

POLICY 1.093

4-A I recommend the Board adopt the 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** (to go into effect after a 21-day Notice of Change)

- 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. The CORC Chair has approved this latest version. The Board's amendments requested at the June 17th and Sept. 9th meetings have been incorporated herein.
- The Sept. 9 amendments were: Paragraph (2)(b) was amended to read: "Primary responsibility for the District's facilities management is vested in the senior operating management, under the supervision of the Superintendent as overseen by the School Board." The following provision was added to paragraph (3)(f): "A quarterly report will be made to the Board regarding the attendance of appointed CORC members."
- During discussion at the Sept. 18th regular Board meeting, it was suggested that the Policy be amended to encourage Board members to reappoint existing CORC members in order to provide for continuity. Paragraph (3)(g) has been amended accordingly.
- If the Board votes on October 14 to adopt this Policy, it will go into effect on or about November 10 (i.e. 21 days after advertising the amendment regarding reappointing existing CORC members, through a Notice of Change pursuant to Fla. Stat. § 120.54(3)(d)1).

CONSENT ITEM

NEW POLICY 1.093

CONSTRUCTION OVERSIGHT AND REVIEW COMMITTEE

1. Advisory Authority

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- c. Consistent with Policy 1.09(1)(f), the charter as set forth herein shall remain in effect until repealed or amended by the Board following appropriate procedures.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

2. Responsibilities and Mission

- a. The CORC will hold its regular meetings on a monthly basis. To facilitate preparation for the meeting, the agenda and backup materials should be available to CORC members a week in advance of each regular meeting. If a special meeting is called, the agenda and backup materials should be available upon calling and noticing the meeting, at least 48 hours in advance.
- b. Primary responsibility for the District's facilities management is vested in the senior operating management, under the supervision of the Superintendent as overseen by the School Board.
- c. The CORC will provide oversight and assistance and will report its advice in a high level executive summary to the School Board in key areas as they relate to facilities management including:

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i. Administration and Management

- A. Organizational structure of the facilities program**
- B. Goal setting**
- C. Staffing levels/expertise**
- D. Policies and internal procedures**
- E. Project programming, scheduling & information systems**
- F. Standard reporting to CORC & the Board**
- G. Compliance with applicable laws, codes, and requirements**

ii. Application of the Planning Process

- A. Site selection and evaluation**
- B. Input from users/interested parties**
- C. Translation of educational specifications to acceptable written building programs**
- D. Life cycle costs**
- E. Five year capital plan**

iii. Design Process

- A. Quality assurance for plans and specifications**
- B. Technical review process including standardization**

iv. Contract Services

- A. Performance evaluations**
- B. Selection process for architects, engineers, and contractors**
- C. Contract and specification language**

v. Construction Administration

- A. Construction monitoring/inspection process**
- B. Quality assurance**
- C. Project turnover process**
- D. Post-occupancy facility evaluation**

vi. Project Control Services

- A. Project budget/cost monitoring system**
- B. Change order review**
- C. Change order tracking system**
- D. Schedule impact on project cost**
- E. Best-in-class cost benchmarks**

3. Membership Requirements and Procedures

- a. The CORC membership shall consist of:**

85 i. fourteen (14) voting members (appointed by the School Board, two
86 appointees per Board member), who are residents of Palm Beach
87 County, serve in a voluntary capacity, and not employed by the School
88 District; and

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90 ii. four (4) non-voting, ex-officio members to include two (2) School Board
91 Members, the Superintendent (or designee); and the Board's Chief
92 Counsel (or designee) (solely to provide legal advice).

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94 b. The terms of the 14 voting members shall be consistent with the terms of their
95 respective appointing Board Members, up to a maximum of eight continuous
96 years per CORC term, unless the nominating School Board member exercises
97 his/her discretion to remove the Committee member. The appointment
98 mechanism shall be consistent with Board Policies and protocol.

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100 c. The terms of ex-officio members shall be consistent with their term of service
101 in the position which qualified them to serve ex-officio on the CORC.

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103 d. When submitting names of potential appointees to serve on CORC, School
104 Board members are encouraged to take into consideration representation from
105 the diverse makeup of the District.

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107 e. The structure of CORC's voting membership shall consist of persons who
108 preferably have engaged in (or retired from) commercial or school construction
109 and have (or had) the following credentials:

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111 i. One (1) Florida Registered Architect

112 ii. One (1) Florida Registered Engineer

113 iii. One (1) Florida Certified General or Building Contractor

114 iv. One (1) Land or Community Planner

115 v. One (1) Florida licensed Real Estate Broker or Construction Manager

116 vi. One (1) Attorney (construction law specialist)

117 vii. One (1) Management Information Systems Professional or Construction
118 Project Manager

119 viii. One (1) Cost Accountant or construction accounting specialist

120 ix. One (1) Construction Industry Trades person

121 x. One (1) M/WBE Representative

122 xi. Four (4) Community Representatives at large

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124 f. Members, except ex-officio, may be removed should they miss three (3)
125 consecutive regular meetings or more than 25% of the meetings during the
126 previous 12 months, unless, by request of the member, the Chair shall grant
127 compassionate leave owing to personal, business, or familial reasons. A

128 quarterly report will be made to the Board regarding the attendance of
129 appointed CORC members. A quorum shall consist of 40% of the existing
130 voting members.

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132 g. CORC voting members existing on the date this Policy is adopted in 2002
133 shall remain as members until reappointed or replaced following the effective
134 date of the 2002 School Board elections, when each Board member will make
135 appointments. Consistent with the term limits stated in Section (3)(b),
136 above, Board members are encouraged to reappoint existing CORC
137 members in order to provide for continuity.

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139 h. The CORC shall elect a Chair and a Vice Chair from among the fourteen
140 voting members by January, 2003, and annually thereafter as needed.

141 142 4. Sunshine and Ethics Guidelines

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144 a. All meetings shall be conducted under uniform rules of parliamentary
145 procedures such as *Robert's Rules of Order Newly Revised*. All committee
146 and subcommittee meetings are governed by the open-meetings provisions of
147 Fla. Stat. § 286.011, the Sunshine Law. All documents maintained by persons
148 in their capacity as CORC members are subject to public disclosure unless
149 exempt under Fla. Stat. Chapter 119.07 or related statutes..

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151 b. Committee members and/or their company(ies) in which they may have a
152 direct financial interest, shall not do business with the School Board during the
153 members' term, in accordance with Fla. Stat. § 112.313 and pertinent
154 Opinions of the Florida Commission on Ethics.

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

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159 LAWS IMPLEMENTED: §§ 230.22(1); 230.23(9); 230.23005(4), (10); 286.011;
160 112.313, Fla. Stat.

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162 HISTORY: / /02 [New as a Policy, but based on existing Board-approved charter dated
163 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