



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Special Order Request**

☐ Yes ☒ No

Time

**Open Agenda**

☒ Yes ☐ No

ITEM No.:

CC-5.

MEETING DATE

Oct 6 2015 10:15AM - Regular School Board Meeting

AGENDA ITEM

OPEN ITEMS

CATEGORY

CC. BOARD POLICIES

DEPARTMENT

Compensation (Human Resources)

TITLE:

Proposed New Job Description for the Agenda Coordinator - Procurement Services Position

**REQUESTED ACTION:**

Approve the new job description for the Agenda Coordinator - Procurement position. This is the first reading. Approval is requested to advertise the position after the first reading.

**SUMMARY EXPLANATION AND BACKGROUND:**

The job description for the Agenda Coordinator - Procurement Services position, was revised after the first reading on August 18, 2015. The proposed revisions better align the job description with the needs of the department. The job description was publicized for rule adoption in compliance with Florida Statutes on Saturday, September 19, 2015. See attached Executive Summary. Copies of all supporting documents are available in the Board Members' Office on the 14th floor of the K.C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at: <http://webappe.browardschools.com/eAgenda/> See attached Executive Summary.

**SCHOOL BOARD GOALS:**

☒ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☒ Goal 3: Effective Communication

**FINANCIAL IMPACT:**

There is no additional financial impact to the District.

**EXHIBITS: (List)**

(1) CC5 Executive Summary (2) CC5 Job Description (3) CC5 Point Factor

**BOARD ACTION:**

**NOT APPROVED**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Robert W. Runcie

Phone: 754-321-2600

Name: Maurice L. Woods

Phone: 754-321-2610

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA****Senior Leader & Title**

Robert W. Runcie - Superintendent

Signature

RR

Tuesday, September 22, 2015 1:17:16 PM

Approved In Open  
Board Meeting On:

OCT - 6 2015

By:

*Donna Fournier*

School Board Chair