

October 9, 2002

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: REPORT OF PROFESSIONAL SERVICES CONTRACT COMMITTEE**

**COMMITTEE: ELEMENTARY AND SECONDARY EDUCATION AND  
SCHOOL OPERATIONS**

The Professional Services Contract Committee held its monthly meeting on October 3, 2002. The results of this meeting are as follows:

Requester:	Ms. Magaly C. Abrahante
Vendor Name:	University of Miami
Dollar Amount:	\$30,000
Vendor Name:	Florida International University
Dollar Amount:	\$85,000
Vendor Name:	Florida Memorial College
Dollar Amount:	\$25,000
Service Provided:	Provide high quality staff development by utilizing faculty and facilities at Florida International University, Florida Memorial College, and the University Of Miami
Time Period:	October 24, 2002 through October 31, 2003.
Reason for Exemption:	As otherwise determined by the committee.
Vote:	<u>7</u> yes <u>0</u> no
Agenda Item Number:	H-6

Attached are the draft minutes from the Professional Services Contract Committee meeting of October 3, 2002.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, receive the report of the Professional Services Contract Committee.

MRS:jr

**A-3**

# PROFESSIONAL SERVICES CONTRACT COMMITTEE

October 3, 2002  
SBAB Room 931  
8:00 a.m.

**DRAFT**

## MINUTES

Dr. George M. Koonce, Jr. Chairperson, called the meeting to order at 8:00 a.m. Voting members in attendance were:

Mr. Johnny Brown  
Dr. Rose Barefield-Cox  
Dr. Maria de Armas representing Ms. Mercedes Toural  
Dr. George M. Koonce, Jr.  
Ms. Connie Pou representing Dr. Richard H. Hinds  
Mr. Julio Miranda representing Mr. George Balsa  
Ms. Suzanne Marshall

Dr. Koonce welcomed the committee and thanked the members for attending.

Dr. Koonce asked the committee to review the minutes from the August 22, 2002, meeting. A motion was made by Ms. Marshall and seconded by Ms. Pou, to accept the minutes of the August 22, 2002, meeting. The minutes were unanimously approved.

PS-1 REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE MIAMI-DADE/MONROE TEACHER EDUCATION CENTER TO PROVIDE HIGH QUALITY STAFF DEVELOPMENT BY UTILIZING FACULTY AND FACILITIES AT FLORIDA INTERNATIONAL UNIVERSITY, FLORIDA MEMORIAL COLLEGE, AND THE UNIVERSITY OF MIAMI IN THE AMOUNTS NOT TO EXCEED \$30,000 FOR THE UNIVERSITY OF MIAMI; \$85,000 FOR FLORIDA INTERNATIONAL UNIVERSITY; AND \$25,000 FOR FLORIDA MEMORIAL COLLEGE, FROM OCTOBER 24, 2002 THROUGH OCTOBER 31, 2003.

Mr. Gabriel P. Quintero, District Director, Instructional and Non-Instructional Staff Development, provided information regarding the three contracts. Similar contracts had been previously submitted in 2000, but the committee determined, upon advisement by the School Board Attorney, that they did not need to be reviewed because the contracts submitted in 2000 were toward degree programs and did not require approval by the committee. The courses being provided by the universities in these new contracts are not for degree programs. These contracts are for the delivery of specific courses, similar to Teacher Education Center (TEC) courses. These courses are in critical training areas, including exceptional student education, gifted endorsement, English for Speakers of Other Languages (ESOL) endorsement, content area courses, and alternative certification seminars.

Mr. Johnny Brown, School Board Attorney, suggested that these contracts be brought before this committee because the specific courses being offered now could be provided by other universities. This item could be approved as otherwise determined by the committee.

Mr. George Balsa requested clarification of the difference between the courses in 2000 and the courses being offered now. Mr. Brown stated that the courses in 2000 were for existing programs, which provided university degrees. The courses offered now are not for degrees.

Dr. Maria de Armas asked if the courses were for endorsement purposes. Mr. Quintero said that some of the courses were, specifically those for gifted and ESOL endorsement. Some of the courses are linked directly for non-education majors to complete their certificate requirements. Dr. de Armas asked if there was a certain level of expertise; Mr. Quintero said yes.

Mr. Balsa asked what department would be processing these contracts. Mr. Quintero said that payments are processed through TEC and the universities.

