

SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

June 20, 2016
10:00 A.M.

This special meeting was open to the public and electronically recorded.

The following Board members were present: Mr. Roger P. Milton, Chairman; Mr. Isaac Simmons; and Mr. Steve Scott. Mr. Charlie D. Frost, Mr. Reginald C. James, Superintendent and Secretary to the Board; and Mrs. Deborah Minnis, Attorney for the Board, were absent.

1. CALL TO ORDER

The special meeting was called to order by the Chairman, Mr. Roger P. Milton, at 10:05 a.m.

2. FACILITIES

a. GADSDEN COUNTY SCHOOL DISTRICT'S PROCUREMENT AND CONTRACTING REQUIREMENTS

Mr. Hunter stated that a one year extension was needed for the Educational Plant Survey. He stated that the district is facing issues with the scope of work in the landscaping contracts. He requested the Board move in a new direction with landscaping. He suggested the district hire two full time positions and keep the landscaping work in house. He stated that currently the landscaping contractors are on a month to month contract.

The Board instructed Mr. Hunter to provide a cost analysis for the two fulltime positions to work landscaping.

Mr. Hunter stated that the Front End specifications are the Owner's administrative, performance and payment requirements for construction projects. He stated that these requirements shall be incorporated by reference into the contract with the contractor and all contacts between the Contractor and Subcontractors. He stated that prior to the start of each project the requirements shall be reviewed and adjusted as necessary to fit specific project needs and stay current with laws and standards. He stated that this procedure establishes requirements for construction which include the following: bidding procedure, subcontractors, changes in work, time and liquidated damages, contractor insurance and bond requirements, claims and disputes, product evaluation, contract modification, schedule of values and payments, construction progress documentation, submittal procedures, and closeout procedures.

ACTION REQUESTED: The Superintendent recommended approval.

- b. NEW GADSDEN COUNTY SCHOOL DISTRICT’S PROCEDURE IMPLEMENTING BOARD POLICY 6320 (General Conditions of a Guaranteed Maximum Price Contract)

Mr. Hunter stated that a Guaranteed Maximum Price Contract is cost plus where the Construction Manager is reimbursed for actual cost incurred plus an agreed-upon fee. He stated that General Conditions are things that the Construction Manager provide that are not specifically listed in the construction documents but must take place in order to fulfill the terms of the contract. He stated that they are broken down into three different categories: general conditions, overhead, and profit.

ACTION REQUESTED: The Superintendent recommended approval.

- c. NEW GADSDEN COUNTY SCHOOL DISTRICT’S PROCEDURE IMPLEMENTING BOARD POLICY 6320 (Standard Bond and Insurance Requirements for General Contractors (GC) and Construction Managers (CM) Working on District Construction Projects)

Mr. Hunter stated that the construction outline identifies and benchmarks key tasks and DOE required reports. He stated that the Project Outline shall be used to organize and track tasks for each major project. He stated that the Director of Facilities, upon instruction from the governing body, shall initiate use of the Project Outline when instructed to proceed with design and construction of a project. He stated that the Project Outline shall be provided to the design team throughout the design process.

ACTION REQUESTED: The Superintendent recommended approval.

- d. NEW GADSDEN COUNTY SCHOOL DISTRICT’S PROCEDURE IMPLEMENTING BOARD POLICY 6330 (Standard Insurance Requirements for Design Professionals Working on District Construction Projects)

Mr. Hunter stated that the Architect/Engineer shall be required to procure and maintain throughout the Project the following insurance policies on the terms outlined with a Florida Licensed Insurer acceptable to the Owner. He stated that prior to the start of each project, the insurance requirements shall be reviewed and adjusted as required to fit specific project needs and stay current with laws and standards. He stated that the amount of insurance shown are minimum amounts required. He stated that Gadsden County Schools does not represent that coverage and the limits specified herein will necessarily be adequate to cover the Architect/Engineer’s liability. He stated that it is the professional’s responsibility to determine if added coverage is needed.

ACTION REQUESTED: The Superintendent recommended approval.

Following discussion of the Gadsden County District’s Procurement and Contracting Requirements, the New Gadsden County School District’s Procedure Implementing both Board Policy 6320, and the New Gadsden County School District’s Procedure Implementing Board Policy 6330, Mr. Isaac Simmons made a motion to accept the Superintendent’s recommendation to approve agenda item #2a, 2b, 2c, & 2d. The motion was seconded by Mr. Steve Scott and carried unanimously.

Mr. Simmons recommended that there be three fulltime positions for the upkeep of the district's landscaping. He stated that there should be a contingency plan in place.

Mr. Hunter stated that due to the limited budget, he requested the Board's direction in regards to which schools to focus with maintaining facilities.

The Board recessed the special meeting at 10:50 a.m., and reconvened at 11:05 a.m.

3. DISCUSSION AND REVIEW OF DISTRICT'S 2016-2017 BUDGET

The Board scheduled a budget workshop on Tuesday, June 28th at 10:00 a.m.

In response to Dr. Hightower's concern regarding the continuation of the district's contract with Neola, the Board instructed Dr. Hightower to submit a cost analysis, and seek legal advice for opting out of the contract with Neola.

4. ITEMS BY THE SUPERINTENDENT

None.

5. SCHOOL BOARD REQUESTS AND CONCERNS

None.

6. The special meeting adjourned at 11:15 a.m.