

Building & Grounds Committee Report

Date: 9/10/25

Prepared by: Amie Bettle

Presented to Board Chair: 9/17/25

1. Committee Purpose & Scope

The Building and Grounds committee is to provide maintenance and oversight of construction activities at the school, they review and recommend plans for construction and development as well as maintenance and groundskeeping operations. They review existing and new proposals for capital improvement projects. They review facility needs such as safety, enrollment trends, educational adequacy during construction and long-term planning. They monitor the status of the ongoing construction project, provide support to the Executive Director, assist in making decisions, attend relevant meetings as needed and report progress to the board. The committee will contribute, revise or develop facilities-related policies for the use of the school building, possible rental related policies ensuring the safety of students. They are to communicate to the board their ideas for making the school building an excellent place for learning for the students which aligns with the LCS mission and values. [from the LCS Board Handbook]

2. Goals for Current Year

Overall, we need to help determine what is going to be done with the upper level, brainstorming and preplanning.

1. Obtain authorization from the City of Lebanon to use the upper level of the LCS building.
2. Determine 3 other options for use of the upper level.
3. Examine the option of purchasing another building.

3. Committee Roles

Committee Chair: Chris Smith

Committee Secretary: Carine Abbott, when available

4. Meeting Schedule & Structure

Frequency of meetings: **Bi-monthly, starting 9/10/25**

Progress tracking method: Google docs and email correspondence

5. Action Plan

Goal 1

Action Steps: Obtain authorization (a “variance”) from the City of Lebanon in order to use the upper level.

Responsible Person(s): Chris/Amie

Milestone #1: Determine if there are other ways to connect the upper and lower levels for school use.

Currently the city has told Wendy that the upper level may be used but in another capacity.

Chris will contact a friend of his to examine the property and determine other possible options to an elevator to connect the upper level to the lower to satisfy the city.

Milestone #2: Meet with Lebanon City officials.

Next, Amie will schedule an appointment with the city to discuss a variance, and with Chris, will present the information gathered by Wendy from the parties that worked on the construction project. Provide a plan for safety and accessibility

Contacts with the City of Lebanon

Leann Cushman is the Administrative Assistant who schedules building inspections. Her phone number is 603-448-1524 ext. 6125 (this extension did not work for me)

Leigh Hays is the Building and Health Inspector, his number is 603-448-1457 (Amie left a message to discuss LCS in early September, no response as of yet)

Milestone #3: Submit a formal variance request to the City of Lebanon.

After meeting with city officials and gathering all necessary documentation on safety and accessibility, prepare and submit the official application for a variance, including supporting materials such as evacuation plans, occupancy numbers, and compliance information.

Goal 2 : Determine 3 Alternative Uses for the Upper Level

Action Steps: Brainstorm other options

Responsible Person(s): Carine

Status/Notes: The plan is for Chris and his friend to tour the building / upstairs. All board members tour the upstairs. Carine will come up with 3 alternative ideas for the upstairs. If it will be used as a rental space, what would be needed? (electrical, flooring, etc.) Are there any

realtors who could provide ideas of what is needed to be done to the space before being able to rent it out?

Goal 3 : Research the option of purchasing a new building

Action Steps: Online research

Responsible Person(s): Carine

Timeline: If possible, by the October meeting, come up with a short list of possible properties to get a feel for the present market. Determine what the LCS property is valued at currently if possible.

Goal 4 : Ensure a safe, clean, and fully accessible school building and grounds that support the well-being and learning of students and staff.

Action Steps:

1. Develop a plan to perform routine inspections of exits, lighting, security and emergency equipment.
2. Review and update evacuation and safety plans. Address any hazards.
3. Work with contractors, etc. to or the city to address accessibility requirements (ramps, entrances, etc.)

Responsible Person(s): Chris / Amie

Status/Notes:

Amie: Find or develop safety plans.

Chris: look up ADA requirements, work with contractors