



APPROVED
10-20-09

**JOB DESCRIPTIONS WORKSHOP
MINUTES**

Tuesday, September 15, 2009 – 5:30 p.m.
School Board Meeting Room
500 E. Ocean Boulevard
Stuart, FL 34994

Members Present

Lorie Shekailo, Chair
Susan Hershey, Vice Chair
Dr. David Anderson
Maura Barry-Sorenson
Laurie Gaylord
Nancy Kline, Superintendent

AFSCME: No Representative

MCEA: No Representative

Call to Order by the Chair and Pledge of Allegiance to the Flag of the United States of America.

1. Job Descriptions

Pam Lannon, Director of Human Resources and Staff Development, reported that staff is recommending amendments to three job descriptions: Executive Director of Operations, Operations Manager, and Building Official. Mrs. Lannon noted that staff believes the proposed changes are appropriate for continued improvement in the efficient operation of the District and are reflective of similar job descriptions from other Florida school districts. She noted that qualifications which lead to successful performance on the operations side of the District are not the same as those on the instructional side of the District which are more academically driven; those employees on the operations side are in need of professional certifications or licenses and hands-on experience with administrating the operational areas of schools or other buildings or public facilities.

1.01 Executive Director of Operations Services

Gail Williams, Personnel Director, indicated that, in order to aid in the amendment process, similar positions from surrounding districts and other districts similar in size to Martin County School District were researched. Ms. Williams outlined the proposed amendments which included the following: allow a Bachelor's Degree or higher, rather than starting at a Master's Degree, with a Master's Degree preferred; amend the courses of study to include Engineering, Architecture, Building Construction Management, Building Administration, or related field; change seven years of progressively responsible experience in administration of the operational areas of Florida Public Schools to allow for experience in administration and management of departments or of operational areas of schools and/or commercial buildings; and add "Knowledge of Florida laws related to school facilities and construction contracting."

Susan Hershey indicated that she is not in favor of reducing the qualifications to a Bachelor's Degree. She also indicated that "commercial buildings" should be changed to "public facilities" as she believed that experience with public facilities more encompassing than commercial facilities. Discussion regarding lowering the title and salary ensued with Laurie Gaylord commenting that she would support the Bachelor's

Degree, but agreed that the pay level and title should be reviewed; however noted that if reduced to a Director, the problem of Directors reporting to Directors is encountered. Maura Barry-Sorenson cautioned that reducing the salary and title could also result in a reduction of accountability.

Lorie Shekailo questioned if this position is critical at this point in time. Mrs. Kline indicated that it is absolutely critical and, in fact, believed that the District has suffered by not having somebody in this position on a consistent basis. She pointed out that the District had contracted this position due to the vacancy, noting that the preference is to have the position filled by a District employee. The FADSS Organizational Study recommended this position be filled, and this position was approved by the Board and funded.

Mrs. Shekailo and Mrs. Williams recapped the consensus of the Board: Qualifications (1) Master's Degree or higher in Engineering, Architecture, Building Construction Management, Business Administration, Public Administration, or School Administration; (2) reduce seven years of progressively responsible experience to five years in administration and management of departments or of operational areas of schools and/or public facilities; (3) define CPM and CPA; and (4) remove "Knowledge of Florida laws related to school facilities and construction contracting," as it is already present under "Knowledge, Skills and Abilities."

1.01 Operations Manager

Pam Lannon reported that staff recommends the job description be amended to permit a minimum of ten years significant construction, administration or operations of public facilities experience with at least five years of relevant supervisory experience be substituted for a degree. Mrs. Lannon presented similar job descriptions from other districts throughout the state.

After some discussion, Mrs. Shekailo noted that she is hearing that the Board desires no change to this job description. Mrs. Hershey indicated that a reduction in years of experience for an individual with an Associate's Degree would be acceptable. The experience for an applicant with an Associate's Degree was reduced to five years. The acronyms will be spelled out.

Mrs. Hershey requested that the position be advertised with the Treasure Coast Builders Association and the Chambers of Commerce. She also requested that local people, if possible, be hired to fill the positions.

1.03 Building Official

Pam Lannon reported that this position has been advertised since May. Mr. Angel reported that descriptions used by other districts have been researched. The amendment would allow individuals without a degree to substitute ten years of multi-disciplinary experience in construction to qualify.

Mrs. Hershey commented that if an applicant had all the certifications - is a certified Building Official per Florida Statutes, and also had certifications in electrical, mechanical, plumbing and fire inspections - the applicant may be acceptable. Laurie Gaylord suggested allowing for the high school diploma with ten years of multi-disciplinary experience in construction and require the certifications rather than having the certifications "preferred." Maura Barry-Sorenson commented that these individuals take courses and are tested; therefore, in essence, they would probably have the equivalent of an Associate's Degree plus. Susan Hershey suggested the salary index be reduced to .73, questioning why this position should be higher. Mr. Angel pointed out that the certification is extremely unusual and there are only a handful of building officials. Lorie Shekailo indicated that before the index is changed, she would like to see a comparison with other districts.


Job Descriptions Workshop

September 15, 2009

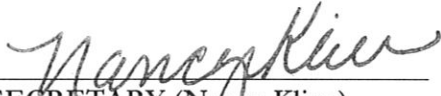
Page 3 of 3

It was noted that the job descriptions for both the Executive Director of Operations Services and the Operations Manager were on the Regular Meeting Agenda for approval. The Board indicated that the Executive Director of Operations Services job description will be removed from that Agenda; however the Operations Manager will remain, but amended to five years of experience with an Associate's Degree rather than ten years.

There being no further business, the Workshop was adjourned at approximately 7:02 p.m.



CHAIR (Lorie Shekailo)



SECRETARY (Nancy Kline)