

Module 3: Predevelopment Appendix

A1: Team Members: Roles and Responsibilities

Party	Responsibility
Board of Directors	<ul style="list-style-type: none"> •Fiduciary role in the process •Mission and vision of the school •Program viability •Economic feasibility
School Administration and Teachers	<ul style="list-style-type: none"> •Mission and vision of the school •Education specifications (document outlining the real estate/physical requirements of the program)
Parents and Students	<ul style="list-style-type: none"> •Consumers of education service
School Appointed Representative	<p>Team Leader – Conduit to Board of Directors and Charter School Administration</p> <ul style="list-style-type: none"> •Manage the interests of the school •Represent “school constituency,” Board, Administration and Teachers, Parents and Students •Make all final decisions regarding project •Retain and dismiss team members •Ensure solution meets requirements

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Party	Responsibility
Owner's Representative	<ul style="list-style-type: none"> •“Orchestra Conductor” – responsible for coordinating all aspects of project •Hire all team members •Run Site Selection process (with or without Real Estate Broker) •Oversee budget and schedule development •Negotiate all Lease/Purchase agreements from business perspective •Interface with Construction Project Manager to ensure project goals are obtained
Construction Project Manager	<ul style="list-style-type: none"> •Oversee design, development and construction team •Oversees the work of the architect and construction team and ensures that Team adheres to budget and schedule
Legal Counsel	<ul style="list-style-type: none"> •Review and negotiate legal documents in collaboration with OR •Represent legal interests of Charter School •Advise on zoning issues (land counsel)

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Party	Responsibility
Government Relations Advisor	<ul style="list-style-type: none">•Interface with municipality to determine potential of using existing public school buildings and land
Real Estate Broker	<ul style="list-style-type: none">•Identify and negotiate all real estate alternatives
Architect	<ul style="list-style-type: none">•Manage process of transforming existing space into educational facility that conforms with Education Specifications
General Contractor/Estimator	<ul style="list-style-type: none">•Provide preliminary budgets and perform all construction work•Manage all sub-contractors
Engineer	<ul style="list-style-type: none">•Develop mechanical, electrical, and plumbing plans for project
Other	<ul style="list-style-type: none">•Audio-visual, security, technology, etc.