

Office of Superintendent of Schools
Board Meeting of September 6, 2017

August 23, 2017

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

**SUBJECT: INITIAL READING: PROPOSED AMENDMENT TO BYLAW 0155,
 SCHOOL BOARD COMMITTEES**

COMMITTEE: PERSONNEL SERVICES AND STUDENT AND SCHOOL SUPPORT

**LINK TO
STRATEGIC
BLUEPRINT: INFORMED, ENGAGED AND EMPOWERED STAKEHOLDERS**

School Board Committees are established under Board Bylaw 0155, *School Board Committees*, which authorizes the Board to “designate standing committees as necessary for formulating, reviewing, analyzing, and deliberating policy recommendations for particular organizational areas of the school system prior to consideration of the full Board.” Under this policy, the Board Chair may change or modify the four established committees that are delineated. In accordance with the policy, on January 7, 2015, then Board Chair and current Board member, Ms. Perla Tabares Hantman, modified the Committee structure under a pilot program and created an additional Committee. The current Board Chair, Dr. Lawrence S. Feldman, continued the pilot and made additional changes and modifications, retaining the fifth Committee. At the Innovation, Government Relations and Community Engagement Committee meeting of August 2, 2017, the Board discussed the Board Committee structure and generally agreed to incorporate the various changes into the policy.

This item requests that the current pilot Board Committee changes be incorporated into Bylaw 0155, *School Board Committees*.

Attached are the Notice of Intended Action and the proposed bylaw amendments. Changes 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 in accordance with the Administrative Procedure Act to amend Board Bylaw 0155, *School Board Committees*.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Bylaw 0155, *School Board Committees*.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on September 6, 2017, its intention to amend Board Bylaw 0155, *School Board Committees*, at its regular meeting on October 11, 2017.

PURPOSE AND EFFECT: To amend Bylaw 0155, *School Board Committees*, to incorporate changes and modifications to the Board committees, including establishing an additional committee.

SUMMARY: Under School Board Bylaw 0155, *School Board Committees*, the Board is authorized to "designate standing committees as necessary for formulating, reviewing, analyzing, and deliberating policy recommendations for particular organizational areas of the school system prior to consideration of the full Board." Currently, the policy establishes four Board committees. As a result of a pilot project, the amendments will incorporate changes and modifications to existing committees and create an additional committee.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1), 1001.43(10), F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 1001.43(10), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING on October 11, 2017, 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 October 2, 2017, 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 AMENDED POLICY are 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.

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ORGANIZATION

2 0155

School Board Committees

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The objective of the School Board committees is to provide the opportunity for Board members to formulate, review, analyze, and deliberate policy recommendations prior to consideration by the full Board.

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The Board is authorized to designate standing committees as necessary for formulating, reviewing, analyzing, and deliberating policy recommendations for particular organizational areas of the school system prior to consideration by the full Board. Subject to change or modification as deemed necessary by the Chair, ~~four (4)~~ five (5) committees are established with respect to the organizational areas listed below. In addition, specific strategies outlined in the District Strategic Plan Blueprint will be explicitly tied to each committee.

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A. Instructional Excellence and Community Engagement
Academics, Evaluation & Technology

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Develops policy and considers matters related to ~~pre-kindergarten through secondary curriculum, and instruction, data analysis, educational planning and assessment testing, exceptional student education, student services, schools of choice, Federal programs, all grants administration, including Title I, adult/, vocational and alternative education, community schools and services, increasing the graduation rate and decreasing the dropout rate, education evaluation, and research, technology, pupil progression, instructional materials, professional development, charter schools, magnet /themes and grants parental involvement, Parent Academy, community relations, media communications, public relations, information and marketing, and related procurement and rulemaking. The District-wide Teacher of the Year may serve as a non-voting ex-officio member.~~

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1 | B. School Support Accountability Innovation, Government
2 | Relations & Community Engagement

3 | Develops policy and considers matters related to legislative
4 | issues, districtwide innovations, intergovernmental relations,
5 | compacts, interlocal agreements, business and community
6 | partnerships, parental involvement, community relations and
7 | communications supporting the delivery of educational
8 | services at the school site including, attendance services and
9 | boundaries, school security, police and District safety,
10 | student discipline, uniforms, school improvement zone,
11 | educational facilities compliance, personnel, wage and salary,
12 | human resources, leave and retirement, employee support
13 | programs, teacher education certification, professional
14 | standards, professional development, equal educational
15 | opportunity and diversity compliance, labor relations and
16 | related school operations procurement and rulemaking. The
17 | District-wide Principal of the Year may serve as a non-voting
18 | ex-officio member.

