

Committee: Facility Expansion Committee Pact  
Approved:



## **PURPOSE**

The Lakeview Academy Facility Expansion Committee (FEC) is a Lakeview Academy Board-appointed committee created to assist the Board in the effective discharge of its governance and oversight responsibilities relating to capital improvements and facility development process decisions of Lakeview Academy.

The FEC is responsible for providing guidance and recommendations to the Board regarding long-range facility planning projects, which may include but are not limited to, land acquisition, construction, expansion, replication, and capital improvement projects.

The FEC oversees and monitors the capital improvement and development process to ensure compliance with Lakeview Academy policy, Utah State Code, and State Charter School Board Policy.

This document outlines the role and responsibilities delegated by the Board to the FEC and its membership and structure.

## **KEY RESPONSIBILITIES**

1. Understand the Board Governance Model
2. Review the specific scope of work (project) delegated by the Board
3. Develop project processes, guidelines, and timelines.
4. Understand, if applicable, the required permitting, design, and traffic approvals.
5. Identify and inform the board of potential risks and mitigants associated with the project.
6. Recommend the engagement of consultant(s) needed to complete the project.
7. Provide the Board with monthly project updates.
8. Adhere to the state procurement process.
9. Comply with the State Charter School Board Facility Review Policy.
10. Review facility-related policies and recommend necessary adjustments.
11. The FEC committee will consider, evaluate, and report on, as required, matters expressly referred to the committee by the Board.

Ultimately, the responsibility for review and action on capital improvements in the facility development process remains with the full Board.

## **MEMBERSHIP**

The structure of the Lakeview Facility Expansion Committee consists of no more than five (5) and no less than three (3) committee members. Two committee members will be appointed for a two-year term, and the other three will have one-year terms. Lakeview Academy Director and

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the Business manager are additional members of the committee. Proposed committee members and respective terms are listed below:

1. Committee Member Name, 2-year term.
2. Committee Member Name, 2-year term.
3. Committee Member Name, 1-year term.
4. Committee Member Name, 1-year term.
5. Committee Member Name, 1-year term.

Committee members will annually select the following officers for the committee:

1. Chair: Oversees the committee and ensures it is functioning properly. Guides the project development and decision-making process of the committee structure.
2. Vice-Chair: Assists the chair and performs their duties in their absence.
3. Secretary: Prepares the agenda with the committee chair, keeps minutes of the meetings, and distributes them to the committee members and the Board.

Members agree to abide by the code of conduct outlined in the Board Members' Code of Conduct Policy and sign Lakeview Academy's Facility Expansion Committee Acknowledgement form agreeing to accept the specific roles and responsibilities of the committee as delegated by the Board. The acknowledgment form will be signed and submitted to the Board before the first committee meeting.

## **MEETINGS**

FEC meetings will be convened at least twice a year or as needed, as determined by the committee, to oversee and monitor the activities of the identified project effectively. A quorum consists of a simple majority of the appointed committee members. In the absence of the Chair, the vice-chair will conduct the meeting.

The committee may elect to conduct meetings by telephone or videoconference, provided that all committee members involved in the meeting are able to participate in the discussion.

Minutes will be prepared within a reasonable time, as agreed upon by the committee members, following each Committee meeting. Following a review by the committee and approval from the committee chair, the committee secretary submits the minutes to the committee members and [bot@lakeview-academy.com](mailto:bot@lakeview-academy.com).

## **CONFLICT OF INTEREST**

Committee members must:

- Disclose to the committee any actual or potential conflict of interest that may exist as soon as they become aware of the issue.
- Sign Lakeview Academy's Conflict-of-Interest form and submit it to the Board before the first committee convening.
  - o Professional relations are acceptable – Personal relationships are not.

## **SCOPE, ACCESS, AND AUTHORITY**

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FEC is authorized to investigate any matter within the scope of its delegated responsibilities and make appropriate recommendations to the Board.

Except as explicitly stated in this Pact or by the Board, the FEC has limited delegated authority and exists predominately to provide recommendations to the Board on issues within the purview of the Committee.

## REPORTING

As outlined above, the committee minutes are submitted to the committee members and Board within a reasonable time following each Committee meeting. Following a review by the committee and approval from the committee chair, the minutes are submitted to bot@lakeview-academy.com for review at the next scheduled board meeting.

FEC will prepare and submit monthly project update reports to the Board and any additional reports as appropriate throughout the duration of the facility or capital project to bot@lakeview-academy.com for the next scheduled Board meeting.

Through the above protocols, all matters relevant to the committee's role and responsibilities will be reported to the Board.

## CERTIFICATION

The Undersigned officers and or directors of Lakeview Academy certify that this Facility Expansion Committee Pact was duly adopted as of **Month, Date, Year**, and replaces all previous approved Facility Expansion Committee Pacts.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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