

## **DISTRICT INITIATIVES TO IMPROVE ETHICS**

### **AREAS OF IMPROVEMENT**

**9/16/10**

- Development of a standardized Business Practice Bulletin for Property/ Inventory Management
- Creation of a Communications Strategic Plan Committee
- Implementation of a Code of Silence for construction and purchasing bids/RFPs
- Improvement to Facilities & Construction Management processes and procedures
- Revisions to Lobbyist Activities for Economic Gain – Policy 1100B
- Revisions to Purchasing Policies – Policy 3320
- Reorganized composition of the Qualification Selection Evaluation Committee; School Board changed the policy to prohibit School Board Members from committee membership.
- Reorganized composition of the Superintendent's Insurance Advisory Committee; School Board changed the policy to prohibit School Board Members from committee membership.
- Created an Ethics Code Committee to develop a single point of reference web site, and draft a professional ethics policy for employees, School Board Members and appointees.

**BUSINESS PRACTICE BULLETIN FOR PROPERTY / INVENTORY MANAGEMENT**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<b>Business Practice Bulletin for Property / Inventory Management</b>	Developed district-wide internal property management plan to monitor, prevent/reduce property loss.	Implement a standardized property / inventory management procedure for schools and departments.  Provide more accurate documentation to reduce the potential for internal theft.	Donnie Carter Jeff Moquin Patrick Reilly Mark Magli

**COMMUNICATION STRATEGIC PLAN COMMITTEE**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<b>Communications Strategic Plan Committee</b>	To develop a district Communications Strategic Plan	Revise the district's website to better communicate with the public.  Develop a plan for internal and external communication.	Donnie Carter Charles Webster Nadine Drew Merrie Meyers Lynn Goldman

**CONE OF SILENCE**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<b>Cone of Silence</b>	The Board is advised weekly to adhere to the Cone of Silence, which is also listed in Policy 3320.	Prevents contractors and lobbyists from speaking to Board Members before bids and RFP recommendations are approved by the Board.	Donnie Carter Robert Waremburg Tom Lindner

**FACILITIES & CONSTRUCTION MANAGEMENT (F&CM)**

Areas of Improvement	Changes	Rationale	Staff Person
<p><b>Facilities &amp; Construction Management (F&amp;CM)</b></p>	<ul style="list-style-type: none"> <li>• Since reporting to F&amp;CM, the following changes have been made to re-establish accountability and ensure adherence to existing procedures and policies:</li> <li>• A new process was implemented for Change Orders. All Change Orders (CO) are reviewed by the agenda preparation group prior to presentation to the Board for approval. The APG includes representation from staff legal, audit, design, and project mgt. In addition, they are written in plain language and the characterization for responsibility is clearly delineated. A CO summary sheet is now included as part of the Board agenda item.</li> <li>• The Acting Deputy now reviews and signs all invoices. In addition, the payment process has been revised to ensure that a valid NTP/ATP is provided to the Budget office and each invoice is reviewed against it to ensure payments are charged to an appropriately approved project.</li> <li>• Documents without all required signatures/entries are returned for correction prior to processing. In addition, staff has been informed that failure to sign a document in the past will not exonerate them of their responsibilities associated with that document.</li> </ul>	<p>Improves the process/functions for developing, reviewing, evaluating and paying construction related projects and invoices.</p>	<p>Tom Lindner</p>

