

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: INITIAL  
READING 6Gx13-8C-1.23, SCHOOL BOARD COMMITTEE STRUCTURE**

At the School Board meeting of December 12, 2001, the School Board authorized the School Board Attorney to amend the subject rule in order to add language by giving the authority to designate a Chair to run the Committee meeting in the event of delay or absence of the Committee Chair, to establish the procedure for a meeting to be called if the Chair of the Committee does not call a monthly meeting and a member of the Committee wishes to have a meeting, and to delineate how speakers will address the committee.

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

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the amendment of Board Rule 6Gx13- 8C-1.23, School Board Committee Structure.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend School Board Rule 6Gx13- 8C-1.23, School Board Committee Structure.

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on January 16, 2002, its intention to amend Board Rule 6Gx13- 8C-1.23, School Board Committee Structure, at its meeting of March 13, 2002.

**PURPOSE AND EFFECT:** The revision to the Board Rule adds language to delineate the authority to designate a Chair to run the Committee meeting in the event of delay or absence of the Committee Chair; to establish the procedure for a meeting to be called if the Chair of the Committee does not call a monthly meeting and a member of the Committee wishes to have a meeting; and to clearly delineate how speakers will address the committee.

**SUMMARY:** The rule as amended is to strengthen the Board's role as policy-maker and provide the opportunity for Board members to formulate, review, analyze and deliberate policy recommendations prior to consideration by the full Board.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2); 230.23(22) F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 230.03(2); 230.22(2)(5); 230.23005(10) F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF March 13, 2002, 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 February 12, 2002, 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: Ms. Perla Tabares Hantman  
Date: January 7, 2002

School Board--Methods of Operation**SCHOOL BOARD COMMITTEE STRUCTURE****I. Objective**

The objective of the School Board Committee structure is to strengthen the Board's role as policy-maker and provide the opportunity for Board members to formulate, review, analyze and deliberate policy recommendations prior to consideration by the full Board.

**II. Establishment**

The School Board is authorized to designate standing committees in such number as it may deem necessary for the purpose of formulating, reviewing, analyzing and deliberating policy recommendations for particular organizational areas of the school system prior to consideration by the full Board. For initial implementation purposes, and subject to change or modification as deemed necessary by the Chair due to staff reorganization, nine committees are established with respect to the following organizational areas:

- A. Elementary and Secondary Education - considers matters related to curriculum, schools of choice, attendance services and assessment.
- B. School Operations - considers matters related to the regional, feeder pattern and school level operations of schools, attendance boundaries, transportation and food services.
- C. Personnel Management and Services - considers matters related to personnel, wage and salary administration, employee support programs, risk management and insurance.
- D. Federal Programs and Grants Administration - considers matters related to Title 1 and other federal programs and all grants administration matters.
- E. Financial Affairs - considers matters related to budget, finance, investments and procurement.
- F. Community and Alternative Education and Student Support Services - considers matters related to adult, vocational and community education/services, exceptional education, alternative education and media programs.

- G. **Management and Accountability** - considers matters related to accountability, auditing, educational evaluation, facilities compliance, equal educational opportunity and school safety and police.
- H. **Facilities Planning and Construction** - considers matters related to construction, maintenance, property acquisition, development, growth management and governmental relations.
- I. **District Office Operations, Labor Relations and Legislative Programs** - considers matters related to district office operations, internal management, information services, energy management, safety, information technology, collective bargaining and legislative policy.

### III. Membership

- A. Each Committee will be composed of three Board members, appointed by the Chair of the Board. The Chair of the Board shall also designate the Chair of each Committee from the three members who are serving. Each Board member will chair one Committee.
- B. Committee appointees will serve for one year.
- C. Any Board member may attend any or all Committee meetings; however, only the three appointed members of a Committee are empowered to vote.

### IV. Powers

- A. The Chair of each Committee will call meetings of the Committee and, in collaboration with the appropriate staff liaison, will establish the agenda for each Committee meeting.
- B. The Committee may consider agenda items or matters being presented by staff to the full Board for consideration, unless such matters are not appropriate for such review. The Committee may consider other issues within the given organizational area which the Committee Chair believes should be addressed.
  - 1. Matters which are not appropriate for Committee review include the Superintendent's personnel recommendations, employee disciplinary matters, matters to be considered in Executive Session and any other matters which the full Board deems inappropriate for Committee review.

2. The annual budget may be considered by the Financial Affairs Committee, at the discretion of the Committee Chair, prior to consideration by the full Board. Should the Committee Chair choose to call a Committee meeting to review the annual budget, such meeting will be held in a budget workshop format and all Board members will be invited to attend and participate.
  - C. Each Committee is authorized to invite public officials, public employees or private individuals to appear before the Committee for the purpose of obtaining information.
  - D. For any matter which will be considered by the full Board, the Committee may make one of the following recommendations:
    1. approval
    2. disapproval
    3. approval with modification
    4. forward to full Board with no recommendation
  - E. In the absence of a quorum, all Board agenda items scheduled to be considered by the Committee will be forwarded to the full Board with no recommendation.
  - F. In the event that the Chair of a Committee is unavailable for a scheduled Committee meeting, either remaining member by agreement of the membership may serve as Chair of the Committee meeting.
  - F.G. Once considered by Committee, agenda items and matters to be considered by the full Board will be forwarded to the full Board with the Superintendent's recommendation. The full Board will also be advised of the Committee's recommendation in a manner to be determined by the Committee Chair.
- V. Staff Liaison and Resource Persons

The Superintendent of Schools shall designate at least one staff liaison to each Committee, who will be responsible for staff support, including the notification of meetings, preparation of agendas, documentation of meetings and development of reports and data for use of the Committee, as required.

Committee requests for reports, data and information requiring monetary expenditures or excessive use of staff time and resources must be first authorized by the full Board.

## VI. Miscellaneous

- A. Scheduling - each Committee will meet as often as necessary, as determined by the Committee Chair, but not more than once per full Board meeting or twice per month, unless warranted by special circumstances.

In the event that a monthly meeting is not called by the Committee Chair, a member of the Committee who wishes to convene a meeting may request the meeting through the Chair of the Committee, who shall then schedule the meeting in accordance with the notice provisions of the Sunshine Law.

- B. Sunshine Law - all Committee meetings shall be conducted in accordance with the Sunshine Law.
- C. Quorum - the presence of two or more members of a Committee shall constitute a quorum for voting purposes.
- D. Speakers - ~~the Committee Chair will determine if and in what manner speakers will be heard on an item before the Committee~~ a place on the Committee agenda shall be reserved for public input and participation.
- E. Rules of Order - Roberts Rules of Order will govern Committee meetings.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 230.03(2); ~~F.S.~~ 230.22(2) ~~F.S.~~; ~~230.22(5)~~; 230.23005(10) F.S.

History

New: 12-10-97

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA