
Pittsford Schools

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CHARGE TO THE PITTSFORD SCHOOL DISTRICT PROJECT ADVISORY TEAM 2010-2012

BACKGROUND

After a lengthy study process, during the 2009-10 school year, a group of community members interested in improving athletic fields presented to the Board of Education and the superintendent a skeleton proposal to add field lights and/or turf fields to the District's athletic venues. In response, the Board of Education charged the superintendent with forming a committee to further analyze the information provided by the community group and consider other facility improvements. This charge follows.

CHARGE AND RELATED TASKS

Due to the anticipated complexity of the Project Advisory Team's (PAT) work, the charge is divided into three stages .

Stage 1:

During Stage 1, PAT will further analyze the options identified by the community athletic group and:

- List pros and cons of each option.
- Identify total initial costs for each option including fees such as architectural, engineering, construction management, legal and including inflation clauses.
- Identify and analyze long range costs such as maintenance, replacement, etc.
- Review the long-range facilities plan and provide general information about potential non-athletic projects at each of the potential sites.
- Identify potential funding sources for project work.
- Develop and use a PAT web link on which to post team minutes, progress reports, and the like.
- Submit a report of findings to the Superintendent and, ultimately, to the Board of Education.

Stage 2:

Prior to Stage 2 beginning, the Board of Education (BOE) will narrow the field of options needing further, more detailed development. Once the BOE has provided this direction, PAT will:

- Further develop the BOE selected option(s) by working with the professionals in construction/ project development, financial advisors, communications, and others as necessary.
- Draft a communication plan intended to seek **input** from the community regarding any potential project. The intent of this plan is to assess the interest and willingness of the broader community in proceeding with further planning and a formal project.
- Present information from Stage 2 to the superintendent and, ultimately, the Board of Education.

Stage 3:

After receiving BOE approval to proceed, the PAT will:

- Develop a pre-referendum plan.
- Assist with the execution of this plan.

PROJECT ADVISORY TEAM MEMBERSHIP

Membership will be composed of:

Assistant Superintendent for Business—Committee Chair

Athletic Director

Director of Operations, Maintenance, and Security

3 Members of the original "Field Lights In Pittsford" group

2 Parent/Teacher/Student Assoc. representatives

3 Pittsford District Teacher Assoc. representatives

2 Pittsford District Administrator Assoc. representatives

Representative(s) from Architect and Construction Management firms

2 community members-at-large

Others as needed/as topics dictate

PRELIMINARY TIMELINE

The Project Advisory Team will operate from September, 2010 through June, 2012. Progress reports will be made at the end of Stage 1 on or around February, 2011, at the end of Stage 2 on or around June, 2011. If Stage 3 culminates in a referendum, the Board of Education will identify a referendum date—potentially during the 2011-2012 school year. This timeline may be adjusted by the superintendent with input from the Board of Education and PAT.