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Office of Human Capital Management

SUBJECT: FINAL READING: PROMULGATE NEW POLICY 1130.02, *SUCCESSION MANAGEMENT*

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT

LINK TO STRATEGIC

BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF

At the School Board Meeting of October 11, 2017, the School Board approved revised Agenda Item H-19, proffered by Ms. Maria Teresa Rojas, Board Member, authorizing the Superintendent to provide the Board with an updated Succession Management Plan for Managerial Exempt Personnel (MEP) Pay Grades 22 and above, Principals and Assistant Principals, and to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to establish a board policy for Succession Management for these employees. Subsequently, at its meeting of June 20, 2018, the School Board approved Agenda Item D-24 (Initial Reading, Promulgation of new Policy 1130.02, Succession Management), authorizing the Superintendent to initiate rulemaking proceedings to promulgate School Board Policy 1130.02, Succession Management.

Accordingly, new Board Policy 1130.02, *Succession Management*, is proposed in order to ensure the continuity and the seamless transition among our administrative staff in high level leadership positions. The Superintendent and/or his designee shall review the District's Succession Management Plan and transmit any revisions or updates to the Board on an annual basis.

Attached is the Notice of Intended Action and the proposed new policy.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to promulgate new Policy 1130.02, *Succession Management*.

The Notice of Intended Action was published in the Miami Daily Business Review on June 25, 2018, and posted in various places for public information and mailed to various organizations representing persons affected by the policy and to individuals requesting notification. The time to request a hearing or protest the adoption of this policy has elapsed.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt new Policy 1130.02, Succession Management, and authorize the Superintendent to file the new policy with the School Board of Miami-Dade County, Florida, to be effective August 15, 2018.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 20, 2018, its intention to promulgate new Policy 1130.02, *Succession Management*, at its regular meeting on August 15, 2018.

PURPOSE AND EFFECT: New policy 1130.02, *Succession Management*, is proposed to establish guidelines and procedures for the selection and assignment of administrative staff.

SUMMARY: New Policy 1130.02, *Succession Management*, is proposed to be adopted to establish guidelines and procedures for the selection and assignment of administrative staff. Board policy currently requires that the School Board assign administrative staff and personnel based on the recommendation of the Superintendent "concerning the terms, contract, assignment, transfer, and appointment." In order to ensure the continuity and the seamless transition among our administrative staff in high level leadership positions, this new policy also mandates that the Superintendent and/or his designee review the District's Succession Management Plan and transmit any revisions or updates to the Board on an annual basis

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41 (1), (2); 1012.22; 1012.23 F.S.

LAWS IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.42(5); 1001.43(11), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING on August 15, 2018, 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 July 16, 2018, 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, F.S.

COPIES OF THE PROPOSED NEW POLICY is available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.

NEW POLICY

SUCCESSION MANAGEMENT

M-DCPS implements a Succession Management process that provides for the identification and preparation of administrators and aspiring administrators to ensure critical position vacancies are filled as the need arises. The implementation of strategic succession management planning allows M-DCPS to merge the human capital functions of recruitment, leadership development, and professional development to meet future needs across the District. By harnessing the experience and strengths of current talent to develop future leaders and managers through job-embedded, experiential learning, M-DCPS ensures the passing of institutional knowledge and expertise and high levels of administrative performance.

In order to ensure the continuity and the seamless transition among our administrative staff in high level leadership positions, the Superintendent and/or his designee shall review the District's *Succession Management Plan* and transmit any revisions or updates to the Board on an annual basis.

Pursuant to State Law, in appointing employees and determining the terms of employee contracts based on the recommendations of the Superintendent, the School Board has final authority, but may only reject such recommendations from the Superintendent for good cause. Similarly, the Board has the sole authority to determine the process and appointment of the Superintendent, as well as the terms of the Superintendent's employment contract.

F.S. 1001.42(5), 1001.43(11)