



Ad Hoc Construction Advisory Committees (CAC)

Construction Advisory Committee. Construction Advisory Committees (CAC) are ad hoc committees established by School Councils and charter school Governing Boards.

An ad hoc committee is a committee formed for a specific task or objective. It is dissolved after the completion of the task or achievement of the objective. School Councils may create, at their discretion, ad hoc committees of Council members, parents, staff, and community members to assist in developing and reviewing school initiatives in support of the school's Continuous Improvement Plan.

- The School Council shall establish such committees by a majority of the vote of its members in an open meeting.
- No committee will perform the full duties and responsibilities, or stand in the place of, the School Council.
- No committee may include a quorum of the School Council members.
- The principal or his/her designee shall be an ex officio member of all committees.
- School Council committees are subject to the requirements of Georgia's Open Meetings Laws.
- Committees do not take action, but do report their work to the School Council.
- Ad hoc committees shall operate for a finite time frame.

CAC Goal. To increase stakeholder and community engagement in the design, planning, and construction phases of *significant capital improvement projects*.

Significant capital improvement projects are those projects in the E-SPLOST program which meet at least one of the two following criteria:

- (a) Include the addition of classroom or major space (e.g., auditorium), or
- (b) Feature a single renovation project that has a value greater than \$3 million.

CAC Purpose. To attend Operations Design and/or Construction Team meetings and advise Operations staff on matters related to: parking, core spaces, impact of improvement options on school climate and culture, impact of the construction phasing, the balance of competing need for land amongst athletic fields, parking, and other school design features, etc. Instructional programming is not within the purview of the CAC. However, Council members, parents, staff, and community members may provide input to the District on instructional programming via communications with the Principal.

Eligibility. The following schools have been designated by Operations as having significant capital improvement projects and shall establish Construction Advisory Committees during the 2016-2017 or 2017-2018 academic year under this new framework. Schools whose capital improvement projects have achieved more than 50% completion shall not form a CAC.

Group 1 Projects

- New (tear-down/re-build) Austin ES
- New (tear-down/re-build) McNair MS
- New (tear-down/re-build) Smoke Rise ES
- New (tear-down/re-build) Rockbridge ES
- New (tear-down/re-build) Pleasantdale ES
- New Cross Keys North ES (site TBD)¹
- New John R. Lewis ES (Skyland)²
- Stone Mountain HS Renovation
- New Arts School (merging of DeKalb ES of the Arts and DeKalb School of the Arts)³

Group 2 Projects

- Addition and conversion of existing Cross Keys HS to Cross Keys MS⁴
- Addition at Chamblee HS⁵
- Addition at Clarkston HS
- Addition at Dunwoody HS
- Addition at Freedom MS
- Addition at Lakeside HS
- Addition at Peachtree Charter MS
- Auditorium addition to Cedar Grove HS
- Coralwood Center addition/renovation
- New Cross Keys HS (at Briarcliff HS or other location)

Composition. The Construction Advisory Committee shall be composed of 5 members (not including the principal who serves as an ex officio member). At least two members of the CAC shall be School Council members. The CAC may include non-Council members and/or parents and community members of feeder schools, but total CAC membership may not exceed five members. Membership of the CAC may not represent a quorum of the School Council. Individuals may serve on no more than one (1) CAC at a given time.

The Chair of the Construction Advisory Committee must be a member of the School Council. The CAC Chair shall be nominated by the School Council and approved by the remaining voting Council members in an open meeting. School Council shall also designate a Recording Secretary to record the minutes of

¹ **Cross Keys North ES:** The current Cary Reynolds Elementary School Council shall establish the CAC and will solicit for candidates at the following schools: Dresden ES, Huntley Hills ES, Montgomery ES, and Oakcliff Theme ES.

² **John R. Lewis ES (at Skyland property):** The temporary John R. Lewis Elementary School Council shall establish a CAC and will solicit for candidates at the following schools: Ashford Park ES, Dresden ES, Fernbank ES, Montclair ES, and Woodward ES.

³ **New Comprehensive K-12 Arts School:** Given the consolidation of these two schools, DeKalb School of the Arts (DSA) and DeKalb ES of the Arts (DESA) will establish a joint CAC during a joint open meeting of the current School Councils. The joint CAC shall be composed of 6 members (not including the two principals). Each School Council shall nominate and approve 3 members of the joint CAC. The joint CAC shall have 2 co-chairs (one from each school) who are members of their respective School Councils.

⁴ **Cross Keys MS:** The current Sequoyah Middle School Council shall establish the CAC and will solicit for candidates at the following schools and their respective feeder schools: Sequoyah MS, Chamblee MS, and Henderson MS.

