



Book	School Board Policies
Section	Ch. 1. School District
Title	Construction Oversight and Review Committee
Number	1.093
Status	Active
Adopted	November 11, 2002
Last Revised	September 7, 2016

### **Policy 1.093 Construction Oversight and Review Committee**

1. Purpose. The Construction Oversight and Review Committee exists to assist the School Board by oversight and review of, and making recommendations concerning, the work of responsible departments to build quality schools on time and within budget.
2. Advisory Authority; Responsibilities.
  - a. Advisory Function. The Construction Oversight and Review Committee (CORC) is advisory to the School Board and its members shall serve in a voluntary capacity.
  - b. Reporting to Board. In carrying out its advisory role to the Board, CORC will report to the Board as provided for in Board Policy 1.09. Such reporting shall include recommendations to the School Board and may include dissenting viewpoints. The reports should indicate whether a recommendation is unanimous or what ratio of the CORC membership supports a recommendation, and the basis for the majority and minority positions of the committee.
3. Responsibilities and Mission. The CORC will provide oversight and assistance to the School Board in the continuous, systematic review of facilities management issues and will report its advice and recommendations to the School Board in key areas as they relate to facilities management including:
  - a. Administration and Management
    - i. Organizational structure of the facilities program
    - ii. Goal setting
    - iii. Staffing levels/expertise
    - iv. Policies and internal procedures
    - v. Project programming, scheduling, and information systems
    - vi. Standard reporting to the CORC and the School Board
    - vii. Compliance with applicable laws, codes, and requirements
  - b. Application of the Planning Process
    - i. Site evaluation
    - ii. Input from users/interested parties
    - iii. Educational specifications
    - iv. Life cycle costs
    - v. Five year capital plan
    - vi. Justification of projects
  - c. Design Process
    - i. Quality assurance for plans and specifications
    - ii. Design and construction trends
  - d. Construction Services
    - i. Performance evaluations
    - ii. Selection process for architects, engineers, and contractors
    - iii. Contract and specification language
    - iv. Real estate transactions
    - v. M/WBE and/or SBE policy as it relates to construction
  - e. Construction Administration
    - i. Construction monitoring/inspection process
    - ii. Quality assurance
    - iii. Project turnover process
    - iv. Post-occupancy facility evaluation
  - f. Project Control Services

- i. Project budget/cost monitoring system
  - ii. Change order review
  - iii. Change order tracking system
  - iv. Schedule impact on project cost
- 4. Committee Membership; Qualifications; Appointments.
  - a. Composition; Qualification. The CORC membership shall consist of fourteen (14) members (appointed by the School Board, two appointees per Board member), who are residents of Palm Beach County, serve in a voluntary capacity, and are not employed by the School District.
    - i. One (1) Florida Registered Architect (active or inactive license)
    - ii. One (1) Florida Registered Engineer (active or inactive license)
    - iii. One (1) Florida Certified General or Building Contractor (active or inactive license)
    - iv. One (1) Land or Community Planner
    - v. One (1) Florida licensed Real Estate Broker or Construction Manager
    - vi. One (1) Attorney (construction and/or Real Estate law specialist)
    - vii. One (1) Management Information Systems Professional or Construction Project manager
    - viii. One (1) Cost Accountant, familiar with construction accounting, construction estimator, or construction accounting specialist
    - ix. One (1) Construction industry trades person
    - x. One (1) M/WBE Representative
    - xi. Four (4) Community Representatives at Large
  - b. Terms of Appointments. The terms of the fourteen (14) voting CORC members shall be as provided in Board Policy 1.09 (Advisory Committees to the Board).
  - c. As to appointing new members to CORC, CORC may provide input to the School Board and constitute an appropriate source for the names of potential nominees for membership with the preferred experienced, as set forth in Board Policy 1.09.
- 5. Committee Meetings, Operations, Procedures, and Administrative Matters.
  - a. Meetings. The CORC will hold its regular meetings on a monthly basis, or as otherwise needed, and consistent with the provisions of Board Policy 1.09.
  - b. Operations and Procedures. CORC shall conduct its meetings consistent to the provisions of Board Policy 1.09, except as follows:
    - i. Election of the Chairperson and Vice-Chairperson shall happen annually at the end of the committee's first meeting in each calendar year, before the next meeting's agenda is set.
  - c. Consistent with Board Policy 1.09, the committee member selected by committee members to serve as the committee's chair shall be limited to four (4) consecutive years as committee chair. The term limitation for the committee chair as provided for herein became effective commencing in January 2012. However, if the committee votes to recommend that the term limitation be extended, this recommendation shall be presented to the Board for a vote to approve. This vote by the committee must be made at least six weeks before the committee's organizational meeting during the fourth year and may be made on an annual basis thereafter. If the Board approves, that committee's chair may run for re-election at the next election.
  - d. Quorum. For purposes of this policy, a quorum for the transaction of business shall consist of a majority of the current CORC membership.
- 6. Duration of Charter. The CORC's Charter shall remain in effect until repealed or amended by the Board.

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1) and (2); 1001.42(28); 1001.43(2), (4) & (10)

LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.41(1); 1001.42(9); 1001.43(4) & (10); 119.71; 286.011; 112.313

HISTORY: 11/11/02; 8/27/08; 10/5/11; 4/17/2013; 09/07/2016