

CODE: BDEA

SCHOOL COMMITTEE FACILITIES, FINANCE, & SAFETY COMMITTEE

The Facilities, Finance, & Safety Committee, and standing committee of the Kittery School Committee, shall normally meet at least once monthly and at other times on an as-needed basis.

The Facilities, Finance, & Safety Committee shall consist of at least two School Committee members appointed by the Chair. The Superintendent, Accounting Manager, and Facilities Manager shall be ex-officio members. Other at-large members may be appointed by the Chair.

The warrant review is a task shared by all members of the School Committee; however, specific issues that arise related to the warrant may be addressed by the Facilities, Finance, & Safety Committee. The warrant must be signed by two School Committee members, the Superintendent of Schools, the Accounting Manager, and a representative of the Kittery Town Council.

The Facilities, Finance, & Safety Committee will be responsible for reviewing business transactions, reviewing the monthly 11 Cost Center Report, and making recommendations to the School Committee for funding projects through the District's reserve funds as presented by the Superintendent of Schools.

Additional duties of the Facilities, Finance, & Safety Committee will include:

1. Advising the Superintendent in financial matters as needed that may be brought before the entire School Committee.
2. Meeting annually with the auditor before preparation of the final annual audit report.
3. Reviewing the annual audit and making appropriate recommendations to the full School Committee.
4. Assisting in the development and presentation of the annual School District budget.
5. Reviewing long range capital improvement needs and advising the Superintendent of Schools on matters related to the maintenance, improvements, safety, and upgrades to the School District's campuses.
6. Performing such other duties as may be assigned by vote of the School Committee.

The Facilities, Finance, & Safety Committee shall report its findings and recommendations for action at regularly scheduled School Committee meetings.

Cross Reference: EB-Safety Program
 EBAA-Chemical Hazards
 EBCA-Comprehensive Emergency Management Plan
 EBCB-Emergency Evacuation Drills

Adopted: August 7, 2007

Revised: May 17, 2011; October 2, 2012; December 18, 2019