THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

TUESDAY, JUNE 10, 2025 8:30 AM
Kathleen C. Wright Building
600 Southeast Third Avenue, Board Room
Fort Lauderdale, Florida 33301

AGENDA FOR SPECIAL SCHOOL BOARD MEETING

SPECIAL SCHOOL BOARD MEETING CAN BE VIEWED VIA LIVE STREAM OVER THE INTERNET ON THE DISTRICT'S WEBSITE (www.browardschools.com).

Supplemental 6/5/25

School Board meetings will be held with Board Members being physically present and via electronic communication. This advertised Special School Board Meeting will be accessible virtually. **Public Written Agenda Comments- Members of the public may submit public written comment by visiting the District's webpage at www.browardschools.com/ publicparticipation. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Anonymous comments will not be accepted; therefore, written comments must include the person's name, city of residence, and zip code. Written agenda comments may not exceed a maximum of twenty-two hundred and fifty (2250) characters.** Pursuant to School Board Policy 1020, the public may speak a total of twelve (12) minutes during any single meeting, not including committee reports. Additionally, in the event a large group of individuals (ten (10) or more) sign-up to speak on any one agenda item, the Board Chair has the authority to adjust the time limit for each speaker to speak less than the three (3) minutes usually permitted or limit the overall time speakers will be heard on that item.
Free guest parking is available at the southeast 3rd Avenue parking lot on all School Board meeting dates.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ADDED / CHANGED ITEMS

CLOSE AGENDA

PURPOSE OF MEETING

For The School Board of Broward County, Florida to conduct official business of the District, and any other items the Board deems necessary.

SUPERINTENDENT'S RECOMMENDATION(S)

1. **RFQ-FY20-183 - Continuing Contract for Mechanical/Electrical/Plumbing**
Approve the Third Amendment to the Agreements between The School Board of Broward County, Florida (SBBC), and 1) EXP U.S. Services, Inc.; 2) RGD & Associates, Inc.; 3) MEP Engineering, Inc.; 4) Hammond & Associates, Inc. for a term that commences on June 15, 2021, and concludes on June 14, 2026. District-wide.

Executive Summary.pdf
Financial Analysis Worksheet.pdf
Evaluations-4.pdf
Third Amendments-4.pdf
Renewal Letters-4.pdf

2. **Proposed Revised Job Description for the Senior Security Analyst Position**
Approve the proposed revised job description for the Senior Security Analyst Position. Information Systems. District-wide.

Executive Summary.pdf
Job Description.pdf

3. **Proposed New Job Description for the Coordinator Aerial Surveillance Position**
Approve the proposed new job description for Coordinator Aerial Surveillance Program Position. Safety & Security. District-wide.

Executive Summary.pdf
Job Description.pdf

4. **Superintendent's 2025-26 Organizational Chart - ADDED**
Approve the amended page of the Superintendent's 2025-26 Organizational Chart. District-wide

Executive Summary.pdf
2025-26 Amended Org Chart Page.pdf
2025-26 Amended Org Chart Financials.pdf

5. **Proposed 2025-2026 Organizational Chart Job Description for the Div. of Ops. - ADDED**
Approve the proposed new job description identified through changes to the 2025-2026 Superintendent's Organizational Chart. Operations. District-wide.

Executive Summary.pdf
Job Description.pdf

ADJOURNMENT

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals

who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. Language Interpretation/Translation Services are available for the public upon request to the Bilingual/ESOL Department by emailing ESOLRequests@browardschools.com.

Any person who decides to appeal any decision made at a meeting(s) announced by this Notice with respect to any matter considered at such meeting(s) will need a record of the proceedings and for such purpose may need that a verbatim record of the proceeding is made, which records testimony and evidence upon which the appeal is to be based.

Telephone conferencing or other telecommunications technology may be used in conducting this public meeting to permit absent Board Members to participate in discussions, to be heard by other School Board Members and the public, and to hear discussions taking place during the meeting.

Notice is hereby given that two or more Board Members of The School Board of Broward County, Florida, may be participating.

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-06-10	Special School Board Meeting
CATEGORY:	OO. Operations & Facilities
DEPARTMENT:	Procurement & Warehousing Services

Agenda Item Number:	1.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

RFQ-FY20-183 - Continuing Contract for Mechanical/Electrical/Plumbing

REQUESTED ACTION:

Approve the Third Amendment to the Agreements between The School Board of Broward County, Florida (SBBC), and 1) EXP U.S. Services, Inc.; 2) RGD & Associates, Inc.; 3) MEP Engineering, Inc.; 4) Hammond & Associates, Inc. for a term that commences on June 15, 2021, and concludes on June 14, 2026. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.
The Third Amendments have been reviewed and approved as to form and legal content by the Office of the General Counsel.

EXHIBITS:

Executive Summary
Financial Analysis Worksheet
Third Amendments-4
Renewal Letters-4
Evaluations-4

FINANCIAL IMPACT:

There is no additional financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

Safety

OR **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda F. Paul	Phone:	754-321-2659
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Wanda F. Paul, Chief Operations & Facilities Officer

Signature

Wanda F. Paul, Chief Operations & Facilities Officer Jun 3,

Electronic Signature
Form $4189 Revised 7/24
HH/JJS

Approved in Open Board Meeting On: June 10, 2025

By: _____
School Board Chair

For more information, please contact:
Name: Wanda F. Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Recommendation to Approve Third Amendment
RFQ-FY20-183 - Continuing Contract for Mechanical/Electrical/Plumbing Services

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Board Meeting Date: June 10, 2025

Recommended Action
Approve the Third Amendment to the Agreements between The School Board of Broward County, Florida (SBBC), and 1) EXP U.S. Services, Inc.; 2) RGD & Associates, Inc.; 3) MEP Engineering, Inc.; 4) Hammond & Associates, Inc. for a term that commences on June 15, 2025, and concludes on June 14, 2026.

District-Zone Impact: District-wide.

Impact if the Board Voted Yes or No;

If the Board votes "Yes": Continued use for projects that require Mechanical, Electrical, and Plumbing Design Services.

If the Board votes "No": Less ability to obtain Mechanical, Electrical, and Plumbing Design Services.

