

**POLICY 1.093**

**4-C** I recommend the Board adopt proposed new Policy 1.093, to be entitled "Construction Oversight and Review Committee."

[Contact: Virginia Farace, c/o 434-8866; or William Malone, 434-8510.]

◆ **Adoption**

- This proposed Policy is based on the existing CORC Charter (rev. 1999). The CORC Chair worked with the Office of Chief Counsel to prepare the preliminary text.
- The CORC discussed and approved the proposed Policy at its meeting on May 9, 2002.
- At the first reading for development on June 17, the School Board approved the proposed Policy, with amendments (which were incorporated into lines 12-14; 30-34; 77; and 137). The Board verified and approved the amendments via the consent agenda for further development on July 8.

CONSENT ITEM

1 PROPOSED NEW POLICY 1.093

2  
3 CONSTRUCTION OVERSIGHT AND REVIEW COMMITTEE

4  
5 1. Advisory Authority

- 6  
7 a. The Construction Oversight and Review Committee (CORC) exists consistent  
8 with Board Policy 1.09, "Advisory Committees to the Board," to assist the  
9 Board by oversight and review of, and making recommendations concerning,  
10 the work of Facilities Management to build quality schools on time and within  
11 budget. This committee is advisory to the Board and will issue reports to the  
12 Board that may include dissenting viewpoints. The reports should indicate  
13 whether a recommendation is unanimous or what ratio of the CORC  
14 membership supports a recommendation. The Board makes all final  
15 decisions.
- 16  
17 b. The CORC will reasonably be given support by the School Board to discharge  
18 its responsibilities, consistent with Board Policy 1.09.
- 19  
20 c. Consistent with with Policy 1.09(1)(f), the charter as set forth herein shall  
21 remain in effect until repealed or amended by the Board following appropriate  
22 procedures.
- 23  
24 d. The School Board may modify or terminate the CORC charter as set forth in  
25 this Policy, upon recommendation of the Superintendent for stated cause. This  
26 Policy shall be evaluated on an annual basis for possible revisions.

27  
28 2. Responsibilities and Mission

- 29  
30 a. The CORC will hold its regular meetings on a monthly basis. To facilitate  
31 preparation for the meeting, the agenda and backup materials should be  
32 available to CORC members a week in advance of each regular meeting. If a  
33 special meeting is called, the agenda and backup materials should be  
34 available upon calling and noticing the meeting, at least 48 hours in advance.
- 35  
36 b. Primary responsibility for the District's facilities management is vested in the  
37 senior operating management as overseen by the School Board.
- 38  
39 c. The CORC will provide oversight and assistance and will report its advice in a  
40 high level executive summary to the School Board in key areas as they relate  
41 to facilities management including:
- 42  
43 i. Administration and Management  
44 A. Organizational structure of the facilities program

- 45           B. Goal setting  
46           C. Staffing levels/expertise  
47           D. Policies and internal procedures  
48           E. Project programming, scheduling & information systems  
49           F. Standard reporting to CORC & the Board  
50           G. Compliance with applicable laws, codes, and requirements  
51  
52        ii. Application of the Planning Process  
53           A. Site selection and evaluation  
54           B. Input from users/interested parties  
55           C. Translation of educational specifications to acceptable written  
56           building programs  
57           D. Life cycle costs  
58           E. Five year capital plan  
59  
60        iii. Design Process  
61           A. Quality assurance for plans and specifications  
62           B. Technical review process including standardization  
63  
64        iv. Contract Services  
65           A. Performance evaluations  
66           B. Selection process for architects, engineers, and contractors  
67           C. Contract and specification language  
68  
69        v. Construction Administration  
70           A. Construction monitoring/inspection process  
71           B. Quality assurance  
72           C. Project turnover process  
73           D. Post-occupancy facility evaluation  
74  
75        vi. Project Control Services  
76           A. Project budget/cost monitoring system  
77           B. Change order review  
78           C. Change order tracking system  
79           D. Schedule impact on project cost  
80           E. Best-in-class cost benchmarks  
81  
82        3. Membership Requirements and Procedures  
83  
84           a. The CORC membership shall consist of:  
85  
86                i. fourteen (14) voting members (appointed by the School Board, two  
87                appointees per Board member), who are residents of Palm Beach

