

May 27, 2009

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: AUTHORIZATION FOR PAYMENT**

**COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

**LINK TO DISTRICT**

**STRATEGIC PLAN: EVALUATE AND REDESIGN INTERNAL BUSINESS OPERATIONS**

The Board is requested to approve payment to Dr. Michelle Major-Sanabria, in the amount of \$40,800, for contracted services performed, to evaluate the Safe Schools/Healthy Students Federal Grant Program, as required, for the Safe Schools Program. The activities and services to be provided under this grant focus on promoting healthy-childhood development and preventing violence, alcohol and drug abuse. Dr. Major-Sanabria conducted evaluation-data compilation and support for the grant's mid-year report. It is anticipated that she will complete the required annual report and final grant report.

Since 2005-2006, Dr. Major-Sanabria has provided evaluation services, through Barry University, under a contract with the Board, which has since expired. Dr. Major-Sanabria has discontinued her association with Barry University, however, continued to provide services on the project under her own name, without the required Procurement authority. Because her expertise and involvement on the project were considered critical to the delivery of the Semi-Annual Report, Annual Report and to the completion of the Final Grant Report, which are due September 2009, it was deemed to be in the best interest of the District to continue to utilize Dr. Major-Sanabria to conduct these critical evaluation activities.

This item could not be presented to the Professional Services Committee for its consideration, inasmuch as the services had started without obtaining the necessary prior approval of the Committee, Procurement, and the Board.

The office was advised of the unauthorized purchase, and directed to provide a written explanation for contracting without authorization. The originating office was also advised of proper purchasing procedures, as stipulated by Board Rule 6Gx13- 3C-1.09 – Purchasing Department – Board Designated Authority and 6Gx13- 3C-1.14 – Ordering Goods and Services – Authorization. Staff has indicated that any and all future purchasing will be in compliance with the appropriate Board rules and processes.

Fund Source  
0420 – Grants

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **APPROVE** payment to the following program evaluator, in the amount of \$40,800, for services performed for the Safe Schools Program, as follows:

MICHELLE MAJOR-SANABRIA, PH.D., NCSP  
2702 N.W. 52 PLACE  
TAMARAC, FL. 33309

RHH/ae