

Office of Superintendent of Schools
Board Meeting of April 9, 2014

March 19, 2014

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

SUBJECT: INITIAL READING: PROPOSED NEW POLICY BYLAW 0121.1, *FINANCIAL EMERGENCIES*, AND POLICY BYLAW AMENDMENTS 0150, *BOARD COMMITTEE MEETINGS*, 0166, *NON-PUBLIC MEETINGS*, 0165, *PUBLIC MEETINGS*, 0151 *ORGANIZATIONAL MEETING*, 0144, *TERM OF OFFICE*, 0141.2, *CONFLICT OF INTEREST*, 0141.3, *CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP*, 0165.1, *CONSENT AGENDA*, 0169.1, *PUBLIC PARTICIPATION*

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS
LINK TO STRATEGIC FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP

Pursuant to Revised Agenda Item H-10 ("Scheduling Board Meetings") presented by Dr. Martin Karp, Board Member, at the January 15, 2014, Board meeting, the Board authorized rulemaking to amend relevant Board policies to require that Wednesday be the preferred day for scheduling School Board meetings. This item requests approval to amend Board Policies 0150, *Board Committee Meetings*, 0165, *Public Meetings*, and 0166, *Non-Public Meetings*, to require that Wednesday be the preferred date for Board meetings. The policy amendments recognize and provide that other factors may impede such consideration, including but not limited to advertisements and agenda publication deadlines, emergency meetings, annual organizational meeting, legislatively mandated periods for special meetings and budget public hearings, religious holidays, previously calendar conflicts and travel, legislative session, Dade Days and graduations.

In addition, this item requests approval of policy amendments to various other Board Bylaws in order to comply with new statutory requirements and amendments related to the organizational meeting, term of office, public participation in Board meetings, conflicts of interest, prohibited gifts and honoraria, and a new policy regarding reporting and resolving financial emergencies.

Attached is the Notice of Intended Action and the proposed new policy and amendments. Changes from the current policies are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

G-3
(Withdrawn)
April 1, 2014

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings pursuant to the Administrative Procedure Act to promulgate new Board Policy 0121.1, *Financial Emergencies*, and amend Board Policy Bylaws 0150, *Board Committee Meetings*, 0166, *Non-Public Meetings*, 0165, *Public Meetings*, 0151, *Organizational Meeting*, 0144, *Term of Office*, 0141.2, *Conflict of Interest*, 0141.3, *Conflicting Employment or Contractual Relationship*, 0165.1, *Consent Agenda*, and 0169.1, *Public Participation*

RECOMMENDED:

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings pursuant to the Administrative Procedure Act to promulgate new Board Policy 0121.1, *Financial Emergencies*, and Board Policy Bylaws 0150, *Board Committee meetings*, 0166, *Non-Public Meetings*, 0165, *Public Meetings*, 0151, *Organizational Meeting*, 0144, *Term of Office*, 0141.2, *Conflict of Interest*, 0141.3, *Conflicting Employment or Contractual Relationship*, 0165.1, *Consent Agenda*, and 0169.1, *Public Participation*.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 9, 2014, its intention to promulgate new Board Policy 0121.1, *Financial Emergencies*, and amend Board Policy Bylaws 0150, *Board Committee Meetings*, 0166, *Non-Public Meetings*, 0165, *Public Meetings*, 0151, *Organizational Meeting*, 0144, *Term of Office*, 0141.2, *Conflict of Interest*, 0141.3, *Conflicting Employment or Contractual Relationship*, 0165.1, *Consent Agenda*, and 0169.1, *Public Participation*, at its meeting of May 14, 2014.

PURPOSE AND EFFECT: The purpose of the amendments to Board Policies 0150, *Board Committee Meetings*, 0165, *Public Meetings*, and 0166, *Non-Public Meetings*, is to require that Wednesday be the preferred date for Board meetings. These policy amendments recognize and provide that other factors may impede such consideration, including but not limited to advertisements and agenda publication deadlines, emergency meetings, annual organizational meeting, legislatively mandated periods for special meetings and budget public hearings, religious holidays, previously calendar conflicts and travel, legislative session, Dade Days and graduations.

In addition, this item requests approval of policy amendments to various other Board Bylaws in order to comply with new statutory requirements and amendments related to the organizational meeting, term of office, public participation in Board meetings, conflict of interest, prohibited gifts and honoraria, and a new policy regarding reporting and resolving financial emergencies.

SUMMARY: The amendments require that Wednesdays be first consideration for scheduling Board meetings. Other amendments are required to comply with new legislative requirements and statutory amendments related to the organizational meeting, term of office, public participation in Board meetings, conflicts of interest, prohibited gifts and honoraria, and a new policy regarding reporting and resolving financial emergencies.

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: 100.041, 112.313(7), (13), (14), 112.3125, 112.3143, 112.3148, 112.3149, 286.0114, 1001.371, 1001.41 (1), (2); 1001.42 (25); 1001.43 (10), ; F.S.,

IF REQUESTED, A HEARING WILL BE HELD DURING SCHOOL BOARD MEETING OF April 9, 2014, 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 May 5, 2014, 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 verbatim record of the



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept for a minimum of five years. This is a standard requirement for most businesses to comply with tax regulations. The document also mentions that digital records are preferred over physical ones due to their ease of access and storage.

In addition, the document highlights the need for regular audits. These audits help in identifying any discrepancies or errors in the records. It is suggested that a professional auditor should be engaged for this purpose to ensure objectivity and accuracy.

The document also touches upon the importance of data security. It advises that all records should be stored in a secure location, either physically or digitally. Regular backups should be taken to prevent data loss in case of any unforeseen events.

Finally, the document concludes by stating that maintaining accurate records is not just a legal obligation but also a business necessity. It helps in making informed decisions and provides a clear picture of the company's financial health.

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 AND AMENDED POLICIES are 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: Walter J. Harvey, School Board Attorney

Date: January 15, 2014

