

Ms. Perla Tabares Hantman, Vice Chair

**SUBJECT:                    GUIDELINES FOR THE TIMELY DISTRIBUTION OF  
INFORMATION TO SCHOOL BOARD MEMBERS PRIOR  
TO SCHOOL BOARD ACTION**

**COMMITTEE:                INNOVATION, EFFICIENCY & GOVERNMENTAL  
RELATIONS**

**LINK TO DISTRICT  
STRATEGIC PLAN:        IMPROVE QUALITY AND TIMELINESS OF PRODUCTS  
AND SERVICES DELIVERED**

District School Boards are required by Florida law, State Board of Education rules and local School Board rules to perform certain enumerated duties, including those duties involving the preparation and adoption of the annual School District budget, the establishment, classification and deletion of personnel positions and the approval of School District reorganizations, restructurings, downsizings and reductions in force.

In order to faithfully fulfill the duties required in a thorough and appropriate manner, School Board members must be provided with all necessary information, backup documentation and agenda related material in a timely manner from the Superintendent and his administrative staff.

Accordingly, the School Board, in conformity with Florida law, receives an agenda, complete with the component agenda items, seven days in advance of a regularly scheduled School Board meeting. However, in certain instances, the agenda item is revised thereafter and/or the attendant documentation and backup materials are not provided to the School Board members sufficiently in time for adequate review and understanding.

This agenda item proposes that the School Board require that the Superintendent provide finalized agenda items and all relevant agenda related material and backup documentation prior to the regularly scheduled dates and times for the School Board Committee meetings or on the Monday preceding the regularly scheduled School Board meeting, whichever is earliest, and further provides that agenda items not in compliance with this policy shall only be heard at the regularly scheduled School Board meeting if good cause is determined by the vote of the majority of the appropriate Committee members.

This agenda item additionally proposes that the School Board Attorney amend School Board Rule 6Gx13-8C-1.23, the School Board Committee Structure Board rule, in accordance with the above outlined policy requirements. Additionally, this agenda item also recommends that the School Board Attorney amend School Board Rule 6Gx13-4A-1.15, Assignment, Transfer and Appointment – Administrative Positions, to include not only district or personnel reorganizations but all other such restructurings, downsizings and reductions-in-force agenda items and to require that the timelines associated with providing all pertinent backup documentation be set forth in the amendment to the rule and further that the rule be amended to require employee names to be set forth in the agenda item. Finally, this item recommends that the School Board attorney review any other School Board rules, including those regarding the School Board agenda, to reflect these requirements.

**ACTION PROPOSED BY SCHOOL BOARD**

**VICE CHAIR PERLA TABARES HANTMAN:** That The School Board of Miami-Dade County, Florida:

1. direct the Superintendent to provide finalized agenda items and all relevant agenda related material and backup documentation prior to the regularly scheduled dates and times for the School Board Committee meetings or on the Monday preceding the regularly scheduled School Board meeting, whichever is earliest;
2. direct the School Board Attorney to amend School Board Rules 6Gx13-8C-1.23, School Board Committee Structure, 6Gx13-4A-1.15, Assignment, Transfer and Appointment – Administrative Positions, and review any other School Board rules, including those dealing with the School Board agenda, in accordance with all policy requirements outlined in this agenda item, by the July 15, 2008 School Board meeting.