

Office of Superintendent of Schools  
Board Meeting of March 17, 2004

March 3, 2004

Office of School Board Attorney  
Johnny Brown, School Board Attorney

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

**COMMITTEE:        LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND  
PERSONNEL SERVICES**

The School Board of Miami-Dade County, Florida, announced on February 11, 2004, its intention to amend School Board Rule 6Gx13- 8C-1.23, School Board Committee Structure, to establish which agenda items scheduled for regular School Board meetings should be taken to the appropriate committee for discussion, at the meeting of March 17, 2004.

The Notice of Intended Action was published in the *Miami Daily Business Review* on February 17, 2004, posted in various places for public information and mailed to various organizations representing persons affected by the new 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 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.

**RECOMMENDED:**            That The School Board of Miami-Dade County, Florida, adopt amended School Board Rule 6Gx13- 8C-1.23, School Board Committee Structure, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective March 17, 2004.

**C-24**

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on February 11, 2004, its intention to amend Board Rule 6Gx13- 8C-1.23, School Board Committee Structure, at its meeting of March 17, 2004.

**PURPOSE AND EFFECT:** The amendment to the Board Rule establishes which agenda items scheduled for regular School Board meetings should be taken to the appropriate committee for discussion.

**SUMMARY:** The rule strengthens the Board's role as policy-maker and provides the opportunity for Board members to formulate, review, analyze and deliberate policy recommendations prior to consideration by the full Board at the regular School Board meeting.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1001.32(2); 1001.41(2)(5); 1001.43(10) F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF March 17, 2004, 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 March 9, 2004, 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 to the public for inspection and copying at cost in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Perla Tabares Hantman  
Date: January 28, 2004

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. Subject to change or modification as deemed necessary by the Chair, ~~due to staff reorganization~~, four committees are established with respect to the following organizational areas:

- A. Education and School Operations - considers matters related to prekindergarten through secondary curriculum and instruction, schools of choice, educational planning and assessment, exceptional student education, student services, school operations and attendance services and boundaries; federal programs, Title I and all grants administration; adult, vocational, and alternative education and community schools and services; accountability, educational evaluation and research, educational facilities compliance, professional standards, equal educational opportunity and diversity compliance, police and district security and safety, and community services.
- B. Business and Financial Services - considers matters related to budget, financial investments, procurement, risk and benefits management, information technology, facilities maintenance, plant operations, energy management, transportation, food services and building operations.
- C. Facilities Management - considers matters related to real property and land acquisition, development, growth management and governmental relations, facilities planning and construction.

- D. Legislative Relations, Public Relations and Personnel Services - considers matters related to the School Board's legislative policies and programs, strategic planning, policy development and rulemaking; personnel, wage and salary, human resources, leave and retirement, employee support programs, teacher education certification; media communications, public relations, information and marketing, and labor relations.

### III. Membership

- A. The Chair of the Board will serve as a non-voting ex-officio member of each Committee. Each Committee will be composed of four Board members, appointed by the Chair of the Board. The Chair of the Board shall also designate the Chair and Vice Chair of each Committee from the four members who are serving. Each Board member other than the Chair of the Board will serve on two Committees.
- B. Committee appointees will serve for one year, with the Chair and Vice Chair exchanging positions after six months.
- C. Any Board member may attend any or all Committee meetings; however, only the four 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 names of candidates recommended by the Superintendent's for assignment, transfer, or appointment 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. Matters relating to personnel reorganizations shall be governed by the provisions of School Board Rule 6Gx13- 4A-1.15, Assignment, Transfer, and Appointment – Administrative Positions.

23. The annual budget may be considered by the Business and Financial Services 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. The presence of two or more members of a Committee shall constitute a quorum for voting purposes. 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 a monthly meeting is not called by the Committee Chair, the Vice Chair or 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. No scheduled Committee meeting shall be canceled if any member of the Committee wishes to convene the meeting.
- F G. In the event that the Chair of a Committee is unavailable for a scheduled Committee meeting, the Vice Chair will serve as Chair. In the event the Chair and Vice Chair are unavailable, either remaining member by agreement of the membership may serve as Chair of the Committee meeting.
- G H. 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 by tape recording and development of reports and data for use of the Committee, as required. The staff liaison shall prepare minutes of Committee meetings in a uniform format and transmit them to the full Board prior to each regularly scheduled Board meeting. 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 - The Committee meetings addressing the monthly School Board agenda shall occur after the publication of the official agenda and prior to the regularly scheduled monthly School Board meeting. The Chair of each Committee is responsible for scheduling the Committee meeting.

~~In the event that a monthly meeting is not called by the Committee Chair, the Vice Chair or 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. Agenda items from the Superintendent or staff shall include the name of the appropriate Committee where the item will be discussed. Board members' agenda items shall include the name of the Committee where the item will be discussed. For convenience, Board members may take an agenda item to a Committee to which they belong.
- B C. Sunshine Law - all Committee meetings shall be conducted in accordance with the Sunshine Law. (Chapter 286, Florida Statutes)
- ⊖ D. Speakers - a place on the Committee agenda shall be reserved for public input and participation.
- ⊖ E. Rules of Order - Robert's Rules of Order will govern Committee meetings.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.  
Law Implemented, Interpreted, or Made Specific: 1001.32(2); 1001.41(2)(5); 1001.43(10)  
F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 12-10-97

Amended: 3-13-02; 6-19-02; 10-22-03