Areas of Improvement	Changes	Rationale	Staff Person
<b>Facilities &amp; Construction Management (F&amp;CM)</b>	<ul style="list-style-type: none"> <li>• Several projects were reviewed and overpayments were discovered. Letters were sent to all contractors requesting repayment and/or documentation to justify said payment. In addition, where negligence was found, responsible staff were formally reprimanded by Executive Leadership as the first step in the progressive discipline continuum.</li> <li>• Projects that were deleted from the 2009-10 DEFP were officially canceled in January 2010. (This should have taken place in Aug. 2009). Negotiations to close out these projects, including final payment are in progress.</li> <li>• Numerous projects were never properly closed out. As a result, F&amp;CM has opened a dialog and has been working closely with Building Dept. staff to clear TCO and CO issues and properly close out projects in accordance with existing procedures.</li> <li>• All closed projects have been reviewed and all associated funds have been recouped and returned to the Capital Funds Reserve. To date, approx. \$30M has been returned.</li> <li>• Several funded and scheduled capacity addition projects were reviewed and determined to be unjustified. As such, they have been canceled. Savings to date are in excess of \$25M.</li> </ul>	<p>Improves the process/functions for developing, reviewing, evaluating and paying construction related projects and invoices.</p>	<p>Tom Lindner</p>

Areas of Improvement	Changes	Rationale	Staff Person
<b>Facilities &amp; Construction Management (F&amp;CM)</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Building Dept., project closeout procedures have been reviewed and updated to reflect accountability for closeout documents and final payment procedures.</li> <li>• Instituted project manager check-in and checkout procedures using the STAR system at school sites to verify visits as claimed on mileage vouchers. In addition, mileage claims are now subjected to random spot-check using MapQuest to verify amounts prior to payment.</li> </ul>	<p>Improves the process/functions for developing, reviewing, evaluating and paying construction related projects and invoices.</p>	<p>Tom Lindner</p>

**LOBBYIST ACTIVITIES FOR ECONOMIC GAIN – POLICY 1100B**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<b>Lobbyist Activities For Economic Gain – Policy 1100B</b> <b>Page (Item)</b> 1	Modify the policy statement to include the need for lobbyists to register annually, as well as disclose the identity of the company they are representing before all communications (when the intent of the communication is to lobby) with School Board Members, the Superintendent, and employees of the District.	Expanding the policy statement will clarify the intent of the policy and gives consideration to the newly incorporated rules.	Charles Webster Jeff Moquin
Pages 1, 3	Amend the statutory authority to reflect the current statute.	The numbering of Florida State Statutes regarding public education was modified.	
Page 1 Rule 1	Revise the policy definition of lobbyist to include individuals who lobby for the economic gain of a principal regardless of whether they are compensated or not. Also include principals and employees of principals in the definition of a lobbyist.	Expanding the definition of a lobbyist will create additional accountability around lobbyist activities.	
Page 1 Rule 2	Include a definition of the term principal relative to its use within the policy.	Adding this definition will further clarify language within the policy.	
Page 1 Rule 3	Expand the exceptions to the definition of lobbyist to include public officials or governmental employees acting in their official capacity, attorneys representing their clients in formal proceeding before the Board, and individuals in their own capacity for the purpose of self-representation.	This addition will ensure these individuals working within their official or professional capacity and individual constituents are not considered lobbyists.	

Areas of Improvement	Changes	Rationale	Staff Person
<b>Lobbyist Activities For Economic Gain - Policy 1100B</b> Page 2 Rule 4	Include a definition of lobbying to include any communication with School Board, School Board Member, committees, and staff for the purpose of influence for economic gain.	Including an expanded definition of lobbying will create additional accountability around lobbyist activities and address practical forms of lobbying.	Charles Webster Jeff Moquin
Page 2 Rule 5	Include a definition of the term immediate family.	Adding this definition will further clarify language within the policy.	
Pages 1,2 Rules 3,4,5,6,7,8,9	Modify the numbering of these existing rules as a result of the inclusion of a new rule defining lobbying.	N/A	
Page 2 Rule 6	Expand the Lobbyist Statement Form to include a statement signed by the principal or principal's representative indicating the lobbyist is authorized to represent the principal. Additionally, change the availability of the form to be within the Executive Director, Public Relations & Governmental Office to align the location of form with the office responsible for maintaining the forms.	Incorporating this addition to the form will further outline and assert the relationship between lobbyists and principals is mutual.	
Page 2 Rule 7	Revise the language involving the need for lobbyists to disclose direct business relationships with Board Members, District employees, or their immediate family.	Revising this rule will further clarify language within the policy.	
Page 2 Rule 9	Amend the position responsible for maintaining the records associated with the lobbyist policy to be the Executive Director, Public Relations & Governmental Affairs.	This change reflects the current Organizational Chart of the District.	

