



## **Building & Grounds Committee Charter Mission and Goals for 2013 -2014**

***Building and Grounds Committee*** Co-Chairs: Julie Bush (bush@lrsla.com ) and Robert Chaney (rchaney@ica.upenn.edu); Head PIC staff member, Alison Williams, Operations Manager (awilliams@parentinfantcenter.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 managing PIC infrastructure; and guiding 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; utilizing and updating the Systems Replacement Plan (SRP) to guide physical site improvements; interpreting facilities reports and faculty/staff/parental concerns, and then presenting them 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; and work with the Finance Committee on the disbursement of cash reserves. The Committee reports to the Board of Directors.

### Goals for 2013-14:

1. Continue the planning, budgeting, and implementation of the improvements to the Large Playground.
2. Complete the planning, budgeting, and implementation of the improvements to the Stucco Building
3. Complete the planning, budgeting, and construction of the toy storage shed.
4. Review and update Systems Replacement Plan (SRP) to determine priorities for upcoming improvements, updating the Finance Committee and the Board.
5. Solicit bids and begin work repainting the classrooms in the Spruce Building
6. Meeting with the Development Committee to determine if there are fundraising opportunities for B&G projects
7. Review the "Go Green" rating for child care centers

### 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.

Meetings for 2013-2014:

- Tuesday July 2 at 5:30 PM – Review of upcoming projects (specifically Large Playground and Toy Storage) and update of committee charter
- Tuesday October 8 at 5:30 PM – Review of Large Playground plans and related development opportunities. Review of facilities needs and formation of budget for B&G projects. Review of Stucco Building plans.
- Tuesday, January 14 at 5:30PM – Revise and refine Systems Replacement Plan (SRP)
- Tuesday April 8 at 5:30PM – Review year-to-date financials to see what B&G projects can be realized next year. Review any feedback from PIC constituents and assess B&G needs

Total time commitment approximately 1 to 6 hours of work each month.

Types of activities:

- Review and approve short term and long term goals regarding PIC buildings and grounds utilizing SRP
- Coordinate maintenance and improvement activities for PIC buildings and grounds
- Create and monitor budgets for PIC physical improvements
- Review and recommend plans of action regarding PIC facilities to the board
- Meet with Finance and Development committees regarding B&G activities
- Meet with Parent Involvement committee to help recruit volunteers to PIC work days

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