

Building & Grounds Committee: Charter 2017-18

Building and Grounds Committee Chair: Chris Sembrot (csembrot@gmail.com);
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PIC Staff Member: Jacob Kerner (Facilities Manager): jkerner@parenynfantcenter.org

Mission:

- Sustain PIC's status as a premier provider of child-centered, family-oriented early learning and school age programs through oversight of maintenance and improvements of the buildings and grounds with the specific goal of fulfilling PIC's commitment to learning through play.
- Proactively manage PIC's infrastructure and guide physical site improvements. The Committee shall monitor the needs of PIC facilities with respect to the needs of its faculty, staff, and the children by means of grounds and building examinations
- Utilize and update the Systems Replacement Plan (SRP) to guide physical site improvements.
- Interpret facilities reports and faculty/ staff/parental concerns.
- Present findings to the board for feedback at regular meetings.
- Review and approve annual budgets for upcoming projects and present them for final approval to the Board.
- Work with the Development Committee to fundraise for PIC projects
- Work with the Finance Committee on the disbursement of cash reserves.

The Committee reports to the Board of Directors.

Goals and Activities for 2017-18:

1. *Capital Improvements* –identify and prioritize areas for capital renovations and improvements. These areas include, but are not limited to, the following: stroller storage in infant hall, first-floor Spruce Bldg adult bathroom, Small Gym, sound reduction panels (Blue Jays and Fireflies), additional playground space (east side of chapel), carpet removal 2nd/3rd floor Spruce hallways and paint same hallways, climber and surfacing on playground, additional security cameras, Bumblebee room.
2. *Evaluate potential funding streams for PIC, including rental fees that may be generated from PIC spaces.*
3. *Identify cost savings opportunities, including:*
 - a. renegotiate utility contracts
 - b. Review and refine RFP process
4. Meet with Parent Involvement committee to help recruit volunteers to PIC work days.
5. Work with the Board on areas related to PIC building and grounds on the Strategic Plan.

Work Load and Meeting Schedule:

Meet four times a year as a committee with other subgroup meetings to be scheduled as needed.
Committee meetings are 1 to 2 hours and are held in the Teacher Resource Room.

Meetings for 2017-2018:

- Tuesday August 2nd at 7:15 PM – Discuss big ideas and major capital improvement options
- Additional 2017-18 meeting dates: TBD

Committee Member Qualifications:

General buildings and grounds knowledge, including such areas as architecture, landscape architecture, contractor, timeline and budget management experience desired, or a desire to learn about the buildings and grounds of the center.