

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

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**School Board Workshop
June 8, 2010**

Policy 7003, Qualification Selection Evaluation Committee (QSEC)

Staff presented the recommended changes to Policy 7003 from the December 8, 2009 workshop. Starting with the policy copy showing revisions, under Rules, items one through three had minor changes.

Item four refers to the composition of the committee. The Qualification Selection Evaluation Committee is composed of nine voting members for the purpose of prequalification of contractors and eleven members for the purpose of selections and recommendations of award of contracts to architects, engineers, design builders, construction managers, and total program managers.

The Prequalification of Contractors Committee, number 7, requires a member of the general public appointed by the School Board Chair. The Chair thought this was not a fair process and requested that this not be a part of the membership. It was decided that the Superintendent would make the general public appointment.

It was further stated that the Board did not want to be a part of the membership for the Selection and Recommendation of Award of Contract to architects, engineers, design build, construction manager, and total program managers.

The Selection and Recommendation of Award of Contract has 11 members. The decision for Board Members to not be a part of the membership left two positions opened.

1. One At Large School Board Member or designee
2. One of the following:
 - a. For a site specific selection the District Board Member representing the District in which the project is located or their designee.
 - b. For countywide selections; the other At Large School Board Member or designee.

After further discussion, the following was decided for the opened positions.

1. Appointee of the Chief Operations Officer
2. Representative of the Minority Builders and Contractor's Association

Board Members have appointments on this committee and it was requested that they work within the profession of this committee.

There was further discussion regarding having the Auditor on the committee. The Auditor or his designee does attend the meetings, but is a non-voting member. The Auditor stated that his role is to make sure the process and voting procedure is being followed. The Auditor will remain a non-voting member.

Board Member stated that they wanted quality individuals to participate in this process. There needs to be something in place to make sure there is no conflict of interest. It was

first suggested that the Board appointments could fill out a financial disclosure form. The Board was not in favor of the appointments having to fill out a financial disclosure form. Staff stated there is a conflict of interest form that is used and appointments could sign off on that.

The Board further suggested, that at the time the conflict of interest form was signed, a tutorial on the committee could be given. It was suggested for the appointment's first meeting, they could come in one half hour early to get the committee's information and sign the form.

General Counsel is requested to look at the conflict of interest form to make sure it is sufficient and discloses information regarding:

- Having no business relationships with the people we are doing business with.
- Having no financial benefit to family member's business.
- Having no business benefit to the member.

Staff pointed out the changes that have been made to the contractor pre-qualification application form. The Board agreed with those changes. The policy will now go to the Board for approval at a future Board meeting.

Policy 7003 presentation can be found on the eAgenda June8, 2010 workshop.

Overtime Committee Report/Policy 4300.1, Overtime

The Overtime Committee was created to review the recommendations from the Office of the Chief Auditor's Desk Review of overtime expenditures for the 3rd quarter of 2008-09.

Members of the committee consisted of representatives from Employee Relations, Non-instructional Staffing, Principals, ERP, Payroll, ETS, HRIS, Area Offices and Athletic & Student Activities. Additional input was provided by transportation, facilities, area business analysis, after care, and BCAA Executive Board.

Terminology used in the overtime discussion was reviewed, such as primary position, weekly work schedule, overtime straight, and overtime premium.

The current process was discussed regarding overtime calculation on secondary positions. In the current process the primary position hourly rate is used for employees hired to perform a secondary position.

The Office of the Chief Auditor's Desk Review had the following recommendations.

1. Discontinue using primary position hourly rates for employees hired to perform secondary positions.
2. Establish a pay scale hourly rate for all positions.
3. Reduce overtime hours by considering a flexible hour work week and/or hiring individuals who do not work for the District.
4. Determine the overtime-hourly rate before hiring individuals.
5. Implement regulation from the Fair Labor Standards Act (FLSA).

The recommended pay scale for secondary positions was reviewed. Rates will be used if the employee's secondary position is in a different personnel area from their primary position. If a salary schedule exists (i.e. after care, temporary hourly teachers, etc.) that schedule will be used.

Options for calculating overtime premium was discussed.

1. Higher hourly rate – current process used.
2. Blended Rate – establish guidelines to allow no retroactivity and SAP system would have to be reconfigured
3. Agreed Rate – Reconfigure SAP to use the hourly rate on the secondary position when calculating overtime.

Staff's recommendation is to use the agreed rate, which would amount to a cost savings of \$99,000 over six months. There is a one-time cost to reconfigure SAP, which is approximately \$35,000.

Additional recommendations are to:

- Update Policy 4300.1 Overtime Pay.
- Create a Business Practice Bulletin for additional positions and overtime.
- Restructure the jobs used for additional positions.
- Update overtime form, which establishes preapproval and use of compensatory time.
- Monitor use of additional positions to ensure being used appropriately.

Board Member requested staff to look into the overtime for the Transportation Department.

Material for this presentation is available on the eAgenda June8 2010 workshop.

Class Size Public Hearing

There will be a Public hearing June 22, 2010, to inform the public the SBBC's plan for implementing Class Size class by class. This presentation will provide the School District's history regarding class size, where we are today, and the plan to meet class by class. The meeting will then be open to hear public speakers.

FCAT Scores

DOE informed the Superintendent that the FCAT scores will be late and will not be sent until the end of the month. DOE contracted with a new company, Pearson and they are not meeting the requested deadline. This is very devastating news. Many things are contingent on the FCAT scores. Third, Fifth and tenth grade promotions are based on a student's FCAT scores. Not knowing the scores impacts student schedules for next year. FCAT Scores affect Class Size. FCAT scores affect Differential Accountability. No Child Left Behind and Choice schools are affected by FCAT scores. There are budget ramifications caused by not receiving FCAT scores before schools close for the summer. Parents must be notified about the late FCAT scores and what this means to them.

The Superintendent will be drafting a letter to DOE regarding the total cost for the District regarding late FCAT scores. The Superintendent will also be sending the Board talking points regarding the late FCAT scores for their constituents.

(Update: This has been completed.)

JFN:jd