

Portland Public Schools  
Harriet Tubman Middle School  
Environmental Technical Advisory Committee Charter

Purpose

The Harriet Tubman Environmental Technical Advisory Committee (ETAC) was created to provide technical and community feedback to Portland Public Schools (PPS) administration, Board and PPS consultants on matters related to the ambient and indoor air toxin monitoring. ETAC guidance will focus on monitoring strategy, methodology, data analysis and the health and safety of students and faculty at Harriet Tubman middle school (HTMS). This will be accomplished through information sharing and review of existing and future planning, plan implementation and final measurements/outcomes for a range of health and safety projects.

Advisory Group Charge

The initial charge for ETAC will consist of reviewing and providing feedback to PPS consultants and Administration on the assessment and mitigation of outdoor and indoor air toxins. Additional duties may be assigned to ETAC as needed to assist with

- 14. Dr. John Burnham PPS Senior Director Office of School Modernization
- 15. Joe Crelier, ARM- PPS Director of Risk Management
- 16. Steve Simonson PPS FAM Project Manager II

**Procedural Rules**

**Meetings:** ETAC will initially meet in early 2018 to review planning and implementation of outdoor air monitoring at TMS in February. Subsequent meetings as TBD as needed.

**ETAC Coordination:** PPS will provide administrative support to coordinate ETAC meetings, creation of minutes and reporting to PPS administration.

**ETAC Chair:** Dr. John Burnham will initially serve as Chair.

**Meeting Notice:** Every effort will be made to provide written notice of upcoming meetings and relevant documents to members at least 7 days before each meeting.

**Subcommittees:** Subcommittees may be created as needed to review specialized topics and will consist of a minimum of two volunteers from ETAC and may include non-ETAC specialists. These subcommittees will meet as needed independent of ETAC. A designated subcommittee member will report findings to the ETAC.

**Minutes:** Written minutes will be created and provided to ETAC members and selected members of PPS administration.

**Visitors t**