19 | C. Innovation, Efficiency and Governmental Relations Personnel
20 | Services & Student /School Support

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22 | Develops policy and considers matters related to supporting
23 | the delivery of educational services at the school site
24 | including transportation, attendance services and
25 | boundaries, food service, graduations, field trips, school
26 | naming, athletics, labor relations, succession management,
27 | personnel, student discipline, school police, District-wide
28 | accountability, systemic reform, strategic planning,
29 | performance improvement, management and compliance
30 | audits, budget, financial investments, risk and benefits
31 | management, information technology, energy management,
32 | transportation, food services, legislative and
33 | intergovernmental policies and related procurement and
34 | rulemaking. A representative of the Coalition of Unions may
35 | serve as a nonvoting, ex-officio member.

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37 | D. Fiscal Accountability

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39 | Develops policy and considers matters related to budget,
40 | audits, treasury management, procurement, resolutions, risk
41 | management, property/equipment and goods and services
42 | contracts, and related rulemaking.

1 | DE. Facilities and Construction Reform

2 | Develops policy and considers matters related to real estate,
3 | recycling, land acquisition and development, growth
4 | management, facilities planning, construction, maintenance,
5 | plant operations, green energy, Office of Economic
6 | Opportunity, 21st Century Bond Program, Five-Year Capital
7 | Plan, capital budget, parking leases, and related construction
8 | and maintenance procurement and rulemaking. A
9 | representative from the community may be appointed by the
10 | Chair of the Board to serve as a non-voting ex-officio member.

11 | **Membership**

12 | A. The Chair and Vice-Chair of the Board will serve as voting,
13 | ex-officio members of each committee they do not directly
14 | serve on. Each committee will be composed of four (4) voting
15 | Board members, appointed by the Chair of the Board. The
16 | Chair of the Board shall also appoint the chair, vice-chair and
17 | ex-officio members to each committee. Each Board member
18 | other than the Chair of the Board will serve on two (2)
19 | committees.

20 | B. Committee appointees will serve for one (1) year, and the
21 | appointments will be made following the November
22 | organizational meeting.

23 | C. Any Board member may attend any and all committee
24 | meetings but only the Chair, Vice-Chair, and four (4)
25 | appointed committee members may vote.

26 | **Powers**

27 | A. The chair of each committee will call meetings of the
28 | committee and, in collaboration with the appropriate staff
29 | liaison, will establish the agenda for each committee meeting.

30 | B. The committee may consider agenda items or matters being
31 | presented by staff to the full Board for consideration, unless
32 | they are not appropriate for review. The committee may
33 | consider other issues within the organizational area which
34 | the committee chair believes should be addressed.

35 | 1. Matters not appropriate for committee review include
36 | the names of candidates recommended by the
37 | Superintendent for assignment, transfer, or
38 | appointment to positions, employee disciplinary
39 | matters, matters to be considered in executive session,

**THE SCHOOL BOARD OF
MIAMI-DADE COUNTY**

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matters involving litigation, settlements, resignations, and attorney work product from the Board Attorney, and any other matters which the full Board deems inappropriate for committee review.