Areas of Improvement	Changes	Rationale	Staff Person
<b>Lobbyist Activities For Economic Gain - Policy 1100B</b> Page 2 Rule 8	Amend the language regarding employment separation to be "...employment or term of office has been severed."	This change will further clarify language within the policy.	Charles Webster Jeff Moquin
Pages 2,3 Rule 10	Include language referencing the District's "Cone of Silence" relative to competitive procurements, and reiterate the potential to have a procurement considered not responsive as a result of violating the provision.	Including this language in the lobbyist policy will reinforce the Cone of Silence and outline clear penalties to lobbyists and proposers for violating the provision.	
Pages 2,3 Rule 10	Include after the term lobbyist "as defined herein."	This was requested as an amendment to the policy at its first reading.	
Page 3 Rule 11	Include penalties for lobbyists who violate the provisions of the policy. These penalties are consistent with penalty provisions of other school board and county government policies, as well as Florida State Statutes. The rule provides for the investigation of alleged violations and opportunities for the impacted lobbyists to be noticed and provided an opportunity to be heard.	Including penalties will create clear consequences for policy violation.	
Page 3 Rule 11	Add language to reflect the Board will impose more severe penalties for individuals who have previously been found in violation of the policy.	This was requested as an amendment to the policy at its first reading.	
Pages 1,2,3	Add headings within sections of the rules.	Adding the heading will segregate the policy into sections and align the rules in a more organized fashion.	

**PURCHASING POLICIES – POLICY 3320**

Areas of Improvement	Changes	Rationale	Staff Person
<p><b>Policy 3320</b></p> <p><b><u>Policy Changes Previously Discussed at 10/13/09 board Workshop:</u></b></p> <ul style="list-style-type: none"> <li>▪ Increased bid threshold to \$50,000 in order to align with current State Board Rule.</li> <li>• Award to multiple vendors as permitted by revised State Board Rule.</li> <li>• Addition of Definitions related to Procurement practices.</li> <li>• Authorize Superintendent or Designee to execute agreement up to \$50,000.</li> <li>• Clarification of items exempt from competitive solicitations.</li> <li>• Provide procedure for sole source procurement.</li> </ul>	<p><b><u>Additional Recommendations for Changes to Purchasing Policy 3320</u></b></p> <ul style="list-style-type: none"> <li>• Reduce threshold for exemptions to align with \$50,000 (provides enhanced control currently authorized at \$500,000).</li> <li>• Authorize the Superintendent to execute and amend agreements up to \$50,000 to match the same level established by the bid threshold, and renew all competitive solicitations when in the best interest of the district considering vendor performance, market conditions, CPI evaluation, and other procurement alternatives (provides for the elimination of approximately 60 agenda items).</li> <li>• Add Cone of Silence Section to Policy (formalizes procurement practices already in use but not included in purchasing policy).</li> <li>• Add Ethics Section to Policy (establishes a clear expectation of behavior for employees authorized to make purchases for the district).</li> </ul>	<p><b><u>Recommendation Changes to Existing Practice to Reduce Non-Essential Board Items Pursuant to the January 6 &amp; 7 School Board Retreat</u></b></p> <ul style="list-style-type: none"> <li>• Eliminate Board approval of spend authority. Staff will provide an estimated expenditure with each bid or RFP based on previous contract usage and forecast of future district needs. (The result of this change will relieve staff time for maintaining a manual report of spend authority, running a monthly report of contract expenditures to compare with manual report, relieve the difficulty of forecasting contract usage due to district wide needs, provide work reduction relief for a department down from eight buying teams to six.</li> </ul>	<p align="center">Robert Waremburg</p>

