Office of Superintendent of Public Instruction

SCHOOL FACILITIES TECHNICAL ADVISORY COMMITTEE (TAC)

GOALS AND OBJECTIVES

A technical advisory committee comprised of members appointed by the Office of Superintendent of Public Instruction (OSPI) whose primary function is to provide technical assistance and advice to OSPI and has the following responsibilities:

1. **Facilitate communications between OSPI and professional organizations.** School Facilities Technical Advisory Committee (TAC) Members shall maintain an active liaison with their respective organizations in order to provide continuing understanding and support of OSPI programs and to communicate concerns and suggestions of the groups they represent.
2. **Advise OSPI on technical matters related to school facilities, including but not limited to, technical review of OSPI proposals and rules.** The TAC may be asked for technical advice and/or recommendations on matters related to school facilities by OSPI.
3. **Recommend changes in procedures and processes as necessary to improve service to school districts.** OSPI may frequently seek the TAC’s advice on proposed and/or alternative courses of action and other technical information related to the school construction assistance program (SCAP).
4. Represent field conditions and school districts.

**Major goals include:**

1. Promoting cost effective planning, design, and construction of public schools in order to achieve reduced maintenance and operation costs.
2. Improving the quality and safety of public schools.
3. Providing effective communications throughout the planning, design, construction, maintenance, and operations processes.
4. Providing communications with other groups on issues related to public schools.

**Major objectives include:**

1. Investigating and/or developing new concepts consistent with emerging planning/design/construction and maintenance/operations practices, and promoting the implementation of those which hold promise of achieving one or more of the program goals.
2. Supporting efforts to provide adequate and stable funding for school construction and the equitable and efficient distribution of moneys to school districts throughout the state.
3. Supporting the accumulation, distribution, and analysis of data as required for the furtherance of cost control activities related to the construction and modernization of public schools.
4. Providing continual review, revision, and updating of documents such as The School Facilities Manual.
5. Exploring ways of improving maintenance, operations, and energy efficiencies.
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6. Reviewing and refining the use of construction management, value analysis, and life cycle cost in school planning, design, and construction.

Ways to Meet the Goals and Objectives

1. **The School Facilities Manual**: Continue to review and update as required.
3. **Distribution of Funds**: Investigate alternative methods to distribute funds to school districts for school construction.
4. **V/E - LCCA**: Track, validate, and suggest refinements to process including constructability review and building commissioning.
5. **Contracts and Documents**: Investigate and suggest model contracts to be used by school districts for consultant services and construction.
6. **School Facilities Information**: Support continued development of school facility information systems, including the Information and Condition of Schools (ICOS) system.
7. **Other Related Issues**: Investigate and make recommendations on other topics pertaining to school planning, design, and construction.

Desired Characteristics/Qualifications

1. Dedicated to the principle that all children deserve the very best educational experience and environment possible and understand that school facilities can be a primary, if not, sole positive focal point of many communities regardless of population sizes of the town or city.
2. Current practitioner in school facility design, engineering, construction, or maintenance.
3. Substantial experience with schools or other government construction activities.
4. Dedicated to discussing and supporting the best possible approach even if it might limit personal or professional interests.
5. Readily available to consideration of emerging technologies and changes in focus or direction.
6. Commitment to performing an advisory role in a collaborative setting, and willing to accept and abide by group decisions.
7. Willingness to balance current industry practices with results from new research to enhance perspectives and approaches to topics.
8. Ability to contribute or entertain creative proposals/solutions.
9. Commitment to being understanding and respectful of state ethics rules, state law, agency rules, and varied administrative processes, and supportive of the adherence to them by all participants.
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Commitments and Time Requirements

1. Initial training session with periodic updates;
2. Quarterly meetings (scheduled at last meeting of every year);
3. Meeting averages 4 to 5 hours;
4. Review of pre-meeting materials;
5. Travel time to meeting sites throughout the state;
6. Available to participate in ongoing email discussions;
7. Available for ad hoc conference calls and possible meetings.

