

# Hooksett School District

## Facilities Committee Charter

Adopted by the Hooksett School Board: 2025

### 1. Purpose

The Facilities Committee is established by the Hooksett School Board to provide research, guidance, and recommendations concerning the planning, maintenance, and improvement of district facilities. The committee serves in an advisory capacity to the School Board and does not possess decision-making authority.

### 2. Membership

The Facilities Committee shall be composed of the following members:

- Superintendent of Schools (or designee)
- Assistant Superintendent (or designee)
- Director of Facilities
- One (1) Building Principal, appointed by the Superintendent
- No more than three (3) School Board Members
- Community members (no limit), who have an interest in or expertise relevant to district facilities

Potential community committee members should provide written interest to the School Board in joining the committee, and their membership is confirmed by the School Board vote. Committee members are expected to attend at least half of the committee's meetings, whether in person or remotely. The Chair of the committee may be either a School Board Member or a community member. The committee Chair shall be selected by the committee members by majority vote following the same policy for Board Officer elections, at the first committee meeting following the town election in March, with these proceedings captured in committee meeting minutes.

### 3. Duties and Responsibilities

The Facilities Committee shall perform the following duties and responsibilities:

- A. Review and make recommendations to the Hooksett School Board regarding district facility needs, maintenance, renovations, and capital improvements.
- B. Assist in the development and updating of the **Capital Improvement Plan (CIP)**.
- C. Prepare and issue **Requests for Qualifications (RFQs)** and assist in the **interview and selection process** for contractors, consultants, and service providers as needed.
- D. Collaborate with contractors and professional service providers on facility studies, reports, and projects.
- E. Organize and conduct **community engagement sessions** to inform and gather feedback from residents on district facility priorities.
- F. Collect, summarize, and present **community feedback** and input to the Hooksett School Board.
- G. Provide **regular reports** to the Hooksett School Board on committee discussions, activities, and recommendations.
- H. Record, approve, and post **meeting minutes** in accordance with district policy and state open meeting requirements.

The committee shall meet as needed to fulfill these responsibilities.

#### **4. Authority and Limitations**

The Facilities Committee shall act in an **advisory capacity only** and shall not make or implement decisions on behalf of the Hooksett School Board.

All recommendations, proposals, and actions must be reviewed and approved by the full Hooksett School Board before implementation.

#### **5. Meetings**

Meetings of the Facilities Subcommittee shall be held as needed, based on current projects and priorities.

All meetings shall be **posted publicly** and conducted in accordance with New Hampshire Right-to-Know Law (RSA 91-A).

Meeting minutes shall be recorded, approved, and posted to ensure transparency and public access.

#### **6. Reporting**

The committee shall report to the Hooksett School Board at regularly scheduled Board meetings or as otherwise requested by the Board Chair.

#### **7. Amendment and Review**

This Charter may be amended by majority vote of the Hooksett School Board. The Charter shall be reviewed periodically to ensure alignment with district goals and legal requirements.