **Emergency Preparedness:** Collaborate on the development and maintenance of emergency preparedness plans, ensuring facilities are ready for various scenarios.
- **Safety Audits:** Conduct regular safety audits and implement necessary improvements to maintain a safe environment for students and staff.

### *d. Reporting and Accountability*

- **Progress Reports:** Provide regular updates to the school board on maintenance projects, budget status, and facility conditions.
- **Performance Metrics:** Develop and monitor key performance indicators (KPIs) for maintenance efficiency, cost management, and facility conditions.
- **Feedback Mechanism:** Establish a feedback mechanism for stakeholders to report maintenance issues or suggest improvements.

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## 4. Committee Ethics and Conduct

- Transparency: Ensure all committee actions and decisions are transparent and documented.
- Integrity: Uphold the highest standards of integrity, avoiding conflicts of interest and ensuring decisions are made in the best interest of the school district.
- Continuous Improvement: Commit to ongoing learning and improvement in building and maintenance practices.

## 5. Maintenance Personnel Review and Training.

1. Establish and/or update evaluation procedures for all maintenance personnel
2. Provide input on maintenance personnel needs and training

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