

Office of Superintendent of Schools
Board Meeting of May 17, 2000

May 2, 2000

Office of School Board Attorney
Johnny Brown, Board Attorney

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: FINAL READING
6Gx13- 8C-1.15, AGENDA--REGULAR AND SPECIAL MEETINGS**

The School Board of Miami-Dade County, Florida, announced on March 15, 2000, its intention to amend School Board Rule 6Gx13- 8C-1.15, Agenda--Regular and Special Meetings, at the meeting of May 17, 2000.

The Notice of Intended Action was published in the *Miami Daily Business Review* on March 20, 2000, posted in various places for public information, and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are copies of the Notice of Intended Action and the amended rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended School Board Rule 6Gx13- 8C-1.15, Agenda--Regular and Special Meetings, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective May 17, 2000.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on March 15, 2000, its intention to amend School Board Rule 6Gx13- 8C-1.15, Agenda--Regular and Special Meetings, at its meeting of May 17, 2000.

PURPOSE AND EFFECT: To amend the School Board Rule to reflect the current practice that changes to the published agenda comply with statutory requirements by providing that a change shall be made only for good cause, as determined by the Chair and stated in the record.

SUMMARY: School Board Rule 6Gx13- 8C-1.15, establishes procedures for the preparation and distribution of the School Board Agenda for regular and special meetings in accordance with the requirements of the State of Florida Administrative Procedure Act.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(20) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 120.525(2); 230.23005(10) F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING OF May 17, 2000, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1) F.S., must do so in writing by April 10, 2000, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Dr. Henry C. Fraind
Supervisor: Mr. Roger C. Cuevas
Date: February 29, 2000

School Board--Methods of Operation**AGENDA--REGULAR AND SPECIAL MEETINGS**

- I. Responsibility for Preparation and Distribution of the Board Agenda
 - A. The Superintendent of Schools shall be responsible for the preparation and distribution of the agenda for regular and special meetings of the Board. The agenda shall contain, in order of presentation, a listing of each subject and, if appropriate, the recommendation(s) for each item to be considered by the Board.
 - B. On occasion, holder agenda items may need to be developed in preparation of the agenda when there is insufficient information to provide a full description of the action being proposed. Holder agenda items shall describe in as much detail as possible, the purpose, and the intent of the item.
 - C. The agenda for each Board meeting shall be prepared and distributed in accordance with the requirements of the State of Florida Administrative Procedure Act.

- II. Publication of the Agenda for Regular and Special Meetings

The Administrative Secretary to the Board, designated by and under the direction of the Superintendent of Schools, shall be responsible for publication of the agenda for regular and special meetings.

- A. The agenda for a regular meeting shall be published at least seven (7) days prior to the meeting.
- B. The agenda for a special meeting of the Board shall be prepared upon the calling of the meeting and shall be distributed as widely as practical at least 48 hours prior to the meeting.

- III. Items Board Members Wish to Include in the Agenda

Board members who have items, including resolutions, which they wish to have considered at regular Board meetings should submit such items to the Superintendent of Schools for inclusion in the agenda at least nine (9) calendar days prior to a regular Board meeting.

IV. Changes in the Agenda

The agenda shall contain the items to be considered, in the order of presentation. After the agenda has been ~~distributed~~ made available, a change shall be made only for good cause, as determined by the Chair, and ~~with the cause~~ stated in the record. Notification of such change shall be at the earliest practicable time.

V. Distribution of the Agenda

A. To Members of The School Board of Miami-Dade County, Florida

The agenda of regular meetings shall be distributed to members of the Board and the student advisor at least seven (7) days in advance of the meeting date. Copies also will be made available to the administrative assistants to the members of the Board.

B. To Administrative Staff within the School System and Recognized Employee Organizations

The Superintendent of Schools shall determine the administrative staff of the school system to whom the agenda for regular and special meetings of the Board will be distributed in advance of the meetings.

The Superintendent of Schools shall distribute the agenda to employee organizations as provided for in the collective bargaining agreements with approved bargaining units.

C. To Individuals and Organizations Outside the School System

1. A copy of the agenda may be examined and/or obtained by an interested person at the Citizen Information Center after the agenda is published.

For news media representatives, the County Council PTA/PTSA Executive Board, the Miami-Dade County Association of Student Government Presidents, and other governmental education-related community agencies, copies of the agenda will be made available to them in the most efficient manner at no cost through the Citizen Information Center. The approved distribution shall be coordinated by the Office of

Deputy Superintendent of Schools. Requests for other distribution may be made by the Superintendent of Schools or any Board member.

2. A copy of the agenda also will be available at the Citizen Information Center, the Region Offices and selected Adult Education Centers for the public's examination prior to and during Board meetings.
3. The agenda will be available via the Internet and may be accessed via the M-DCPS home page at <http://dcps.dade.k12.fl.us>.

VI. Distribution of Supplemental Materials and Documents to the Agenda

A. To Members of The School Board of Miami-Dade County, Florida

Prior to each meeting of the Board, the Superintendent of Schools will distribute to each Board member and the student advisor supporting materials and documents prepared to accompany the items which are included on the agenda. This document, containing recommendations and reports, will be made available to members of the Board as soon as possible following distribution of the agenda but no less than three (3) days in advance of the meeting unless unforeseen circumstances prevent this from being done. Copies of the supporting materials and documents also will be made available to the administrative assistants to the members of the Board.

B. To Administrative Staff within the School System and Recognized Employee Organizations

The document containing supplemental materials to the agenda will be distributed to the administrative staff of the school system as determined by the Superintendent of Schools. The Superintendent of Schools shall distribute this document to employee organizations as provided for in the collective bargaining agreements with approved bargaining units.

The distribution of this document, though, shall be kept to an absolute minimum because of the expense involved in preparing copies of all documents and materials.

- C. For news media representatives, the County Council PTA/PTSA Executive Board, the Miami-Dade County Association of Student Government Presidents, and other governmental and education-related community agencies, copies of the supplemental materials will be made available to them in the most efficient manner at no cost through the Citizen Information Center. The distribution of these materials shall be kept to an absolute minimum because of the expense involved in preparing copies of all documents and materials.

A copy of these materials will be available at the Citizen Information Center for public examination prior to and during Board meetings.

Specific Authority: 230.22(2); 230.23(~~4720~~) F.S.

Law Implemented, Interpreted, or Made Specific: 120.525(2); 230.23005(10) F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Technical Change: 5-1-98

Amended: 7-26-78; 12-13-96; 10-20-99

School Board–Comprehensive Districtwide Planning**COMPREHENSIVE DISTRICTWIDE PLANNING**

Strategic planning is the systematic process of specifying the goals and objectives of the school system, determining the present attainment of those goals, and then selecting strategies to reduce the discrepancies. The major emphasis of the district's planning system shall be the achievement by all students of state and local goals and performance standards.

The **District Strategic Plan**, ~~developed annually~~, is the basis for focusing all aspects of the district school system toward the accomplishment of identified goals. The plan shall provide the system's annual and long-range plans for improvement over the next five years. The plan shall be sufficiently broad to address the system's major plans for improvement in meeting both the student needs and the management needs of the system. In addition, the plan shall be responsive to the requirements of Florida's High-Quality Education System of School Improvement and Accountability.

Pursuant to these requirements, the district school board is responsible for school and student performance and for maintaining the system of school improvement and accountability, including:

- establishing an Educational Excellence School Advisory Council for each school in the district, composed of the principal, teachers, an education support employee, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the school and who are selected from a list of nominees submitted by the school;
- developing a process for approval of school improvement plans;
- annually approving and requiring implementation of new, amended, or continuing school improvement plans;
- developing for each school that does not make adequate progress as defined by the ~~Florida Commission on Education Reform and Accountability~~ State Board of Education a ~~three~~two-year plan of increasing individualized assistance and intervention;
- notifying the State Board of Education ~~and the Florida Commission on Education Reform and Accountability~~ in the event ~~that~~ any school does not make adequate progress by the ~~end of three consecutive years of district assistance and intervention~~;

- providing public information regarding the performance of students and educational programs;
- providing funds to schools for developing and implementing school improvement plans; and
- reporting on the progress of maintaining and implementing the system of school improvement and accountability.

To ensure the implementation of the **District Strategic Plan**, all schools shall develop a School Improvement Plan with specific measurable objectives. The objectives for school improvement shall relate directly to the statewide goals and related performance standards. In turn, the individual School Improvement Plans shall serve as the basis for region and district level priorities and shall be coordinated with the performance planning and appraisal process.

The accomplishment of the system's goals cannot occur without extensive involvement and cooperation of those closest to the students at each individual school: administrators, teachers, other school staff, parents, students, and community representatives. The strategic planning process shall emphasize a system of school-based planning and management which is directed toward the achievement of state and local goals as well as the accomplishment of objectives unique to each school.

The Office of Educational Evaluation and Research shall coordinate the comprehensive planning process for the District, including monitoring progress on the status of accomplishment of the District Strategic Planning Goals and Indicators specified in the **District Strategic Plan**. The Office of Educational Planning shall coordinate the School Improvement Planning process for the District. **Promoting Continuous School Quality Improvement – 2000-2001 – A Manual for Implementing Florida's High-Quality Education System of School Improvement and Accountability in Miami-Dade County Public Schools** is incorporated by reference herein and made a part of this Board Rule. Copies of this plan are on file in the Board Office, Office of the School Board Clerk, in Office of Board Recording Secretary, the Citizen Information Center, and in each school.

Specific Authority: 230.22(2); 230.23 (17-20) F.S.

Law Implemented, Interpreted, or Made Specific: 229.555(1); 229.57; 229.58; 229.591; 229.592; ~~229.594~~; 230.23(3), (16) and (17); 230.33(5) and (23); 236.02(7) F.S.; and Rule 6A-1.09981 FAC

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 10-3-84

Amended: 10-2-85; 10-1-86; 12-9-87; 11-2-88; 10-18-89; 10-10-90; 1-8-92; 1-20-93; 3-19-97; 4-15-98; 3-17-99

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on March 15, 2000, its intention to amend Board Rule 6Gx13- 8D-1.01, Comprehensive Districtwide Planning, and the document, **Promoting Continuous School Quality Improvement – 2000-2001 – A Manual for Implementing Florida’s System of School Improvement and Accountability in Miami-Dade County Public Schools**, which is incorporated by reference and is a part of this rule, at its meeting of May 17, 2000.

PURPOSE AND EFFECT: To amend School Board Rule 6Gx13- 8D-1.01, Comprehensive Districtwide Planning, and the newly named document, **Promoting Continuous School Quality Improvement – 2000-2001 – A Manual for Implementing Florida’s High-Quality Education System in Miami-Dade County Public Schools**, which is incorporated by reference and made a part of this rule, in order to provide schools with the guidelines and procedures for developing their School Improvement Plans according to state and district requirements.

SUMMARY: School Improvement Plans are developed each year by individual schools. The manual referenced above provides schools with the direction needed to meet State Board of Education Rule 6A-1.09981 requirements.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(20) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 229.555(1); 229.57; 229.58; 229.591; 229.592; 230.23(3), (16) and (17); 230.33(5) and (23); 236.02(7) F.S.; 6A-1.09981 FAC

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Originator: Dr. Eduardo R. Rivas
Supervisor: Mr. Joseph H. Mathos
Date: February 29, 2000