



)

)

)

**School Board--Methods of Operation****BOARD MEETINGS--DATE, TIME AND PLACE****I. Notice of Meetings**

The School Board will give notice of date, time, place, and general subject matter of meetings, hearings and workshops in the manner provided by the Florida Administrative Procedure Act.

**II. Organizational Meetings**

An organizational meeting of the Board shall be held on the third Tuesday after the first Monday in November each year. The time for convening this meeting shall be determined by the Board. This meeting shall be held in the Board meeting room (auditorium), School Board Administration Building, Miami, Florida.

**III. Regular Meetings**

Regular meetings of the Board shall be held in accordance with a schedule of official regular meetings for each year adopted by the Board. These meetings shall be held at 1:00 p.m. in the Board meeting room (auditorium), School Board Administration Building, Miami, Florida. Any change in the date or time for these meetings shall be by action of the Board.

**IV. Special Meetings**

Special meetings of the Board may be held as necessary. These meetings shall be held in the Board meeting room (auditorium), School Board Administration Building, Miami, Florida, except that when due public notice is given, such special meetings may be held at any appropriate public place in the county. In this instance, due public notice means publication in a newspaper of general circulation.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.15; 230.16; 230.17 F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Technical Changes: 10-23-96



## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 13, 2005, its intention to repeal School Board Rule 6Gx13- 8C-1.10, Special Board Meetings, at its meeting of August 17, 2005.

**PURPOSE AND EFFECT:** To repeal School Board Rule and incorporate comparable language into School Board Rule 6Gx13- 8C-1.101, Types of Meetings – Notice Requirements and Procedures for Publication, for clarity and consolidation.

**SUMMARY:** School Board Rule 6Gx13- 8C-1.10, Special Board Meetings, will be repealed in its entirety in order to incorporate comparable language into School Board Rule 6Gx13- 8C-1.101.

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

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 230.16 F.S.

} Revised  
subsequent  
to Initial  
Reading on  
7/13/05

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 17, 2005, 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 provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so, in writing, by August 8, 2005, 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 Statute).

A COPY OF THE PROPOSED REPEALED 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: July 11, 2005



**School Board--Methods of Operation****SPECIAL BOARD MEETINGS****I. Procedures for Calling**

Special meetings of the Board may be called by the Superintendent of Schools or by the Superintendent of Schools upon request of the Board Chair or upon a request of a majority of the members of the Board.

In the event the Superintendent of Schools should fail to call a special meeting when requested to do so, such a meeting may be called by the Board Chair or by a majority of the members of the Board by giving two (2) days' written notice of the time and purpose of the meeting to all members and to the Superintendent of Schools, in which event the minutes of the meeting shall set forth the facts regarding the procedure in calling the meeting and the reason therefor, and shall be signed either by the Chair or by a majority of the members of the Board.

**II. Agenda**

The agenda for special meetings shall be announced in the call for such meetings but not less than 48 hours prior to the meeting. The agenda shall be prepared in writing and distributed in advance of the meeting to Board members and to the news media, where time permits. Topics for conference-type discussions at special meetings shall be proposed by Board members and the Superintendent of Schools for inclusion in the agenda.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.16 F.S.

**History:** THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 12-12-76

Technical Changes: 10-23-96





## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 13, 2005, its intention to repeal School Board Rule 6Gx13- 8C-1.14, Board Meetings – Conference-Type Discussions, at its meeting of August 17, 2005.

**PURPOSE AND EFFECT:** To repeal School Board Rule and incorporate comparable language into School Board Rule 6Gx13- 8C-1.101, Types of Meetings – Notice Requirements and Procedures for Publication, for clarity and consolidation.

**SUMMARY:** School Board Rule 6Gx13- 8C-1.14, Board Meetings – Conference-Type Discussions, will be repealed in its entirety in order to incorporate comparable language into School Board Rule 6Gx13- 8C-1.101.

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

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 230.16 F.S.

} Revised  
subsequent  
to Initial  
Reading on  
7/13/05

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 17, 2005, 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 provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so, in writing, by August 8, 2005, 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 Statute).

A COPY OF THE PROPOSED REPEALED 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: July 11, 2005



**School Board--Methods of Operation**

**BOARD MEETINGS--CONFERENCE-TYPE DISCUSSIONS**

Occasionally it is desirable for the Board and the Superintendent of Schools to hold conference-type discussions to provide for information and consideration of all aspects of topics of vital concern to the school system. The Superintendent of Schools may request that members of his staff be involved in such discussions.

When a need for conference-type discussion arises, such discussions may be scheduled at regular or special meetings of the Board.

**REPEAL**

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.16 F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Amended: 11-6-96



## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 13, 2005, its intention to promulgate new School Board Rule 6Gx13- 8C-1.031, District Advisory Committee Meetings Notices/Announcements and Procedures for Publication, at its meeting of August 17, 2005.

**PURPOSE AND EFFECT:** The new School Board Rule establishes uniform procedures for District personnel to post notices/announcements and procedures for publication of any meetings in which authority has been delegated to make recommendations that may result in any foreseeable action by the School Board:

**SUMMARY:** To establish uniform procedures for District personnel to post notices/announcements and procedures for publication of any meetings in which authority has been delegated to make recommendations that may result in any foreseeable action by the School Board.

