

Office of School Board Attorney  
Walter J. Harvey, School Board Attorney

**SUBJECT:** INITIAL READING: PROPOSED AMENDMENT OF POLICY 6480,  
*EXPENDITURES*

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

**LINK TO STRATEGIC  
FRAMEWORK:** SCHOOL/DISTRICT LEADERSHIP

Pursuant to Agenda Item H-3 ("Board Memberships") presented by Ms. Perla Tabares Hantman, Board Chair, at the August 7, 2013, Board meeting, the Board directed the School Board Attorney to provide guidelines related to the types of professional, educational, and community-based organizations for which membership fees and/or dues may be an appropriate expenditure from Board member office funds. Currently, Board Policy 6480, *Expenditures*, which applies to Board members, employees and school sites, restricts the use of District general funds to professional organization membership unless the Superintendent deems a membership to be in the best interest of the District. This item requests approval to amend the policy to allow guidelines to be developed and approved by the Board to allow Board member office funds to pay for other types of memberships. The guidelines will be presented for your approval at the final reading of this amendment.

Attached are the Notice of Intended Action and the proposed policy amendments. 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 pursuant to the Administrative Procedure Act to amend Policy 6480, *Expenditures*, to authorize use of Board member office funds to pay for memberships and/or dues in educational and community organizations.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings pursuant to the Administrative Procedure Act to amend Policy 6480, *Expenditures*.

## **NOTICE OF INTENDED ACTION**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 16, 2013, its intention to amend Board Policy 6480, *Expenditure*, at its meeting of November 19, 2013.

**PURPOSE AND EFFECT:** The purpose of the recommended amendment is to provide authority to develop guidelines for Board member office funds to be used for memberships and/or dues for educational and community-based organizations if in the best interest of the District.

**SUMMARY:** Currently, Board member office funds can only be used for professional organization memberships. This amendment authorizes guidelines to be developed and approved by the Board that will allow general funds to also be used for membership and/or dues in educational and community based organizations.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:**  
1001.41 (1), (2); 1001.42 (25); 1001.43 (10); F.S.

**LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC:** 1001.41 (1), (2); 1001.42 (25); 1001.43 (10); F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING OF November 19, 2013, 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 in Section 120.54(1), F.S., must do so in writing by November 12, 2013, to the Superintendent, 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 POLICY is available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Perla Tabares Hantman, Board Chair  
Date: August 7, 2013

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EXPENDITURES

2 Expenditures from District and all other funds available for the public school  
3 program are authorized by law and School Board procedures. The Superintendent  
4 is authorized to provide procedures to pay for material, supplies, or services needed  
5 for the District that have been properly incurred under the laws, policies and  
6 regulations governing purchases and transactions upon proper documentation and  
7 review. Such payments will be approved by the Board as provided by law.

8 Neither the District, nor any person acting on behalf of the District, may expend  
9 general funds for (1) political advertisement or electioneering communication; (2)  
10 purchase of items for personal use (i.e., bottled water, coffee, cups, etc.); (3) food for  
11 meetings, awards, hospitality, and special observations; (4) equipment for personal  
12 use (i.e., microwaves, refrigerators, coffee makers, etc.); (5) donations to outside  
13 parties; (6) individual memberships in professional, educational and community  
14 organizations pursuant to administrative guidelines based on the District's best  
15 interests developed by, unless the Superintendent and approved by the School  
16 Board; deems such membership to be in the best interest of the school system; (7)  
17 taxes, late penalties; and/or (8) beautification and decoration accessories.

18           A.     Payment for Goods and Services

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20                     The payment of purchase orders, contracts, invoices, and utilities  
21 shall be made according to the approved budget and State law.

22           B.     Salary Expenditures

23                     1.     No salary payment shall be made except to properly  
24 authorized and approved personnel and shall begin at the  
25 time employment is authorized.

26                     2.     Payments shall be based upon a Board-adopted salary  
27 schedule for each position.

28                     3.     Employees shall be paid on a bi-weekly basis.

29                     4.     Principals and department heads shall be responsible for  
30 submitting accurate payroll records according to established  
31 time schedules and procedures.

1           C.     Overtime Payment

2                   1.     Authorization to work overtime must be by prior approval of  
3                   the department head or principal.

4                   2.     Overtime compensation shall be paid as approved by the  
5                   Board.

6     F.S. 1001.43, 1001.51, 1012.22

7     F.A.C. 6A-1.014, 6A-1.057