

Personnel Management and Services  
 Magaly C. Abrahante, Chief Personnel Officer

**SUBJECT: UPDATE ON THE IMPLEMENTATION OF THE REVISED PLAN OF ACTION TO STAFF KEY ADMINISTRATIVE POSITIONS AND REQUEST FOR AUTHORIZATION TO AMEND SUCH PLAN FOR SELECTED POSITIONS**

On April 17, 2002, The School Board of Miami-Dade County, Florida, approved the revised Plan of Action to Staff Key Administrative Positions. This Plan of Action stipulated timelines and procedures to facilitate a smooth transition in the operation of the school system as key, experienced managerial personnel leave the system as a result of the Deferred Retirement Option Program (DROP) and retirement; and as other personnel assume new positions as a result of reorganization. Pursuant to the Plan of Action, Personnel Management and Services initiated an advertisement campaign to attract and identify eligible candidates to interview for open key administrative positions. These positions were advertised in a variety of media outlets including the following:

Publications	Date(s)
The Miami Herald	April 14, 2002
El Nuevo Herald	April 21 and April 24, 2002
The Miami Times	April 14, 2002
Diario Las Americas	April 14, 2002
Sun Sentinel (Print Ad)	April 14 and 21, 2002
Sun Sentinel (Online Ad)	April 14 - 21, 2002
Education Week	April 24 - 30, 2002
New York Times	April 21 and May 21, 2002
Miami-Dade County Public Schools Bulletin	April 22, 2002
Miami-Dade County Public Schools Website	April 22, 2002

To date, the following positions have been filled, as approved by the Board:

Position	Name	Status
Chief Budget Officer	Ms. Judith A. Webb	School Board approved on May 15, 2002
Assistant Superintendent, Human Resources and Development	Mr. Alberto Rodriguez	School Board approved on May 15, 2002
Assistant Superintendent, Office of Professional Standards	Ms. Virginia M. Bradford	School Board approved on May 15, 2002

Additionally, interviews for the following positions have resulted in personnel recommendations as indicated below:

<b>Position</b>	<b>Name</b>	<b>Status</b>
Chief Business Officer	TBA	Pending School Board Approval, June 19, 2002
Chief Financial Officer	TBA	Pending School Board Approval, June 19, 2002
Region Superintendent Region IV	TBA	Pending School Board Approval, June 19, 2002
Executive Officer, Office of Information Technology	Ms. Debbie C. Karcher	Pending School Board Approval, June 19, 2002
Administrative Director, Food and Nutrition	Ms. Penny D. Parham	Pending School Board Approval, June 19, 2002
Administrative Director, Transportation	Mr. Jerry Klein	Pending School Board Approval, June 19, 2002

However, the District has encountered difficulty in adhering to the School Board approved timeline for three positions: Administrative Director, Employee Support Programs; Chief Facilities Officer (Maintenance); and Deputy Superintendent of Schools and Chief Education Officer.

On May 8, 2002, the Interview Committee for the position of Administrative Director, Employee Support Programs, convened and interviewed 10 candidates who had been screened for this position. As a result of the interview process, only one candidate was identified as a finalist. According to School Board Rule 6Gx13- 4A-1.16, Assignment, Transfer, and Appointment—Non-School Site Administrative Positions, if the Interview Committee identifies only one finalist, the name of the applicant will be maintained in the records for that position as a finalist. Subsequent to a readvertisement of the position and upon completion of the interviews, when at least one additional finalist is identified, the names of all finalist applicants from both interviews will be forwarded to the final Review Committee. Following the provisions stipulated in the above-referenced Board Rule, it is necessary to readvertise the aforementioned position.

On May 28, 2002, the Interview Committee for the position of Chief Facilities Officer (Maintenance) convened and interviewed five (5) candidates who had been screened for this position. At the conclusion of the interview process, the committee did not deem any of the candidates qualified to be interviewed by the Superintendent's Review Committee for this position. Therefore, it is recommended that the position of Chief Facilities Officer (Maintenance) be readvertised.

In regards to the position of Deputy Superintendent of Schools and Chief Education Officer, a Screening Committee, consisting of three members of the Executive Staff, was convened on May 17, 2002, to thoroughly review each of the 15 applications submitted for consideration. At the conclusion of the screening process, the committee identified only two (2) applicants who met the minimum qualifications to participate in an

oral interview. It was the opinion of the Screening Committee that a pool of two applicants was not a representative number of applicants from which to make a personnel selection and recommendation for this position. Consequently, it is recommended that an executive search firm, with expertise in locating and attracting potential candidates for this type of position, be contracted to identify a representative number of candidates.

The final selection of the executive search firm will be made by The School Board of Miami-Dade County, Florida, upon recommendation of a screening committee consisting of the following members:

- Three community leaders appointed by the Superintendent of Schools.
- A representative from the PTA/PTSA.
- A representative from higher education.
- A representative from the Division of Business Development and Assistance.
- A representative from the School Board Attorney's Office (non-voting).
- The Chief Personnel Officer (non-voting).

Funds to cover the cost of the executive search firm will be allocated from the unused funds budgeted for the open position of Deputy Superintendent of Schools and Chief Education Officer and the open positions of the confidential exempt personnel assigned to support the Deputy. The appropriations for the Request for Qualifications Proposals will be included in the General Fund of the 2002-2003 Adopted Budget.

Additionally, in order to adequately complete the School Board approved advertisement and selection process for the pending positions, an extension of time to readvertise and interview eligible candidates for these positions, not to exceed the date of the September School Board Meeting, is necessary.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. readvertise the positions of Administrative Director, Employee Support Programs, and Chief Facilities Officer (Maintenance);
2. issue a Request for Qualifications Proposals for an executive search firm with expertise in locating and attracting potential candidates for the position of Deputy Superintendent of Schools and Chief Education Officer; and
3. extend the timeline to fill the pending key administrative positions to September 2002.