Background/History
The purpose of this RFQ was to establish Agreements with a pool of qualified vendors to provide open-ended, professional MEP Design Services on an as-needed basis, to meet both scheduled and unscheduled project needs.

Original Agreement Term: June 15, 2021, through June 14, 2024; First Renewal Term: June 15, 2024 through June 14, 2025; Emerging/Small/Minority/Veteran/Women Business Enterprise Vendor(s): RGD & Associates, Inc.; MEP Engineering, Inc.; DTM Tech, Inc.; Hammond & Associates, Inc.

Alignment to 2027 Goals and Guardrails
Safety

Measurable Outcome(s)/Return on Investment
Access to Mechanical, Electrical, and Plumbing Engineering Services.

Procurement Method
Pursuant to Purchasing Policy 3800, Section 6A-1.012(2), F.A.C., The School Board delegates to the Superintendent or her/his predetermined designee(s) the authority to execute contracts for purchases of commodities or services up to $500,000 or below, provided that such contracts have been reviewed and approved as to form and legal content by the Office of the General Counsel and do not contain provisions that necessitate School Board approval or that exceed the applicable appropriation in the school district budget.
A copy of the RFQ documents is available online at: http://www.broward.k12.fl.us/supply/agenda/RFQ-FY20-183_ContinuingContractMEPServices.pdf

Financial Impact
There is no additional financial impact to the District.

Financial Impact Table:

ACTION	DATE	TERM (months)	AMOUNT
Original spending authority request	6/15/2021	36	$3,000,000
First Amendment - additional spending authority	5/9/2023		$3,000,000
Second Amendment - First Renewal	4/16/2024	12	
Additional spending authority	9/10/2024		$2,093,000
Third Amendment - Second Renewal	6/10/2025	12	
Total Agreement Amount		**60**	**$8,093,000**

The financial impact amount represents an estimated Agreement value; however, the amount authorized will not exceed the estimated Agreement award amount.

PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		**Preparation Date:**	May 20, 2025
Previous Bid # (Ex: 10-004R):	FY20-183	**Buyer/PA:**	MARK COHEN
New Bid Award Total:		**Bid Title:**	Continuing Contract for Mechanical, Electrical, Plumbing Engineering Services
Previous Award Total:	$8,093,000		
Bid Type:	RENEWAL OF BID		
Previous Bid Term (Start Date):	6/15/2021	**New Bid Term (In Months):**	
Previous Bid Term (End Date):	6/14/2025	**# of Months Into Bid:**	47

SPEND REPORTING	
Purchase Order(s) Spend:	$5,959,277
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$5,959,277**
Average Monthly Expenditure:	$126,793
Unused Authorized Spending:	**$2,133,723**
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION		
Awarded Vendors:	**M/WBE Status (If applicable):**	**Spend:**
142079-EXP US SERVICES INC		$ 5,535,361
139209-MEP ENGINEERING INC		$ 121,846
132459-RGD CONSULTING ENGINEERS INC		$ 119,816
128142-HAMMOND & ASSOCIATES INC		$ 109,149
136201-DTM TECH INC		$ 60,750
100765-LAKDAS/YOHALEM ENGINEERING INC		$ 12,354
	PO VENDOR SPEND:	**$ 5,959,277**
	P-CARD SPEND:	**$ -**
	TOTAL SPEND:	**$ 5,959,277**

NOTES (Type Below):

Data Source: SAP and Works (Bank of America system)	Prepared on:	5/19/2025

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

PROCUREMENT & WAREHOUSING SERVICES
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

Please return completed evaluation forms to:
Procurement & Warehousing Services Department (TSSC Building)
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

For assistance with this form contact us at
(754) 321-0505 or CLICK HERE to send us an email (include the words **Supplier/Product Evaluation Form** in the subject)

GENERAL INFORMATION	
Bid #: RFQ-FY20-183	**Bid Title:** MEP Engineering Services
Purchase Order #:	**Product/Service Provided:** Design Services
Supplier (Company) Name: RGD & Associates, Inc. d/b/a RGD Consulting Engineers	
Contact Name:	**Contact Phone #: ( ) -**

SECTION 1: SUPPLIER EVALUATION

1.) How would you rate the supplier in the following areas?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Overall customer service	☐	☐	☐	☐	☑
Delivery as scheduled or promised	☐	☐	☐	☐	☑

	1 Not Satisfied	2 Somewhat Satisfied	3 Satisfied	4 Very Satisfied
2.) How satisfied are you with the supplier?	☐	☐	☐	☑

3.) Will you use this supplier again? ☑ Yes ☐ No

SECTION 2: PRODUCT / SERVICE EVALUATION

4.) Based on the areas below, how would you rate the products/services provided with this Bid?

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
Compliance with specifications	☐	☐	☐	☐	☑
Quality as compared to similar products/services	☐	☐	☐	☐	☑
Prices as compared to similar products/services	☐	☐	☐	☐	☑

	1 Very Unlikely	2 Unlikely	3 Probably	4 Definitely
5.) Would you purchase this product/service again?	☐	☐	☐	☑

SECTION 3: END USER COMMENTS

Please share any additional information regarding this supplier or the products / services provided. **If this supplier's performance is unsatisfactory, please tell us why.** You may attach an additional sheet if necessary.

It was great to work with RGD. Very responsive to issues that came from the field.

EVALUATION FORM COMPLETED BY:

Name: Daniel Battan	**Title:** Project Manager	**Contact Phone #:** (954) 737 - 9904
School/Department: Twin Lakes - PPO		
Participant's Signature: Daniel Battan		**Date:** 04/24/2025

PROCUREMENT & WAREHOUSING SERVICES
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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School/Department: Twin Lakes - PPO		
Participant's Signature:		**Date:** 04/24/2025

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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EVALUATION FORM COMPLETED BY:

Name: Daniel Battan	**Title:** Project Manager	**Contact Phone #:** (954) 737 - 9904
School/Department: Twin Lakes - PPO		
Participant's Signature: *Daniel Battan*		**Date:** 04/24/2025

THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

And

EXP U.S. SERVICES, INC.
(hereinafter referred to as "VENDOR"),
having its principal place of business at
205 N. Michigan Ave. Suite 36
Chicago, Il 60601

WHEREAS, on June 15, 2021, SBBC and VENDOR (collectively, the "Parties") entered into an Agreement for Mechanical/Electrical/Plumbing (MEP) Engineering Services, commencing on June 15, 2021, and which was to expire on June 14, 2024 (the "Agreement"); and

WHEREAS, on June 14, 2024, the Parties entered into the Second Amendment of the Agreement and exercising the first of two possible, one-year renewals and extending the term of the Agreement to June 14, 2025; and

WHEREAS, the Parties mutually desire to extend the term of the Agreement for the second of two possible, one-year extensions; and

WHEREAS, Owner and Vendor acknowledge and agree that the Agreement is in full force and effect as revised by the First Amendment, the Second Amendment and this Third Amendment**.**

NOW, THEREFORE, in exchange for the mutual covenants and promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02 **Revised Terms**.

a. Article 9.1.2 of the Agreement is hereby amended to extend the term of the Agreement from June 15, 2021, through June 14, 2026, unless terminated earlier pursuant to section Article 9.2 of the Agreement.

1.03 **Order of Precedence among Agreement Documents**. In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents takes precedence in this order:

a). this Third Amendment; then
b). this Second Amendment; then
c). the First Amendment; then
d). the Agreement.

1.04 **Other Provisions Remain in Force**. Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority**. Each person signing this Third Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Third Amendment to Agreement upon the date of last signature below.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

FOR VENDOR:

(Corporate Seal)
ATTEST:

_____
, Secretary

-or-

_____
Witness

_____
Witness

EXP U.S. SERVICES, INC

By _____
Signature

Printed Name: Marcos Souza

Title: VICE PRESIDENT

STATE OF Florida

COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 20 May 2025 (*date*) by Marcos Souza (*name of officer or agent, title of officer or agent*) of Exp U.S. Services Inc. (*name of corporation acknowledging*), a Delaware (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☒ personally known to me or has produced personally known (*type of identification*) as identification and who ☐ ☒ did/☐ did not first take an oath this 20 day of May, 2025.

My Commission Expires: 7/7/2025

_____
Signature – Notary Public

Brianna Katherine Gagliardi
Printed Name of Notary

(SEAL)

BRIANNA KATHERINE GAGLIARDI
MY COMMISSION # HH 150113
EXPIRES: July 7, 2025
Bonded Thru Notary Public Underwriters

HH150113
Notary's Commission No.

THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

RGD & ASSOCIATES, INC. dba RGD CONSULTING ENGINEERS
(hereinafter referred to as "VENDOR"),
having its principal place of business at
2151 S. Alternate A1A Hwy., Suite 2000
Jupiter, Fl 33477

WHEREAS, on June 15, 2021, SBBC and VENDOR (collectively, the "Parties") entered into an Agreement for Mechanical/Electrical/Plumbing (MEP) Engineering Services, commencing on June 15, 2021, and which was to expire on June 14, 2024 (the "Agreement"); and

WHEREAS, on June 14, 2024, the Parties entered into the Second Amendment of the Agreement and exercising the first of two possible, one-year renewals and extending the term of the Agreement to June 14, 2025; and

WHEREAS, the Parties mutually desire to extend the term of the Agreement for the second of two possible, one-year extensions; and

WHEREAS, Owner and Vendor acknowledge and agree that the Agreement is in full force and effect as revised by the First Amendment, the Second Amendment and this Third Amendment.

NOW, THEREFORE, in exchange for the mutual covenants and promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

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a). this Third Amendment; then
b). this Second Amendment; then
c). the First Amendment; then
d). the Agreement.

1.04 **Other Provisions Remain in Force**. Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority**. Each person signing this Third Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Third Amendment to Agreement upon the date of last signature below.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

FOR VENDOR:

(Corporate Seal)

ATTEST:

_____, Secretary

-or-

_____
Witness

_____
Witness

RGD & ASSOCIATES, INC.
dba RGD CONSULTING ENGINEERS

By _____
Signature

Printed Name: MICHAEL J. BISHOP

Title: VP OF ENGINEERING

STATE OF Florida

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this _____ (*date*) by Michael Bishop (*name of officer or agent, title of officer or agent*) of RGD + Associates, Inc (*name of corporation acknowledging*), a Florida (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☒ personally known to me or has produced _____ (*type of identification*) as identification and who ☐☒did/☐did not first take an oath this 19th day of May, 2025.

My Commission Expires:

Jaclyn Brown
Comm.:HH 248056
Expires: May 14, 2026
Notary Public - State of Florida

(SEAL)

Jaclyn Brown
Signature – Notary Public

Jaclyn Brown
Printed Name of Notary

248056
Notary's Commission No.

THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

And

M.E.P. ENGINEERING, INC.
(hereinafter referred to as "VENDOR"),
having its principal place of business at
10590 NW 27th Street Suite 101
Miami, Fl 33172

WHEREAS, on June 15, 2021, SBBC and VENDOR (collectively, the "Parties") entered into an Agreement for Mechanical/Electrical/Plumbing (MEP) Engineering Services, commencing on June 15, 2021, and which was to expire on June 14, 2024 (the "Agreement"); and

WHEREAS, on June 14, 2024, the Parties entered into the Second Amendment of the Agreement and exercising the first of two possible, one-year renewals and extending the term of the Agreement to June 14, 2025; and

WHEREAS, the Parties mutually desire to extend the term of the Agreement for the second of two possible, one-year extensions; and

WHEREAS, Owner and Vendor acknowledge and agree that the Agreement is in full force and effect as revised by the First Amendment, the Second Amendment and this Third Amendment.

NOW, THEREFORE, in exchange for the mutual covenants and promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02 **Revised Terms**.

a. Article 9.1.2 of the Agreement is hereby amended to extend the term of the Agreement from June 15, 2021, through June 14, 2026, unless terminated earlier pursuant to section Article 9.2 of the Agreement.

1.03 **Order of Precedence among Agreement Documents**. In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents takes precedence in this order:

a). this Third Amendment; then
b). this Second Amendment; then
c). the First Amendment; then
d). the Agreement.

1.04 **Other Provisions Remain in Force**. Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority**. Each person signing this Third Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Third Amendment to Agreement upon the date of last signature below.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

FOR VENDOR:

(Corporate Seal)
ATTEST:

M.E.P. ENGINEERING, INC.

By _____
Signature

_____, Secretary

Printed Name: Antonio F. Naranjo

Title: President

-or-

_____
Witness

_____
Witness

STATE OF Florida

COUNTY OF Miami Dade

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this May 16, 2025 (*date*) by Antonio F. Naranjo (*name of officer or agent, title of officer or agent*) of MEP Engineering Inc. (*name of corporation acknowledging*), a Florida (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☑ personally known to me or has produced _____ (*type of identification*) as identification and who ☐☑did/☐did not first take an oath this 16 day of May, 2025.

My Commission Expires:

_____
Signature – Notary Public

(SEAL)

_____
Printed Name of Notary

JENNIFER NUNEZ-FERNANDEZ
Notary Public - State of Florida
Commission # HH 502535
My Comm. Expires Mar 11, 2028
Bonded through National Notary Assn.

_____
Notary's Commission No.

THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO AGREEMENT is made and entered into by and between:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

And

HAMMOND & ASSOCIATES, INC.
(hereinafter referred to as "VENDOR"),
having its principal place of business at
499 N.W. 70th Avenue, Suite 201
Plantation, Fl 33317

WHEREAS, on June 15, 2021, SBBC and VENDOR (collectively, the "Parties") entered into an Agreement for Mechanical/Electrical/Plumbing (MEP) Engineering Services, commencing on June 15, 2021, and which was to expire on June 14, 2024 (the "Agreement"); and

WHEREAS, on June 14, 2024, the Parties entered into the Second Amendment of the Agreement and exercising the first of two possible, one-year renewals and extending the term of the Agreement to June 14, 2025; and

WHEREAS, the Parties mutually desire to extend the term of the Agreement for the second of two possible, one-year extensions; and

WHEREAS, Owner and Vendor acknowledge and agree that the Agreement is in full force and effect as revised by the First Amendment, the Second Amendment and this Third Amendment.

NOW, THEREFORE, in exchange for the mutual covenants and promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1.01 **Recitals**. The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02 **Revised Terms.**

a. Article 9.1.2 of the Agreement is hereby amended to extend the term of the Agreement from June 15, 2021, through June 14, 2026, unless terminated earlier pursuant to section Article 9.2 of the Agreement.

1.03 **Order of Precedence among Agreement Documents**. In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents takes precedence in this order:

a). this Third Amendment; then
b). this Second Amendment; then
c). the First Amendment; then
d). the Agreement.

1.04 **Other Provisions Remain in Force**. Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority**. Each person signing this Third Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Third Amendment to Agreement upon the date of last signature below.

FOR SBBC:

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By_____
Debra Hixon, Chair

ATTEST:

_____
Dr. Howard Hepburn,
Superintendent of Schools

Approved as to Form and Legal Content:

_____
Office of the General Counsel

FOR VENDOR:

(Corporate Seal)

HAMMOND & ASSOCIATES, INC.

ATTEST:

By _____
Signature

_____, Secretary

Printed Name: Nathaniel Hammond

Title: President

-or-

_____
Witness

_____
Witness

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 05/20/2025 (*date*) by Nathaniel Hammond (*name of officer or agent, title of officer or agent*) of Hammond & Associates, Inc. (*name of corporation acknowledging*), a S-Corporation (*state or place of incorporation*) corporation, on behalf of the corporation. He/she is ☑ personally known to me or has produced N/A (*type of identification*) as identification and who ☐☐did/☑did not first take an oath this 20th day of May, 2025.

My Commission Expires: March 14, 2026

(SEAL)

A'LANA N. ALEXANDER
Notary Public - State of Florida
Commission # HH 239353
My Comm. Expires Mar 14, 2026
Bonded through National Notary Assn.

_____
Signature – Notary Public

A'Lana N. Alexander
Printed Name of Notary

HH 239353
Notary's Commission No.

Procurement & Warehousing Services
Mauricio Stradiotti, Director
7720 W. Oakland Park Boulevard
Sunrise, Florida 33351
phone: 754-321-0505 • fax: 754-321-0936
mauricio.stradiotti@browardschools.com
www.browardschools.com/PWS

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

1/6/2025
EXP U.S. Services, Inc.
Attn: Marcos J Souza
6750 N. Andrews Ave. Suite 200
Fort Lauderdale, FL 33309

Subject:	Letter of **Extension** of The Contract
RFQ #:	FY20-183
RFQ Title:	Continuing Contract for Mechanical/Electrical/Plumbing Services

Dear Mr. Souza:

The above-referenced contract expires on 6/14/2025. In accordance with the Agreement dated 06/15/2021 and RFQ FY20-183, Section 1.2, Contract Term and Type, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 6/15/2025 Through 6/14/2026. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this Agreement award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded Agreement including any board-approved amendments.

☒ Yes, I offer to renew the current contract award at the current awarded price(s).

☐ No, I do not wish to renew the current contract award.

Please sign and date this document in the space provided and return it to my attention. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

VENDOR RESPONSE

1/6/2025
Signature/Date - Authorized Representative

Marcos Souza
Printed Name - Authorized Representative

Sincerely,

Mark Cohen
Purchasing Agent, III

Cc. Edgar Lugo, Manager, Construction Sourcing

Established 1915
BROWARD
County Public Schools

Procurement & Warehousing Services
Mauricio Stradiotti, Director
7720 W. Oakland Park Boulevard
Sunrise, Florida 33351
phone: 754-321-0505 • fax: 754-321-0936
mauricio.stradiotti@browardschools.com
www.browardschools.com/PWS

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

1/6/2025
RGD & Associates, Inc. dba RGD Consulting Engineers
Attn: Mary Davenport
2151 S. Alternate A1A Hwy., Suite 2000
Jupiter, FL 33477

Subject:	Letter of **Extension** of The Contract
RFQ #:	FY20-183
RFQ Title:	Continuing Contract for Mechanical/Electrical/Plumbing Services

Dear Ms. Davenport:

The above-referenced contract expires on 6/14/2025. In accordance with the Agreement dated 06/15/2021 and RFQ FY20-183, Section 1.2, Contract Term and Type, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 6/15/2025 Through 6/14/2026. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this Agreement award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded Agreement including any board-approved amendments.

☑ Yes, I offer to renew the current contract award at the current awarded price(s).
☐ No, I do not wish to renew the current contract award.

Please sign and date this document in the space provided and return it to my attention. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

Sincerely,

Mark Cohen
Purchasing Agent, III

VENDOR RESPONSE

Signature/Date - Authorized Representative

MICHAEL BISHOP
Printed Name - Authorized Representative

Cc. Edgar Lugo, Manager, Construction Sourcing

Established 1915
BROWARD
County Public Schools

Procurement & Warehousing Services
Mauricio Stradiotti, Director
7720 W. Oakland Park Boulevard
Sunrise, Florida 33351
phone: 754-321-0505 • fax: 754-321-0936
mauricio.stradiotti@browardschools.com
www.browardschools.com/PWS

The School Board of Broward County, Florida

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

1/6/2025
Hammond & Associates, Inc.
Attn: Nathaniel Hammond
499 N.W. 70th Avenue, Suite 201
Plantation, FL 33317

Subject:	Letter of **Extension** of The Contract
RFQ #:	FY20-183
RFQ Title:	Continuing Contract for Mechanical/Electrical/Plumbing Services

Dear Mr. Hammond:

The above-referenced contract expires on 6/14/2025. In accordance with the Agreement dated 06/15/2021 and RFQ FY20-183, Section 1.2, Contract Term and Type, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 6/15/2025 Through 6/14/2026. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this Agreement award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded Agreement including any board-approved amendments.

☑ Yes, I offer to renew the current contract award at the current awarded price(s).

☐ No, I do not wish to renew the current contract award.

Please sign and date this document in the space provided and return it to my attention. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

VENDOR RESPONSE

Signature/Date - Authorized Representative

Nathan Hammond, P.E., President

Printed Name - Authorized Representative

Sincerely,

Mark Cohen
Purchasing Agent, III

Cc. Edgar Lugo, Manager, Construction Sourcing

Established 1915
BROWARD
County Public Schools

Procurement & Warehousing Services
Mauricio Stradiotti, Director
7720 W. Oakland Park Boulevard
Sunrise, Florida 33351
phone: 754-321-0505 • fax: 754-321-0936
mauricio.stradiotti@browardschools.com
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The School Board of Broward County, Florida

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Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Brenda Fam, Esq
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

1/6/2025
M.E.P. Engineering Inc.
Attn: Antonio Naranjo
10590 NW 27th Street Suite 101
Miami, FL 33172

Subject:	Letter of **Extension** of The Contract
RFQ #:	FY20-183
RFQ Title:	Continuing Contract for Mechanical/Electrical/Plumbing Services

Dear Mr. Naranjo:

The above-referenced contract expires on 6/14/2025. In accordance with the Agreement dated 06/15/2021 and RFQ FY20-183, Section 1.2, Contract Term and Type, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from 6/15/2025 Through 6/14/2026. This letter does not constitute the actual renewal or contract offer.

Please indicate below your willingness to renew this Agreement award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded Agreement including any board-approved amendments.

☒ Yes, I offer to renew the current contract award at the current awarded price(s).

☐ No, I do not wish to renew the current contract award.

Please sign and date this document in the space provided and return it to my attention. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

Sincerely,

Mark Cohen
Purchasing Agent, III

VENDOR RESPONSE

Signature/Date - Authorized Representative

Antonio F. Naranjo

Printed Name - Authorized Representative

Cc. Edgar Lugo, Manager, Construction Sourcing

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-06-10	Special School Board Meeting
CATEGORY:	H. Human Resources & Equity
DEPARTMENT:	Compensation

Agenda Item Number:	2.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE: **Proposed Revised Job Description for the Senior Security Analyst Position**

REQUESTED ACTION: **Approve the proposed revised job description for the Senior Security Analyst Position. Information Systems. District-wide.**

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goal and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Job Description

FINANCIAL IMPACT:

There is no additional financial impact to the District.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Trey Davis	Phone:	754-321-2607
Name:	David Azzarito	Phone:	754-321-1840

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer May 22, 2025

Electronic Signature

Approved in Open Board Meeting On: June 10, 2025

By: School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:

Name: Trey Davis
Title: Chief Information Officer
Phone: 754-321-2607

EXECUTIVE SUMMARY

Proposed Revised Job Description for the Senior Security Analyst Position

Board Meeting Date: June 10, 2025

Recommended Action
Approve the proposed revised job description for the Senior Security Analyst Position.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The recommended modification to the job description based on changes in the approved 2025-2026 Superintendent's Organizational Chart will better align the approved pay grade.

If the Board votes "No": The recommended modification to the job description based on changes in the approved 2025-2026 Superintendent's Organizational Chart will not align the approved pay grade.

Background/History
The recommended revision to the Senior Security Analyst position includes update the pay grade of the position based on the approved 2025-2026 Superintendent's Organizational chart that was board approved on May 13, 2025. The Compensation Department provided the respective labor representatives with copies of the revised job description for review. Applicable feedback received prior to the sub-mission of this item was incorporated where appropriate.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The proposed job description revision will ensure the appropriate pay grade alignment for this critical position that is responsible for investigating and monitoring cybersecurity threats and analyzing the district's on-premises and cloud systems to identify and mitigate vulnerabilities.

Financial Impact
There is no additional financial impact to the District.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Security Analyst
JOB CODE: RR-113
CLASSIFICATION: Exempt
PAY GRADE: 27 ~~26~~
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, or designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:
Proactively investigate and monitor cybersecurity threats and analyze the district's on-premises and cloud systems to identify and mitigate vulnerabilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Senior Security Analyst shall carry out the essential performance responsibilities listed below:

- Supervises and mentors a team of cybersecurity incident responders and analysts, ensuring timely incident resolution and adherence to established procedures and best practices.
- Develop and enforce cybersecurity strategies, standards, policies and procedures.
- Monitor and analyze security events to detect and respond to threats in real time, including coordinating with internal and external teams.
- Investigate security incidents, conduct root cause analysis, and implement corrective actions.
- Assist with forensic investigations and digital evidence collection.
- Maintain an updated understanding of system architecture, network protocols, and enterprise services to strengthen security and prevent emerging cyber threats.
- Conduct unbiased, accurate analyses of technical data to support informed decision-making.
- Act as a liaison between IT, Legal, HR, and other stakeholders to coordinate responses and communication during and after security incidents.
- Perform risk assessments and security audits to evaluate system and network security.
- Assess new security technologies and make recommendations to District management.
- Represent the IT Security team in meetings with stakeholders and vendors to ensure best practices are integrated into software deployments and operational procedures.
- Research emerging threats and attack techniques to help develop and deploy mitigation techniques for defending networks, systems, and applications.
- Manage and optimize security tools, including EDR, firewalls, and intrusion detection systems.
- Support compliance efforts for frameworks like NIST or CIS.
- Identify key cybersecurity training topics and target audiences to promote security awareness across the organization.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

DRAFT

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate degree from an accredited institution.
- A minimum of (5) years, within the last ten (10) years of experience in the field related to the title of the position.

OR

- A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- A minimum of seven (7) years, within the last twelve (12) years of experience, in the field related to the title of the position.

AND

- Knowledge of defensible security architecture, network security monitoring, continuous diagnostic and mitigation, and endpoint protection.
- Understanding of operating systems, networks/Systems architecture, protocols, and enterprise services.
- Excellent organizational and interpersonal skills.
- Excellent verbal and written communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- Certification in one or more of the following: GISF Information Security Fundamentals, GCIA Certified Intrusion
- Analyst, GMON: Continuous Monitoring, Certification, GCFA: Certified Forensic Analyst, GNFA: Network Forensic Analyst, CompTIA Security+ | CompTIA Cybersecurity Analyst (CySA+), Applied Cybersecurity certificate from a Broward Schools Technical College.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Communicates regularly with employees throughout the District using tact and good judgment to complete assigned projects.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 5/13/2025
2025-2026 Organizational Chart

DRAFT

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-06-10	Special School Board Meeting
CATEGORY:	HH. Human Resources & Equity
DEPARTMENT:	Compensation

Agenda Item Number:	3.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Proposed New Job Description for the Coordinator Aerial Surveillance Position

REQUESTED ACTION:

Approve the proposed new job description for Coordinator Aerial Surveillance Program Position. Safety & Security. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Job Description

FINANCIAL IMPACT:

There is an additional financial impact of $110,898.20 to the Referendum Fund.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Ernie Lozano	Phone:	754-321-2655
Name:	David Azzarito	Phone:	754-321-1840

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer May 22, 2025

Electronic Signature

Approved in Open Board Meeting On: June 10, 2025

By: School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:

Name: Ernie Lozano
Title: Chief Safety & Security Officer (Task-Assigned)
Phone: 754-321-2655

EXECUTIVE SUMMARY

Proposed New Job Description for the Coordinator Aerial Surveillance Program Position

Board Meeting Date: June 10, 2025

Recommended Action
Approve the proposed new job description for the Coordinator Aerial Surveillance Program Position.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The creation of the job description in support of the Safety & Security Division will aid in the alignment of operational functions of the division.

If the Board votes "No": The creation of the job description in support of the Safety & Security Division will not aid in the alignment of operational functions of the division.

Background/History
The job description for the Coordinator Aerial Surveillance Program is being created in support of the Safety & Security Division's departmental operations. This is a critical position that will align the long-term safety and security strategy which includes the integration of a recently acquired drone program. The Compensation Department provided the respective labor and meet & confer representatives with copies of the new job description for review. Applicable feedback received prior to the submission of this item was incorporated where appropriate.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The proposed new job description will lead all unmanned aerial systems (UAS) operations across Broward County Public Schools. This role includes supervising UAS pilots, managing equipment and personnel, and overseeing day-to-day operations. The coordinator will focus on integrating emerging technologies, conducting aerial monitoring, and delivering critical support during emergencies on school or district properties.

Financial Impact
There is an additional financial impact to the Referendum fund of $110,890.20 inclusive of (22.50% variable + $11,283 fixed) fringe benefits.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Coordinator, Aerial Surveillance Program
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: A2
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Safety and Security Operations or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:
The Coordinator, Aerial Surveillance Program will play a pivotal role in overseeing all Broward County Public Schools unmanned aerial systems (UAS) operations. Provide supervision of UAS Pilots, be responsible for managing equipment, personnel, and operations with an emphasis on implementing various and emerging technologies, conducting aerial observations, and providing crucial support during emergency situations on school or district properties.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Coordinator, Aerial Surveillance Program shall carry out the essential performance responsibilities listed below.

- Lead the strategic planning and operational execution of the Aerial Surveillance Program, ensuring compliance with Federal Aviation Administration (FAA) regulations and district policies.
- Supervise and coordinate the activities of UAS pilots, including scheduling, training, and performance evaluation.
- Oversee the maintenance, inventory, and technological upgrades of drone equipment, ensuring readiness and operational efficiency.
- Develop and implement standard operating procedures for drone missions, focusing on safety, data privacy, and effectiveness in various scenarios.
- Collaborate with emergency response teams and law enforcement to integrate drone capabilities in crisis management and emergency operations.
- Conduct regular training sessions and drills for UAS pilots and relevant staff, emphasizing safe and effective drone operation.
- Analyze aerial data collected during surveillance or emergency operations to support decision-making and improve security measures.
- Manage budget and resources for the Aerial Surveillance Program, including grant writing and funding applications to support program expansion.
- Stay abreast of emerging drone technologies and propose innovative solutions to enhance the program's capabilities and impact.
- Coordinate with legal and compliance teams to ensure all drone operations are conducted within legal and ethical guidelines.
- Build partnerships with local, state, and federal agencies to facilitate knowledge exchange and collaborative efforts in UAS operations.
- Report regularly to district leadership on the program's progress, challenges, and achievements, using data-driven metrics for assessment.
- Participate in community and district events to showcase the Aerial Surveillance Program and educate stakeholders about its benefits and operations.
- Investigate and respond to incidents involving drones, ensuring adherence to policies and procedures while maintaining confidentiality.
- Prepare written reports, conduct interviews with victims and witnesses, and present findings to management.