Areas of Improvement	Changes	Rationale	Staff Person
<p><b>Policy 3320</b></p> <p><b><u>Policy Changes Previously Discussed at 10/13/09 board Workshop:</u></b></p> <ul style="list-style-type: none"> <li>• Authorize negotiation of price or terms if only one bid is received.</li> <li>• Broaden the use of Piggy-Back contracts to agencies outside of the State of Florida including federal government contracts.</li> <li>• Authorize direct purchase from a supplier when directed by law or grant.</li> <li>• Authorize direct purchase for government franchise for utilities, etc.</li> <li>• Raise post approval level from \$500,000 to \$1,000,000 for bids but maintains \$500,000 for procurements with qualitative evaluation (provides for the elimination of approximately <u>40</u> agenda items).</li> </ul>		<p><b><u>Recommendation Changes to Existing Practice to Reduce Non-Essential Board Items Pursuant to the January 6 &amp; 7 School Board Retreat</u></b></p> <p>Allow avoidance of typical delays of up to four months for purchases of goods and services needed by the district while waiting for additional spend authority. This change DOES NOT replace budgetary controls already in existence and provided by SAP). This procedure change will save approximately <u>40</u> agenda items per year.</p> <ul style="list-style-type: none"> <li>• Board will be notified via the Cone of Silence Letter of RFP releases rather than current practice of Board approval (advance notice will be given saving approximately <u>16</u> agenda items per year).</li> <li>• Rescind Policy 2081 -Contracts by Individual Schools. (Use of Policy 3320 permitting multiple awards, can relieve a yearly administrative burden from schools).</li> </ul>	<p>Robert Waremburg</p>

Areas of Improvement	Changes	Rationale	Staff Person
Policy 3320		<p data-bbox="1338 126 1849 305"><b><u>Recommendation Changes to Existing Practice to Reduce Non-Essential Board Items Pursuant to the January 6 &amp; 7 School Board Retreat</u></b></p> <ul data-bbox="1338 349 1849 527" style="list-style-type: none"><li data-bbox="1338 349 1849 527">• Rescind Policy 6302 – Use of Consultants. (This will provide for a single consistent Purchasing Policy related to consultations and professional services).</li></ul>	Robert Waremburg