Dr. Koonce asked if Miami-Dade County Public Schools (M-DCPS) teachers provide any of the teaching services. Mr. Quintero said that the college faculty provides the teaching. In order to provide sufficient numbers of training programs, the TEC utilizes M-DCPS teachers who are appropriately credentialed to deliver a number of courses, including many gifted and ESOL endorsement courses. Dr. Koonce asked if this was a conflict. Mr. Quintero indicated that he felt this was not a conflict.

Mr. Quintero said that 972 participants have completed their ESOL endorsements, and approximately 4,700 took courses toward the endorsement.

Dr. Koonce asked if any of the courses were online. Mr. Quintero said that some of them will be online this coming year. They have been working with several universities to develop and deliver online courses (ESOL courses with the University of Miami and Nova Southeastern University, and clinical educator training with Florida International University).

Mr. Brown asked why the amounts of the contracts differ. Mr. Quintero said that Florida International University has the largest education faculty. Florida International University and the University of Miami hold accreditation by the National Council for the Accreditation of Teacher Education (NCATE), making them the most viable partners for alternative certification programs.

Dr. Koonce asked the committee if they had any other questions. Mr. Balsa made a motion to consider this item. Mr. Brown seconded the motion. A vote was taken and the item was unanimously approved.

PS-2 REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACTUAL AGREEMENT WITH DR. JOSEPH BONDI, CURRICULUM CONSULTANT, TO PROVIDE IN-SERVICE FOR THE DELIBERATE CURRICULUM MODEL TO FACULTY AND STAFF OF NORTH COUNTY ELEMENTARY SCHOOL IN AN AMOUNT NOT TO EXCEED \$9,950 FROM SEPTEMBER 4, 2002 THROUGH APRIL 23, 2003.

PS-3 REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACTUAL AGREEMENT WITH DR. JOSEPH BONDI, CURRICULUM CONSULTANT, TO

PROVIDE IN-SERVICE FOR THE DELIBERATE CURRICULUM MODEL TO FACULTY AND STAFF OF AUBURNDALE ELEMENTARY SCHOOL IN AN AMOUNT NOT TO EXCEED \$9,950 FROM AUGUST 28, 2002 THROUGH APRIL 11, 2003.

PS-4 REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACTUAL AGREEMENT WITH DR. JOSEPH BONDI, CURRICULUM CONSULTANT, TO PROVIDE IN-SERVICE FOR THE DELIBERATE CURRICULUM MODEL TO FACULTY AND STAFF OF CAROL CITY ELEMENTARY SCHOOL IN AN AMOUNT NOT TO EXCEED \$9,950 FROM SEPTEMBER 4, 2002 THROUGH APRIL 23, 2003.

Ms. Alyce Nejje, Executive Director, Grants Administration and Federal Legislative Affairs, joined the meeting. Ms. Nejje was not aware that these items were going to be presented to the committee and, therefore, was not prepared to answer questions regarding the contacts.

Mr. Balsa stated that these contracts resembled requisition-splitting. They are unacceptable and need to be taken to the Board as an unauthorized purchase. The department head must be advised that they cannot process contracts in this manner. Mr. Balsa asked for the status of the list of consultants that staff under the department of Ms. Mercedes Toural, Associate Superintendent for Education, was to prepare for all M-DCPS school principals to use when needing a consultant. Principals would be able to review the list and choose a consultant. Mr. Balsa stated that Ms. Toural advised him that they were having some difficulties with preparing the list. Mr. Balsa thought this had been completed.

Mr. Brown stated that these contracts need to be returned to the appropriate department.

Mr. Balsa stated that he did not want to be involved with making decisions on requisition-splitting contracts. This process must be legitimized so that school personnel can be assisted.

Mr. Brown made a motion that the contracts be returned to the appropriate department for lack of proper representation before the Professional Services Contract Committee. When the contracts are returned, appropriate staff needs to be advised that there was concern with the split-requisition rule. If services have been rendered, it will be an unauthorized purchase, and an agenda item must be prepared to the Board.

Dr. Koonce asked the committee for a second on Mr. Brown's motion. A second was made by Ms. Marshall. A vote was taken, and the motion was unanimously approved.

There being no further business or discussion, Dr. Koonce thanked committee members for all their work and assistance and moved to adjourn the meeting. The meeting was adjourned at 8:50 a.m.

GMK:jr  
10/5/02