**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:** Chapter 119; 286.011; 1001.452, F.S. } Revised subsequent to initial reading on 7/13/05

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 17, 2005, 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 provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by August 8, 2005, 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 NEW 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: June 29, 2005

)

)

)

Methods of Operation**DISTRICT ADVISORY COMMITTEE MEETING NOTICES/ANNOUNCEMENTS  
AND PROCEDURES FOR PUBLICATION**

The Board encourages the Superintendent of Schools and administrative staff to provide for the creation of appropriate organizations such as councils, cabinets, and committees that will foster good communications with the community, parents, and staff and support the attainment of the District's objectives.

**I. Purpose**

The purpose of this rule is to ensure that district advisory committee meetings (i.e., meetings in which authority has been delegated to make recommendations that may result in any foreseeable action by the School Board) comply with Florida's Government-in-the-Sunshine Law, other applicable laws, and District rules.

All district advisory committee and sub-committee meetings, including School Board Committee meetings, will be held in open public sessions and all materials made in connection with official business of these meetings and not exempt from disclosure pursuant to Florida Statutes are open for public inspection, pursuant to Florida's Government-in-the-Sunshine and Public Records Laws, Chapters 286.011 and 119, Florida Statutes.

District Advisory Committees, Attendance Boundary Committees, Educational Excellence School Advisory Councils (EESACs), School Board Committees, and all other committees that advise the Board are to use the following procedures for publication and posting of the District's meeting announcements.

**II. Procedures for Posting Notices/Announcements and Publication of District Advisory Committee Meetings**

A notice of a meeting at a location other than the School Board Administration Building (SBAB) must be posted in a public area, such as a school lobby, where interested persons will see it at least five working days before the meeting is to take place. In order to ensure that all district advisory meetings and sub-committee meetings, including School Board Committee meetings, are properly noticed at the School Board Administration Building and on the District's web site, each meeting must be posted electronically to the School Board's

Citizen Information Center at least five working days prior to the meeting. **Please note that a district-recognized holiday will not count as one of the five days.** The day of posting will count as the first of the five days so long as the notice is posted before 10 a.m. The day of the meeting will count as the fifth day if the meeting is held after 4:30 p.m. Such a notice must include reference to the meeting's subject. If one exists, a copy of the agenda for the meeting must be provided to the School Board's Citizen Information Center (SBAB Room 158, FAX 305-995-1151, Work Location No. 9043).

To post a notice of a meeting:

1. Go to the District's web site: <http://www.dadeschools.net>
2. Click on Meetings.
3. Click on Post a Meeting.
4. Type information as prompted by the system. Be sure to take note of the meeting number and password assigned; these will be necessary in case of a future need for revision or cancellation of the meeting. Provided the electronic meeting announcement is in compliance (i.e., the announcement is complete and it has been received in the Citizen Information Center five working days prior to the meeting.), the electronic posting will be approved, a hard copy will be printed and posted at the School Board Administration by staff in the Citizen Information Center, and the meeting announcement will be posted on the District's Web site.
5. An automated email notification will be sent, to the email address that was entered when the meeting was posted, to confirm or reject the posting of the meeting announcement. Provided the meeting was approved, upon receipt of the email notification, the meeting announcement should be printed and posted at the worksite. A link will be included on the confirmation email.
6. If for any reason, such as technical difficulties, the above-listed procedures cannot be followed, contact the School Board Administration Building's Citizen Information Center for advice. The Citizen Information Center may be reached at the following telephone number: (305) 995-1128.



- III. Cancellations of meetings must also be posted. As soon as the cancellation of a meeting is determined, it is important that the cancellation be electronically posted. To cancel a meeting, locate the meeting on the District's Web site, and use the password provided at the time of posting. Upon receipt of the email confirming cancellation, the hardcopy of the notice of cancellation should be printed and used to replace or cover the original meeting announcement at the work location.

A User Guide detailing the electronic posting process is available at: <http://ehandbooks.dadeschools.net>

IV. Additional Legal Guidelines and Requirements

1. Minutes of all meetings must be kept.
2. The following statement should appear on every notice of a meeting:

"If a person wishes to appeal any decision made with respect to any matter considered at this meeting (hearing), such a person should ensure the preparation of a verbatim record of the proceedings including the testimony and evidence upon which the appeal is to be based."

3. Committees should conduct some form of vote on all substantive issues that are to be recommended to the School Board.
4. No meeting may be held at any facility or location that discriminates on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability, or economic status or that operates in such a manner as to unreasonably restrict public access to such a facility.

5. The following access statement must appear on every notice of a meeting:

"If you have a disability that requires an accommodation, you may call the individual listed as the Contact Person for the above-posted meeting or call the Telecommunications Device for the Deaf (TDD) at (305) 995-2400. Requests for accommodations or assistance must be made at least 48 hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter or meeting materials, the request for assistance must be made at least five (5) days in advance."Should you have any questions or concerns regarding compliance with the Americans with Disabilities Act (ADA), you should contact the Division of Facilities ADA Compliance, at (305) 995-4650.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10), F.S.  
Law Implemented, Interpreted, or Made Specific: Chapter 119; 286.011; 1001.452, F.S.

History  
New:

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA