

Resolution 2019-20: 35
RSMP Program Coordinator

By Board Member

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB” or “Board”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the authorizing legislation for Phase 2 of the Rochester Schools Modernization Program (“RSMP”) was signed into law by the Governor of the State of New York on December 17, 2014; and

WHEREAS, the amended Act authorized up to 26 projects in Phase 2 of the RSMP including a District Wide Technology program which involves technology upgrades and infrastructure work at several of the possible projects; and

WHEREAS, the Chair has determined a need for a Program Coordinator to assist the RJSCB and Chair in the management and operations of the RSMP; and

WHEREAS, the Chair believes that it is in best interest of the public, the Board and the RSMP to hire a Program Coordinator to provide Program Coordinator Services; and

WHEREAS, the Chair, RJSCB’s general counsel and the Independent Compliance Officer (“ICO”) have prepared a position description for Program Coordinator, a copy of which has been provided to the full Board; and

WHEREAS, the ICO has reviewed compensation packages for positions that are comparable to the Program Coordinator position and has prepared a suggested compensation range for the Program Coordinator position, a copy of which has been provided to the full Board; and

WHEREAS, the RJSCB conducted a search for a Program Coordinator to perform the Program Coordinator Services, using a process that included posting the position on job boards and portals, creating a selection committee (“Selection Committee”) to review submissions and conduct interviews of candidates; and

WHEREAS, the Selection Committee has reviewed the submissions received by August 19, 2019 per the deadline stipulated in the solicitation for applicants for the Program Coordinator position and has identified 5 potential candidates for the position, a copy of which has been provided to the full Board; and

WHEREAS, the Chair, in conjunction with the Selection Committee, desires to conduct interviews and select from the identified candidates a finalist for the Program Coordinator position; and

WHEREAS, the RJSCB, at its meeting on September 9, 2019, considered and discussed the recommendations from the Chair to hire a Program Coordinator, interview applicants for the position, select a finalist for the position, and negotiate, execute and deliver a contract consistent with the terms approved by the RJSCB.

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby determines that it is in the best interest of the public, the Board and the RSMP to hire a Program Coordinator; and
2. The RJSCB hereby approves the position description for Program Coordinator, Rochester Joint Schools Construction Board prepared by the Chair, RJSCB's general counsel and the ICO; and
3. The RJSCB hereby approves the compensation package range for the Program Coordinator position prepared by the ICO; and
4. The RJSCB Chair, in conjunction with the Selection Committee, is hereby authorized to conduct interviews and select a finalist for the Program Coordinator position from the group of potential candidates that have been identified to the Board by the Selection Committee; and
5. The RJSCB Chair is hereby authorized to formally offer the position of Program Coordinator to the selected finalist, negotiate a contract with the finalist to provide Program Coordinator Services consistent with the terms approved by the RJSCB; and
6. The RJSCB Chair is hereby authorized, in the name and on behalf of the RJSCB, to approve, execute and deliver (his signature thereon being conclusive evidence of such approval) an Agreement with the finalist for the Program Coordinator position to provide Program Coordinator Services that are consistent with this approval and in an acceptable form to the RJSCB Chair, upon the advice of the ICO, and the RJSCB's general counsel.

Second by