⁵ **Chamblee Charter HS:** The Chamblee Charter High School Council shall establish the CAC and will solicit for candidates at the following schools and their respective feeder schools: Chamblee Charter HS, Cross Keys HS, and Kittredge Magnet School.

each Construction Advisory Committee meeting. The Recording Secretary shall provide minutes for each CAC meeting to the full Council at the next regularly scheduled School Council meeting.

The School Council whose school is the recipient of the significant capital improvement project shall select each member of the CAC. To select a CAC member, the School Council nominates an individual parent or community member in an open meeting. The nomination must be seconded and approved by a majority vote of the School Council members.

A call for candidates should be initiated shortly after the Request for Proposal (RFP) for the architect. The School Council will post the DCSD-created CAC announcement and electronic candidate interest form to the school website at least 3 three weeks prior to the School Council meeting at which CAC member selection will occur. As a best practice, the announcement and a link to the candidate interest form should be sent to the feeder schools for posting on those schools' websites.

Criteria. The ideal Construction Advisory Committee member will be a parent or community member with a professional background or interest in the following areas: architecture, engineering, construction, planning and design, or K-12 education.

Commitment. Participation in the CAC may require a 1-3 year commitment. In extenuating circumstances, a significant capital improvement project may require up to 5 years to complete. The CAC Chair and one additional member of the CAC should be available to attend the District's monthly Design and/or Construction Team meetings with the principal during normal business hours (8:00am-5:00pm) at the Sam Moss Service Center. If the CAC Chair is not able to attend Design and/or Construction Team meetings, he or she shall designate another member of the CAC to attend in his or her place.

Vacancies. A CAC member may resign at any time. Such resignation must be expressed and submitted to the School Council Chair in writing unless waived by majority vote of the School Council. The School Council's acceptance of the resignation will not be necessary to make it effective. Any CAC member may be removed from the CAC by a 2/3 vote of the School Council for lack of attendance, not performing CAC duties, loss of eligibility, not following the Design and/or Construction Team meeting behavioral and operational standards, or being in violation of Conflict of Interest provisions. CAC vacancies must be filled no later than 30 days from the departing member's removal or resignation. The replacement member will be nominated and approved by a majority vote of the School Council using the same process described in the "Composition" section above.

Training. Principals, School Council Chairs, and at least two CAC members must complete mandatory in-person training facilitated by the Operations Division and Charter Schools, School Governance, Flexibility Department prior to the first CAC meeting. All CAC members must complete a Conflict of Interest form and submit the form to the Charter Schools, School Governance, & Flexibility Office before the first CAC meeting.

Meetings. Construction Advisory Committee meetings are separate and distinct from the Design and/or Construction Team meetings.

Design and/or Construction Team

- Design and/or Construction Team meetings are typically monthly and are attended by the Principal, the CAC Chair (or his/her designee), and 1 additional member of the CAC.
- Operations staff will develop the Design and/or Construction Team meeting agendas, lead the meetings, and determine when to discontinue these meetings.
- Operations may choose to invite additional stakeholders to attend the Design and/or Construction Team meetings or gather input from additional stakeholders via a public comment agenda item. This may include parents and community members of feeder schools.
- Operations staff will establish and enforce behavioral and operational standards for all Design and Construction Team meeting participants.
- Notes from the Design and Construction team meetings shall be recorded by the architect and shared with the CAC Chair for distribution to the CAC and full Council.

Construction Advisory Committee

- The CAC may convene CAC meetings as often as necessary to conduct its business.
- CAC Committee meetings are subject to Open Meetings laws, and CAC members shall adhere to all provisions therein to include agendas, meeting notifications, etc.
- The Construction Advisory Committee may choose to invite representatives from the District's Design and Construction Team, regional staff, or stakeholders from feeder pattern schools to regularly scheduled CAC meetings.
- The CAC does not take action, but it does report in open meeting to the School Council.
- The CAC Recording Secretary shall record minutes for CAC meetings and present those minutes to the full School Council at the next regularly scheduled School Council meeting.

Finite Timeframe. The Operations Division shall contact the Charter Schools, School Governance & Flexibility Office when the RFP for the architect for a significant capital improvement project is issued. CSSGF will notify the School Council Chair to establish a CAC. The CAC shall not be involved in any aspect of the RFP process. The CAC should hold its first meeting within 30 days after the issuance of the notice to proceed (NTP) to the architect for such project. The CAC shall end upon the architect's submission and the Operation Division's acceptance of the Substantial Completion Certificate.