OPERATING PROCEDURES

A. Name of Committee
   The official name shall be the School Facilities Technical Advisory Committee (TAC).

B. Selection of Members and Terms of Office
   Members shall be recommended by their representative organizations for appointment by OSPI. The term of each Member shall begin upon the receipt by OSPI of his or her written acceptance and shall run until relinquished or terminated.

C. TAC Composition
   Membership of the TAC shall include representatives of educational, business, industry, labor, and professional groups and shall have statewide representation to the extent possible. The inclusion of women and members of ethnic minority groups is encouraged. Organizations shall be eligible to appoint two representatives. At the discretion of the member organizations, representatives may be from either Eastern or Western Washington (as defined by OSPI) in order to encourage statewide representation. State agencies may have ex-officio membership without voting rights.

The following organizations are represented and have Active Status as of July 2006:

- Associated General Contractors of America, Inc. (AGC)
- Building Commissioning Association NW (BCA NW)
- Building & Construction Trades Council – WA State Labor Council (AFL-CIO)
- Construction Management Association of America (CMAA)
- Council of Educational Facility Planners International (CEFPI)
- International Facility Management Association (IFMA)
- Society of American Value Engineers (SAVE)
- Washington American Society of Landscape Architects (ASLA)
- Washington Association of Building Officials (WABO)
- Washington Association of Maintenance & Operations Administrators (WAMOA)
- Washington Association of School Administrators (WASA)
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Washington Association of School Business Officials (WASBO)
Washington State School Directors Association (WSSDA)
Washington State Council of American Institute of Architects (AIA)
Washington State Association of Fire Chiefs (WSAFC)

Some possible professions may be included as membership positions but are not directly affiliated with organizations, instead broadly represents areas of interest and expertise, such as, but not limited to:

<table>
<thead>
<tr>
<th># of Positions</th>
<th>Representing</th>
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<tbody>
<tr>
<td>1</td>
<td>Legal Profession</td>
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<tr>
<td>1</td>
<td>Risk Managers</td>
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<tr>
<td>1</td>
<td>Vocational Skill Center Directors</td>
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<td>1</td>
<td>Educational Service Districts</td>
</tr>
<tr>
<td>4</td>
<td>Business &amp; Industry</td>
</tr>
<tr>
<td>4</td>
<td>School Districts – To include 1 small and 1 large school district</td>
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<tr>
<td>4</td>
<td>Unspecified</td>
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</tbody>
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The following Washington State regulatory agencies are represented in an ex officio capacity:

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<tr>
<th># of Positions</th>
<th>Representing</th>
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<tbody>
<tr>
<td>1</td>
<td>Department of Ecology</td>
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<tr>
<td>1</td>
<td>Department of Health</td>
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<tr>
<td>1</td>
<td>Department of Enterprise Services – Division of Engineers &amp; Architectural Services</td>
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<tr>
<td>1</td>
<td>WA State Patrol – Fire Protection Bureau</td>
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D. Voting Procedures

In the event that voting is required to reach decisions, each member organization is entitled to one vote for each Member in attendance. Proxy voting and absentee ballots shall not be permitted. Only Members of active organizations may vote. An active organization is defined as one having a Member in attendance at each regular meeting.

E. Membership Status

Active membership status is maintained through attendance of the appointed Members for organizations listed in Section C at regularly scheduled TAC meetings. Failure on the part of a Member to attend any two consecutive meetings without notification to the Committee Chair or to the OSPI Director of Facilities and Organization in advance shall result in having the member organization placed on inactive status. Inactive organizations may be restored to active status by resuming regular attendance by Members. The Director will provide written notification to the Chair and full TAC on a regular basis as to the status of member organizations.
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F. **Termination of Membership**
   Membership shall terminate if a Member transfers actual residence from the state of Washington, ceases to be an employee and/or Member of the organization that he or she was selected to represent, or is considered by the Superintendent of Public Instruction to be in violation of conflict of interest limitations as specified in these Operating Procedures.