**QUALIFICATION SELECTION EVALUATION COMMITTEE (QSEC) – POLICY 7003**

**(These policy revisions are tentatively scheduled for a First Reading at the September 21, 2010 Board Meeting. However, these revisions are subject to change)**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<b>QSEC – Policy 7003 Page (Item)</b>	Part 1 Delete reference to (8).	Update reference to Florida law as a result of revisions to Dept. of Education’s State Requirements for Educational Facilities.	Tom Lindner
1	Part 1 Requirements, Insert a comma in the second sentence after the word ‘requirements’.	Grammatical correction.	
1	Part 3 Delete “Approve the Public Announcements for Contractor Pre-Qualification, RFQs and RFPs.”	The School Board approves such announcements.	
1	Part 4 Designate an evaluation and recommendation committee, the “Qualification Selection Evaluation Committee (QSEC).	Revise to state all functions that are performed by QSEC by adding “and recommendation” to add clarity to the functions that are performed by QSEC, and to state that the name of the evaluation committee is the “Qualification Selection Evaluation Committee (QSEC)” to add clarity.	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC - Policy 7003</b>  <b>Page (Item)</b>  1</p>	<p>Part 4  To be composed of nine (9) standing voting members for the purpose of Pre-Qualification of contractors, and with the addition of two (2) voting members, for a total of eleven (11) voting members, for the purpose of selections and recommendations of award of contracts to architects, engineers, design builders, construction managers and total program managers.</p>	<p>Revise composition of QSEC to eliminate the participation of the two At-Large School Board Members in voting on the Pre-Qualification of contractors. QSEC will be a committee of nine standing voting members for Pre-Qualification of contractors, and will remain as a committee of eleven voting members for selections of architects, engineers, design builders, construction managers and total program managers.</p>	<p align="center">Tom Lindner</p>
<p align="center">1</p>	<p>Part 4  For the purpose of selections and recommendations of award of contracts to architects, engineers, design builders, construction managers and total program managers.</p>	<p>Revise to include all functions that are performed by QSEC by adding “and recommendations of award of contracts” to add clarity to the functions that are performed by QSEC.</p>	
<p align="center">1</p>	<p>Part 4.a  QSEC shall be comprised of the following nine standing voting members:</p>	<p>Revise “The evaluation committee” to be “QSEC” to reflect the name of the committee.</p>	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC - Policy 7003</b>  <b>Page (Item)</b>  1</p>	Part 4.a QSEC shall be comprised of the following nine standing voting members:	Revise to add, "nine (9) standing" before the words "voting members" to add clarity.	<p align="center">Tom Lindner</p>
<p align="center">1</p>	Part 4.b QSEC shall also include one (1) non-voting staff member for the Office of the Chief Auditor to serve in an advisory and support role.	Move text from Part 4.b to be the second sentence in the first paragraph of Part 4. Add the phrase "QSEC shall also include" at the beginning of the sentence to add clarity.	
<p align="center">1 - 2</p>	Part 4.a	Revise the order and structure of the list of the QSEC members to add clarity.	
<p align="center">2</p>	Part 4.a.2 and 4.a.4 2. Chief Operations Officer, or designee.  4. Director, Planning and Design, or Senior Project Manager, or assigned Project Manager I, II, or III, as applicable.	Correct position titles per organization chart for accuracy of Board Policy.	
<p align="center">2</p>	Part 4.a.3 One (1) of the following: a. For Pre-Qualification of contractors and county wide contracts, an Area Director, or b. For site-specific contracts, the school principal for the specific site.	To clarify that an Area Director will vote on Pre-Qualification of contractors and county wide contracts, and the school principal for the specific site will vote for site specific contracts.	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC – Policy 7003</b>  <b>Page (Item)</b>  2</p>	<p>Part 4.a.7.a  For Pre-Qualification of contractors and county wide contracts, a member of the general public, appointed by the Superintendent of Schools, or</p>	<p>Revise the appointee from the general public, for Pre-Qualification of contractors and for county wide contracts, to be appointed by the Superintendent of Schools instead of by one of the at large School Board Members.</p>	<p align="center">Tom Lindner</p>
<p align="center">2</p>	<p>Part 4.a.7.b  For site-specific contracts, a member of the general public, appointed by the school principal for the specific site.</p>	<p>Revise the appointee from the general public, for site-specific contracts, to be appointed by the school principal for the specific site.</p>	
<p align="center">2</p>	<p>Part 4.b.1  One (1) member of the general public, representing the district in which the project is located if for site specific selections or representing county wide for county wide selections, appointed by the Chief Operations Officer.</p>	<p>For selection and recommendation of award of contracts to architects, engineers, design-builders, construction managers and total program managers, revise the district School Board Member for site specific selections and the other at large School Board Member for county wide selections to be an appointee of the Chief Operations Officer from the general public, representing the district in which the project is located if for site specific selection or representing county wide for county wide selections.</p>	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC - Policy 7003</b>  <b>Page (Item)</b>  2</p>	<p>Part 4.b.2  One (1) representative of the Minority Builders Coalition not having had business with the District for a period of two (2) years.</p>	<p>For selection and recommendation of award of contracts to architects, engineers, design-builders, construction managers and total program managers, revise the at large School Board Member to be one (1) representative of the Minority Builders Coalition not having had business with the District for a period of two (2) years.</p>	<p align="center">Tom Lindner</p>
<p align="center">3</p>	<p>Part 4.c  A quorum shall be six (6) voting members for Pre-Qualification of contractors and seven (7) voting members for selection and recommendation of award of contracts to architects, engineers, design builders, construction managers and total program managers.</p>	<p>Revise the quorum to be six voting members for Pre-Qualification of contractors to reflect that the two at large School Board Members will not participate for the Pre-Qualification function.</p>	
<p align="center">3</p>	<p>Part 4.d  The person filling each QSEC member position shall be rotated.</p>	<p>Revise "committee" to be "QSEC" to add clarity.</p>	
<p align="center">3</p>	<p>Part 4.d  No QSEC member serving in this position shall serve on three (3) consecutive RFQ/RFP in succession.</p>	<p>Revise word "projects" to be "RFQ/RFP" to add clarity.</p>	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC – Policy 7003</b>  <b>Page (Item)</b>  3</p>	<p>Part 5  Any proposer, or lobbyist for a proposer, shall comply with Cone of Silence per School Board Policy 3320.</p>	<p>Broadens article for Lobbying to include Cone of Silence.  The reference to Policy 3320, rather than the restating of the language from Policy 3320, ensures consistency in the language between School Board policies if there are future revisions to the language. This policy language is as recommended by SBBC Legal Office.</p>	<p align="center">Tom Lindner</p>
<p align="center">3</p>	<p>Part 6  All public officers and district employees shall comply with the Code of Ethics for Personnel Authorized to Purchase per School Board Policy 3320.</p>	<p>Add a new section, to be Part 6, to add language to the policy stating that public officers and district 3employees shall comply with the state of Florida’s Code of Ethics for public officers and employees. This policy language is as recommended by SBBC Legal Office.</p>	
<p align="center">3</p>	<p>Part 7  The QSEC shall make recommendations to the Superintendent regarding the Pre-Qualification of contractors.</p>	<p>Revise “committee” to be “QSEC” to include the name of the committee in the policy.</p>	
<p align="center">4</p>	<p>Part 8  , together with a report from QSEC containing findings of fact indicating the proposers’ compliance with the procurement requirements and scoring criteria.</p>	<p>Move verbiage in Part 6.a to be in Part 8 since this language is for procurements and scoring criteria, which is in Part 8.</p>	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC – Policy 7003</b>  <b>Page (Item)</b>  4</p>	<p>Part 8  The QSEC shall recommend the finalist(s) for award of contracts to architects, engineers, design builders, construction managers and total program managers, and if applicable, shall recommend rejection of one or more proposers to the Superintendent.</p>	<p>Revise “committee” to be “QSEC”.  Revise to include all functions that are performed by QSEC by adding “, and if applicable, shall recommend rejection of one or more proposers to the Superintendent” to more clearly state the functions that are performed by QSEC.</p>	<p align="center">Tom Lindner</p>
<p align="center">4</p>	<p>Part 8  The Superintendent shall either recommend award of contracts to the finalist(s) selected by the QSEC or recommend rejection of one or more proposers to the Board ...)</p>	<p>Revise from “Superintendent shall ... recommend rejection of all bids” to be “Superintendent shall ... recommend rejection of one or more proposers” to more clearly state that the policy authorizes the Superintendent to recommend rejections of proposers.</p>	
<p align="center">4</p>	<p>Part 9  QSEC shall function ...</p>	<p>Revise “The evaluation committee” to be “QSEC” to add clarity.</p>	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC - Policy 7003</b>  <b>Page (Item)</b>  4</p>	<p>Part 9  Delete Part 9 – Evaluation committee members shall file Financial Disclosure Forms with the Broward County Supervisor of elections Office annually at the time prescribed by law.</p>	<p>Delete Part 9. The School Board Attorney stated in March 8, 2010, Memorandum that there is no statutory requirement for members of the QSEC to file a financial disclosure form as a result of their service on QSEC. The Board has recommended replacing the financial disclosure form with a Conflict of Interests Form that will be signed by QSEC members at the start of each QSEC meeting for selections.</p>	<p align="center">Tom Lindner</p>
<p align="center">3-4</p>		<p>Re-number sections 6 through 9 due to the addition of sections as detailed above.</p>	
<p align="center">4</p>	<p>Footer for AUTHORITY:  Delete reference to (6), SREF 4.1(7), 4.1(8).</p>	<p>Delete references to the subsections of Chapter 4.1 and list the SREF reference as “SREF 4.1” to update references to law as a result of revisions to State Requirements for Educational Facilities.</p>	
<p>Pre-Qualification Application  Page iii of iii</p>	<p>Provide reference form (page 12) to your references (3 minimal) to complete and return. It is the contractor’s responsibility to have reference complete and return to Facilities &amp; Construction Management Division.</p>	<p>To provide applicants with a form to have references complete and return the reference directly to staff. This will reduce time staff spends obtaining references.</p>	

Areas of Improvement	Changes	Rationale	Staff Person
<p align="center"><b>QSEC - Policy 7003 Page (Item)</b></p> <p>Pre-Qualification Application Page 3 of 12</p>	<p>Please respond to the following regarding the staff:</p> <p>Previous Education Facility?      YES    NO</p> <p>Range of Construction Costs      \$    to    \$ Previous SBBC projects?      YES    NO</p> <p>Years of similar experience: Number of similar projects in the past 5 years: _____ Project management staff:</p>	<p>To obtain detailed information regarding experience of staff in construction in a concise and uniform manner. This will reduce time staff spends reviewing applications.</p>	<p align="center">Tom Lindner</p>
<p>Pre-Qualification Application Page 3 of 12</p>	<p>Please respond to the following questions regarding the firm:</p> <p>Previous Education facility?      YES    NO</p> <p>Projects completed in past year:      _____ Previous SBBC projects?      YES    NO</p> <p>Current projects: Number of similar projects in the past 5 years: _____ Range of Construction Costs      \$    to    \$</p>	<p>To obtain detailed information regarding experience of firm in construction in a concise and uniform manner. This will reduce time staff spends reviewing applications.</p>	
<p>Pre-Qualification Application Page 4 and 5 of 12</p>	<p>(List additional projects on a separate sheet).</p>	<p>Clarifies that the applicant may provide more than 5 projects if applicable by attaching a separate list. Reduces time staff spends obtaining a complete list of projects.</p>	

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<p data-bbox="263 237 540 310"><b>QSEC - Policy 7003 Page (Item)</b></p> <p data-bbox="190 350 594 423">Pre-Qualification Application Page12 of 12</p>	<p data-bbox="634 350 1010 383">See attached page 12 of 12.</p>	<p data-bbox="1319 350 1817 602">Including a form that applicants provide to their References. Adding the provision that the references forward the reference's information directly to staff. This will reduce the time staff expends in obtaining references.</p>	<p data-bbox="1951 350 2139 383">Tom Lindner</p>

**SUPERINTENDENT'S INSURANCE ADVISORY COMMITTEE (SIAC)**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<b>Superintendent's Insurance Advisory Committee (SIAC)</b>	Staff presented alternatives to the composition of the SIAC during a Board Workshop on 11/24/09.  At that time, it was agreed that the three (3) Board Member seats would be eliminated from the Committee beginning 2010.	Remove Board Member participation from the Superintendent's Insurance Advisory Committee.	Dildra Martin-Ogburn

**ETHICS CODE COMMITTEE**

<b>Areas of Improvement</b>	<b>Changes</b>	<b>Rationale</b>	<b>Staff Person</b>
<p><b>Ethics Code Committee</b></p>	<p>Developed a district Professional Ethics web site for School Board Members and staff.</p> <p>Creates a single Ethics Code Policy.</p>	<p>Establishes a single point of reference web site for Ethics issues with a link to the State Ethics Commission web site.</p> <p>Provides one set of rules for employees, School Board Members and appointees.</p>	<p>Jennifer Leonard Gottlieb, School Board Chair</p> <p>Kevin P. Tynan, Esq. School Board Member</p>