- Assist in developing and maintaining a risk management plan for the Aerial Surveillance Program, including contingency planning for various operational scenarios.
- Collaborate with district personnel and external parties to support damage assessments post-emergency events, facilitating recovery efforts and coordinating necessary actions.
- Participate in Emergency Management training opportunities to stay updated on best practices and strategies for emergency preparedness and response planning.
- Provide coaching, mentoring, and guidance to team members, recommending appropriate training and assisting with career planning.
- Assist in developing performance management metrics and standards to assess staff efficiency and effectiveness.
- Exercise discretion in managing confidential and sensitive information, complying with all relevant administrative rules and regulations.
- Assist in developing and maintaining incident tracking mechanisms, risk monitoring, reporting dashboards, and supporting documentation.
- Collaborate in developing consistent security plans for special events across all Broward County Public Schools locations.
- Provide support during critical incidents, emergency situations, and special events as needed.
- Serve as a liaison between schools and community agencies, facilitating coordination and communication.
- Develop project milestones, track progress, and monitor against agreed-upon deadlines.
- Schedule, attend, and compile follow-up reports from meetings with consultants and agencies on all matters related to the Aerial Surveillance Program.
- Perform security and technical duties, ensuring seamless integration of program priorities with broader district security initiatives.
- Support district-wide safety and security operations by assisting with technical implementations, security enhancements, and security-other related tasks.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution
- A minimum of three (3) years of experience in aviation, law enforcement, military, public or private sector security, or a related field.
- Effective verbal, written and interpersonal communication skills.
- Ability to prepare reports, draft policies, and conduct interviews with victims and witnesses.
- Demonstrated knowledge of crisis management, emergency response, de-escalation techniques and standards of practice.
- Possession of a valid Florida Driver's License.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Experience in managing or overseeing drone or UAS programs is highly desirable.
- Demonstrated leadership skills with experience in managing teams, preferably in a security or surveillance context.
- Experience in training and or mentorship roles.
- Proven ability to collaborate effectively with various stakeholders, including law enforcement, emergency services, and educational institutions, to enhance safety and security measures.
- Familiarity with Federal Aviation Administration (FAA) regulations and certifications related to drone operations, including Part 107 certification or equivalent.
- Bilingual skills.

DRAFT

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Frequently interacts with students, visitors, parents and guardians of students, public safety personnel and school employees within different departments. Regularly meets with District and school administrators, safety and security personnel, law enforcement and other governmental agencies on the federal, state, and local levels.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

DRAFT

Status: ADDED ITEM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-06-10	Special School Board Meeting
CATEGORY:	H. Human Resources & Equity
DEPARTMENT:	Human Resources

Agenda Item Number:	4.
Consent or Open Item:	Consent
Special Order:	NO
Time for Special Order:	

TITLE:

Superintendent's 2025-26 Organizational Chart - ADDED

REQUESTED ACTION:

Approve the amended page of the Superintendent's 2025-26 Organizational Chart. District-wide

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- 2025-26 Amended Org Chart P…
- 2025-26 Amended Org Chart F…

FINANCIAL IMPACT:

There is a financial impact to Capital of $328,072.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:		Phone:	
Name:		Phone:	

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer May 29, 2025

Electronic Signature

Form $4189 Revised 7/24

HH/JJS

Approved in Open Board Meeting On: June 10, 2025

By: _____

School Board Chair

For more information, please contact:

Name: David Azzarito
Title: Chief People Officer
Human Resources & Equity
Phone: 754-321-1840

EXECUTIVE SUMMARY

Superintendent's 2025-26 Organizational Chart

Board Meeting Date: June 10, 2025

Recommended Action
Approve the amended pages of the Superintendent's 2025-26 Organizational Chart.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": Voting yes will ensure the central office is comprised of the appropriate organizational structure and strategic skillsets that will leverage the greatest support to schools while embedding an intentional succession planning focus to grow leadership capacity of the system.

If the Board votes "No": Voting no will delay the ability to organize the central office in a manner that provides the greatest support to schools while addressing the succession planning needs of the District.

Background/History
The School Board approved the initial Superintendent's Organizational Chart during the May 13, 2025, Regular School Board Meeting. After consideration, two additional positions are being submitted for approval. The Director, Construction position was delimited on May 13, 2025. The request is to add it back to the Organizational Chart. In addition, a Manager, Contract Administration position is being submitted for approval. Both positions will be funded through capital funds. The positions appear on page 11 of the Organizational Chart.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The proposed organizational chart will provide greater efficiencies in delivering direct services to schools and provide a pathway to address succession planning at various leadership levels.

Financial Impact
There is a financial impact to Capital of $328,072.

OPERATIONS
Facilities/Real Estate/Fire

Funding from sources other than General Funds

Funding:
C Capital | FS Food Service | Gr Grant
G General | R Referendum

Proposed Change

N New Position
New Job Description

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

C-50% G-50% (S) **CHIEF OPERATIONS OFFICER**

(E) **CHIEF FACILITIES OFFICER**

(E) **EXECUTIVE DIRECTOR Capital Programs**

PAY BANDS 'S' & 'E'

(D) **DIRECTOR Construction** N

(D) **DIRECTOR Pre-Construction**

(D) **DIRECTOR Facility Planning & Real Estate**

(D) **CHIEF FIRE OFFICIAL**

PAY BAND 'D'

(C) **MANAGER Construction** (3)

(27) **PROJECT MANAGER III** (2)

(C) **MANAGER Construction Operations**

(C) **MANAGER Contract Administration** N

(C) **MANAGER Mechanical Engineering**

(C) **MANAGER Architectural Engineering**

(C) **MANAGER Electrical Engineering**

(27) **COORDINATOR Facility Planning & Educational Programming**

(C) **MANAGER ADA Accessibility** (2)

(25) **SPECIALIST ADA Accessibility**

(27) **PROJECT MANAGER III**

(27) **COORDINATOR Florida Inventory of School Houses (FISH)**

(C) **SENIOR PROPERTY COORDINATOR**

(27) **PLANNER Growth Management**

(27) **PLANNER Growth Management Monitoring**

(C) **MANAGER Real Estate & Growth Management**

(26) **PROPERTY COORDINATOR**

(26) **SENIOR PLANS EXAMINER/ INSPECTOR Fire**

(25) **PLANS EXAMINER/ INSPECTOR Fire** (3)

(25) **SENIOR INSPECTOR H Fire Safety**

PAY BANDS 'C' & 'B'
PAY GRADES 25-23

THE SCHOOL BOARD OF BROWARD COUNTY, FL
2025-2026 ORGANIZATIONAL CHART

DISTRICT ORG. CHART SAVINGS		
DISTRICT DIVISIONS		**Additions/ (Savings)**
OPERATIONS		
Mgr, Contract Administration	New	148,903
Director, Construction	Renew	179,169
Capital funds are to be utilized.		**328,072**

Status: ORIGINAL

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2025-06-10	Special School Board Meeting
CATEGORY:	HH. Human Resources & Equity
DEPARTMENT:	Compensation

Agenda Item Number:	5.
Consent or Open Item:	Open
Special Order:	NO
Time for Special Order:	

TITLE:

Proposed 2025-2026 Organizational Chart Job Description for the Div. of Ops. -...

