

# **Pasadena Unified School District**

## **Facilities Master Plan (“FMP”) Committee Protocol**

1. **FOCUS.** Free and open discussions must be promoted in order to provide for an environment which will offer the greatest opportunity for generating the desired results. However, members at all times should remember that they are representing the Pasadena Unified School District and the communities it serves. As such, input/discussion should reflect a District/community perspective.
2. **PERSONALITIES.** Discussions must not become "personal" in nature. Personal attacks will not be acceptable. In addition, Committee members must strive to deal with all issues within the context of the "greater good" of the Pasadena Unified School District and the District's ability to continue meeting its mission to serve the students for which it exists as an entity.
3. **TIMELINE.** The FMP Committee timeline must be observed and all deliberations held with the timeline in mind. Committee members are encouraged to receive input from individuals/organizations not directly involved with the FMP Committee process, and, if determined to be appropriate and meaningful to the process, to bring such issues to the Committee for discussion. However, "formal" opportunities to obtain such input will NOT be built into the FMP Committee timeline, except as part of the Committee's open forum process.
4. **LEGAL ISSUES.** Recommendations presented by the FMP Committee must follow known laws and regulations.
5. **DIRECTION.** The FMP Committee is a Committee of the Superintendent with the "charge" to provide options, input, and make recommendations to Superintendent to take to the Board. As such, the Committee may be provided additional direction and may from time to time be directed to deal with specific matters and/or undertake specific activities as determined by the Superintendent.
6. **MEETINGS/FORMAT.** Meetings will be scheduled as needed, generally bi-weekly. A facilitator will assist the Chairman with planning and conducting meetings and will also serve as a participating member of the Committee.
7. **CHAIRMAN.** The Chief of Staff for the District will preside over the Committee on behalf of the District Staff. The Board Vice President and Chair of the Board Facilities Subcommittee will be the lead Board representative.