

Super Seven (7) – Contract Implementation, Renewal, Oversight/Monitoring Spatz/Felton

Overview

The board needs to provide oversight on a wide variety of contracts and take a more proactive role in the implementation, renewal, and monitoring of its contracts. The primary reason for achieving this goal is to help guide the board in its agenda planning and to avoid any surprises as to contract renewal dates and questions as to scope of board involvement. There will be three areas of focus in achieving this goal: inventory and transparency; scheduling and responsibility; and monitoring and oversight.

What Does Success Look Like

1. List of All Contracts – Creating a categorized multi-year schedule of all relevant contracts, their respective status, current expiration dates, and next steps on a contracts page under the board heading on the district website with the current PDF contract linked. For the board to be able to prioritize its efforts and provide oversight, it needs to have a complete listing of the current contracts, their associated renewal (and any other relevant) dates, and complete PDFs of all contracts.

The scope of the list is still to be determined, but it will likely include following:

- Collective Bargain Agreements (CBAs) OPTA, OPTAA, OPESP, SEIU
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- All contracts covered/required by board policy (about re-evaluating professional services – architects, attorneys, etc.)
- Contracts governed by State bidding laws (bus, landscaping)
- Intergovernmental agreements (IGAs) (Food with D200, space with parks, TIFs with Village, crossing guards, etc.)
- Agreements with partner organizations (Hephzibah, Collaboration for Early Childhood, etc.),
- License agreements that have renewal dates (ECRA, Rosetta Stone, Fast Forward)

It should be made clear, that just because the board feels it is necessary to have a list of all contracts for transparency and oversight reasons does NOT imply that the board would be involved in the (re) negotiation of all of these contracts. Some might not even require board approval (Hephzibah).

2. Board Level of Involvement in Selection/Bidding, Negotiation/Renegotiation, Implementation and Oversight & Monitoring – For each contract identified above, the board will work with the administration to expressly identify in the above list the board level of involvement as far as priority in timing for renewal and level of board involvement in negotiations, and oversight/monitoring etc. This list will likely be

prioritized into a couple of different buckets, e.g., one more detailed list for the immediate and following calendar year (2014-2015 and 2015-2016) and one list for 2016 and beyond, which will be more general in nature.

Some contracts have built-in oversight mechanisms (Collaboration for Early Childhood - IGA governing board and annual meeting; Downtown TIF – quarterly meetings of the CFO), and the board will have to decide how to monitor them (meeting, FYI report, superintendent report, etc.). Other agreements may require the creation of an oversight/monitoring mechanism.

3. Transparency and Communication – Identify all contracts on the board webpage, provide links to the agreements and identify the oversight and monitoring mechanism by high priority, medium priority and low priority. Create an online archive of prior agreements so the board, administration and community to create a means to access prior agreements for historical context and planning.

Timeline for Completion

1. Transparency/Communication of All Contracts

January 27, 2015 - initial list to be on the board website

2. List of All Contracts and Renewal Dates & Current Status

February 24, 2015 - board review and discussion

February 17, 2015 - for board finalization

3. Board Level of Involvement in Implementation, Oversight & Monitoring

March 14, 2015 – board review and discussion

April 28, 2015 – board finalization