- 88                   County, serve in a voluntary capacity, and not employed by the School  
89                   District;; and  
90
- 91                   ii. four (4) non-voting, ex-officio members to include two (2) School Board  
92                   Members, the Superintendent (or designee); and the Board's Chief  
93                   Counsel (or designee) (solely to provide legal advice).  
94
- 95                   b. The terms of the 14 voting members shall be consistent with the terms of their  
96                   respective appointing Board Members, up to a maximum of eight continuous  
97                   years per CORC term, unless the nominating School Board member exercises  
98                   his/her discretion to remove the Committee member. The appointment  
99                   mechanism shall be consistent with Board Policies and protocol.  
100
- 101                   c. The terms of ex-officio members shall be consistent with their term of service  
102                   in the position which qualified them to serve ex-officio on the CORC.  
103
- 104                   d. When submitting names of potential appointees to serve on CORC, School  
105                   Board members are encouraged to take into consideration representation from  
106                   the diverse makeup of the District.  
107
- 108                   e. The structure of CORC's voting membership shall consist of persons who  
109                   preferably have engaged in (or retired from) commercial or school construction  
110                   and have (or had) the following credentials:  
111
- 112                   i. One (1) Florida Registered Architect  
113                   ii. One (1) Florida Registered Engineer  
114                   iii. One (1) Florida Certified General or Building Contractor  
115                   iv. One (1) Land or Community Planner  
116                   v. One (1) Florida licensed Real Estate Broker or Construction Manager  
117                   vi. One (1) Attorney (construction law specialist)  
118                   vii. One (1) Management Information Systems Professional or Construction  
119                   Project Manager  
120                   viii. One (1) Cost Accountant or construction accounting specialist  
121                   ix. One (1) Construction Industry Trades person  
122                   x. One (1) M/WBE Representative  
123                   xi. Four (4) Community Representatives at large  
124
- 125                   f. Members, except ex-officio, may be removed should they miss three (3)  
126                   consecutive regular meetings or more than 25% of the meetings during the  
127                   previous 12 months, unless, by request of the member, the Chair shall grant  
128                   compassionate leave owing to personal, business, or familial reasons. A  
129                   quorum shall consist of 40% of the existing voting members.  
130

- 131 g. CORC voting members existing on the date this Policy is adopted in 2002  
132 shall remain as members until reappointed or replaced following the effective  
133 date of the 2002 School Board elections, when each Board member will make  
134 appointments.
- 135
- 136 h. The CORC shall elect a Chair and a Vice Chair from among the fourteen  
137 voting members by January, 2003, and annually thereafter as needed.

138

139 **4. Sunshine and Ethics Guidelines**

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- 141 a. All meetings shall be conducted under uniform rules of parliamentary  
142 procedures such as *Robert's Rules of Order Newly Revised*. All committee  
143 and subcommittee meetings are governed by the open-meetings provisions of  
144 § 286.011, Fla. Stat., the Sunshine Law. All documents maintained by  
145 persons in their capacity as CORC members are subject o public disclosure as  
146 required by Chapter 119, Fla. Stat.
- 147
- 148 b. Committee members and/or their company(ies) in which they may have a  
149 direct financial interest, shall not do business with the School Board during the  
150 members' term, in accordance with § 112.313, Fla. Stat., and pertinent  
151 Opinions of the Florida Commission on Ethics.

152

153

154 **STATUTORY AUTHORITY: §§ 230.22(2); 230.23(22); 230.23005(2), (4), Fla. Stat.**

155

156 **LAWS IMPLEMENTED: §§ 230.22(1); 230.23(9); 230.23005(4), (10); 286.011;**  
157 **112.313, Fla. Stat.**

158

159 **HISTORY: / /02 [ New as a Policy, but based on existing Board-approved charter dated**  
160 **February 18, 1999 ]**

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.093 and finds it legally sufficient for development by the Board.

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date