REQUESTED ACTION:

Approve the proposed new job description identified through changes to the 2025-2026 Superintendent's Organizational Chart. Operations. District-wide.

RATIONALE:

For the Requested Actions, Background/History, Alignment to the 2027 Goals and Guardrails, Measurable Outcome(s)/Return on Investment, and Financial Impact, please see the Executive Summary.

EXHIBITS:

- Executive Summary
- Job Description

FINANCIAL IMPACT:

There is a financial impact of $148,903 to the Capital fund.

STRATEGIC PLAN ALIGNMENT:

Student Focus Outcomes

OR • **Business Operations**

BOARD ACTION:

(For Official School Board Records Only)

SOURCE OF ADDITIONAL INFORMATION

Name:	Wanda Paul	Phone:	754-321-2659
Name:	David Azzarito	Phone:	754-321-1840

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

David Azzarito, Chief People Officer

Signature

David Azzarito, Chief People Officer May 22, 2025

Electronic Signature

Approved in Open Board Meeting On: June 10, 2025

By: School Board Chair

Form $4189 Revised 7/24

HH/JJS

For more information, please contact:

Name: Wanda Paul
Title: Chief Operations & Facilities Officer
Phone: 754-321-2659

EXECUTIVE SUMMARY

Proposed 2025-2026 Organizational Chart Job Description for the Division of Operations

Board Meeting Date: June 10, 2025

Recommended Action
Approve the proposed new job description identified through changes to the 2025-2026 Superintendent's Organizational Chart for the Operations Division.

District-zone Impact: District-wide

Impact if the Board Voted Yes or No

If the Board votes "Yes": The recommended new job description changes identified through changes to the 2025-2026 Superintendent's Organizational Chart for the Operations Division will better align the District in executing its priorities and achieving the Strategic Plan Goals.

If the Board votes "No": The recommended new job description changes identified through changes to the 2025-2026 Superintendent's Organizational Chart for the Operations Division will not align the District in executing its priorities and achieving the Strategic Plan Goals.

Background/History
The Superintendent makes recommended changes to the Organizational Chart, with the intent to better position the District in executing its priorities and achieving the Strategic Plan Goals. The Compensation Department provided the respective labor representatives with copies of the revised job description for review. Applicable feedback received prior to the submission of this item was incorporated where appropriate.

Alignment to 2027 Goals and Guardrails
Business Operations

Measurable Outcome(s)/Return on Investment
The proposed new job description is a critical position that is responsible for serving as the primary point of contact with internal and external stakeholders regarding contract management, compliance, and related issues to ensure the Facilities Department consistently delivers high-quality, cost-effective, and timely school facility improvements aligned with the District's goals.

Financial Impact
There is a financial impact of $148,903 to the Capital fund.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE:	Manager, Contract Administration
JOB CODE:	New
CLASSIFICATION:	Exempt
SALARY BAND:	C
BARGAINING UNIT:	ESMAB
REPORTS TO:	Director, or Designee
CONTRACT YEAR:	Twelve Months

POSITION GOAL:
Serve as the primary point of contact with internal and external parties in relation to contract management, contract compliance and related issues to ensure the consistent delivery of cost effective and timely school facility improvements of the highest quality consistent with the District's goals.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Manager, Contract Administration shall carry out the performance responsibilities listed below.

- Manage the preparation and revision of contracts that involve the purchase of sale of goods and services.
- Provide outstanding customer service and use positive interpersonal communication skills.
- Oversee proposal planning and administration of contracts and support the negotiation of terms and conditions.
- Prepare contract briefs and revisions summarizing contractual requirements and budgets.
- Monitor and review contract and agreement documents, and notify Director, Construction regarding required adjustments.
- Prepare contract change notices, monitor contractor and vendor performance, including the reporting and status of contractor and vendor, and owner deliverables.
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
- Prepare and disseminate information to appropriate employees regarding contract status, facilitate contractor and vendor meetings.
- Develop and implement a workflow process that effectively and efficiently procures contracts and authorizes services and the delivery of goods for the District.
- Perform closing activities, analyze and mitigate risk as needed.
- Provide contract summaries and ensure contract execution in accordance with School Board policy.
- Monitor and review contract and agreement documents and notify appropriate director regarding required adjustments so that all contracts comply with all Board Policies and State regulations.
- Review and provide recommendations to the Director, Construction on all formal solicitations.
- Provide routine reviews of specifications for goods, scope of work for services and statements of work for complex projects.
- Ensure appropriate performance standards, quality, delivery, life cycle cost and warranty are identified in formal one and two-step solicitations.
- Ensure compliance with Board rules and applicable federal laws and regulations.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

DRAFT

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited educational institution with major course work in legal, business, accounting or related field required.
- A minimum of five (5) years of experience and/or training, within the last ten (10) years, in the field related to the title of the position.
- Experience in legal contracts administration, budget management and common project delivery methods in construction required.
- Excellent communication skills and strong attention to detail.
- Must exhibit a solid understanding of contracting principles, practices, rules, regulations and procedures of governmental agencies required.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution with major course work in legal, business, accounting or related field preferred.
- A minimum of seven (7) years of experience and/or training, within the last ten (10) years, in the field related to the title of the position is preferred.
- Florida Certified Contract Manager preferred. Demonstrated experience managing a similar function in an educational institution preferred.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works extensively with District and consultant staff, Procurement, Budget and Legal Department staff, and occasionally school administration to ensure the design work leads to high quality improvements to each and every school within the District.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

DRAFT