G. **Chair**
   The Chair shall preside at all meetings of the TAC and shall sign all letters, reports, and other communications of the TAC. In addition, he or she shall perform all duties incident to the Office of Chair and such other duties as may be prescribed by the TAC from time to time. The Chair shall be selected for a two year term by a majority vote of the TAC membership at the last regular meeting of the two year term. The Chair may be re-elected for successive terms.

H. **Vice-Chair**
   The Vice-Chair shall represent the Chair in assigned duties and to substitute for the Chair during his or her absence and to perform other such duties as, from time to time, may be assigned by the Chair or the TAC. The Vice-Chair shall be elected by the TAC membership in the same manner and for the same term of office as the Chair.

I. **Executive Committee**
   The Executive Committee shall consist of the Chair, Vice-Chair, out-going chair, and three Members. The Executive Committee shall be charged with the duty of acting for the entire TAC on an emergency basis. The Executive Committee may call on the other Members for assistance as they see fit. The Executive Committee Members shall be elected by the full TAC membership in the same manner and for the same term of office as the Chair. The immediate past Chair shall serve as an ex-officio on the Executive Committee. The Executive Committee will meet by telephone conference two weeks prior to each scheduled regular meeting.

J. **Special Committees**
   The Chair may call special committees into existence for specific purposes with the concurrence of OSPI. Additional individuals with technical expertise related to the issue of any special committees may be added with the approval of OSPI. These additional technical experts will serve in an advisory role only, without the privileges of Members.

K. **Executive Secretary**
   The Executive Secretary shall be a staff member of the School Facilities and Organization unit of OSPI and shall keep meeting minutes that shall be promptly transmitted to each of the Members and other interested persons. The Executive Secretary shall see that all notices are duly given in accordance with the provisions of these operating procedures; be custodian of the TAC’s attendance and other records; keep a current register of all the addresses and telephone numbers of the Members and their organizations; and, in general, perform all duties incident to the office of Executive Secretary.
M. Meetings of the TAC
The TAC shall meet as follows, or at the request of OSPI:

1. **Regular Meetings**: The TAC shall meet four (4) times per year at dates and times established by the Executive Committee. An agenda shall be sent to each regular Member at least one week prior to the date of a regular meeting. Changes in the established meeting calendar shall be made only by a majority vote of the Executive Committee.

The TAC shall hold its meetings in a facility that is appropriate. Consideration shall be given to the location of the meeting in order to minimize travel time and expenses for regular Members.

2. **Executive Committee**: The Executive Committee shall meet as required.

3. **Special Committee Meetings**: Special committees shall meet as required.

N. Quorum
The presence of a simple majority of the active Members shall be required in order to constitute a quorum necessary for the transaction of the business of the TAC only if such business requires that decisions be determined by a vote of the membership.

O. Conduct of Meetings
All regular, Executive Committee, and special committee meetings of the TAC shall be conducted in accordance with an appropriate adaptation of Roberts Rules of Order.

P. Meetings Open to the Public
All meetings of the TAC shall be open to the public and all persons shall be permitted to attend any meeting in compliance with Chapter 42.30 RCW.

Q. Member Expenses
Travel expenses will not be reimbursed by OSPI for Members attending regular, executive, and full TAC meetings and activities held on behalf of OSPI.

R. Conflict of Interest
No person shall be eligible for appointment to the TAC nor shall any Member continue serving on the TAC if that person is, or becomes involved in, any activity that, in the opinion of OSPI, presents a conflict of interest.

S. Limits of Authority
The TAC shall have no power to enter into contracts of any nature or dispense public funds. No TAC Member shall be required to provide any sum of money, property, or services other than the services described herein to the TAC without written authorization by OSPI. The TAC shall have no powers beyond those expressly set forth herein.