2. Matters relating to personnel reorganizations shall be governed by Policy 1120 and Policy 1130.

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3. The annual budget may be considered by the Innovation, Efficiency and Governmental Relations Committee, at the discretion of the committee chair, prior to consideration by the full Board. If the committee chair calls a committee meeting to review the annual budget, the meeting will be held in a budget workshop format and all Board members will be invited to attend and participate.
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4. Board members may submit issues for discussion to the appropriate committee staff liaison in sufficient time to be included on the published committee meeting agenda. The issue submitted shall include a brief summary of the topic to be discussed.
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- This provision does not prohibit Board members from raising unpublished discussion issues under the committee's new business agenda section.
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- Discussion issues, whether published or not, shall not be forwarded to the full Board and no action may be taken on these issues by the committee.
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- C. Each committee is authorized to invite public officials, public employees, or private individuals to appear before the committee for the purpose of obtaining information.
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- D. For any matter which will be considered by the full Board, the committee may forward it to the full Board as:
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1. recommended;
 2. not recommended;
 3. recommended with modification; or
 4. no recommendation.

- 1 E. The presence of two (2) or more members of a committee shall
2 constitute a quorum for voting purposes. The Chair and
3 Vice-Chair, if present, may be counted in determining if a
4 quorum is present at any committee meeting. The Board
5 Chair shall appoint two (2) alternate members to serve on
6 each Board committee. In those instances where at least
7 two (2) members of a committee are not present, any Board
8 member who has been designated to serve as an alternate
9 member of the committee may be counted as a member of the
10 committee for purposes of establishing a quorum. In the
11 event of an anticipated absence, committee members shall
12 notify the committee chair, so that alternate members are
13 advised that their attendance at the meeting is requested. In
14 the absence of a quorum, all Board agenda items scheduled
15 to be considered by the committee will be forwarded to the
16 full Board with no recommendation.
- 17 F. In the event that a monthly meeting is not called by the
18 committee chair, the vice-chair or a member of the committee
19 who wishes to convene a meeting may request the meeting
20 through the chair of the committee, who shall then schedule
21 the meeting according to the Sunshine Law. No scheduled
22 committee meeting shall be canceled if any member of the
23 committee wishes to convene the meeting.
- 24 G. In the event that the chair of a committee is unavailable for a
25 scheduled committee meeting, the vice-chair will serve as
26 chair. In the event the chair and vice-chair are unavailable,
27 either remaining member by agreement of the membership
28 may serve as chair of the committee meeting.
- 29 H. Once considered by committee, agenda items and matters to
30 be considered by the full Board will be forwarded to the full
31 Board. The full Board will be advised of the committee's
32 recommendation in a manner to be determined by the
33 committee chair.

1 **Staff Liaison and Resource Persons**

2 The Superintendent shall designate at least one (1) staff liaison to
3 each committee who will be responsible for notification of meetings,
4 preparation of agendas, documentation of meetings by tape
5 recording and development of reports and data for use of the
6 committee. The staff liaison shall prepare minutes of committee
7 meetings in a uniform format and transmit them to the full Board
8 prior to each regularly scheduled Board meeting.

9 Committee requests for reports, data, and information requiring
10 monetary expenditures or excessive use of staff time and resources
11 must be authorized by the full Board.

12 **Miscellaneous**

13 A. Scheduling

14 The committee meetings addressing the monthly Board
15 agenda shall occur after the publication of the official agenda
16 and prior to the regularly scheduled monthly Board meeting.
17 The chair of each committee is responsible for scheduling the
18 committee meeting. The Board shall first consider
19 Wednesdays to schedule all committee meetings in which
20 Board members are requested to attend, recognizing that
21 certain factors may impede consideration for Wednesdays
22 including, but not limited to, advertisements, agenda
23 publication deadlines, emergency meetings, annual
24 organizational meeting, legislatively mandated periods for
25 special meetings and budget public hearings, religious
26 holidays, previously schedule calendared conflicts and travel,
27 legislative session, Dade Days, and graduations.

28 B. Agenda items from the Superintendent or staff and the Board
29 Attorney shall include the name of the appropriate committee
30 where the item will be discussed. Board members' agenda
31 items shall include the name of the committee where the item
32 will be discussed. For convenience, Board members may take
33 an agenda item to a committee to which they belong.

1 C. Sunshine Law

2 All committee meetings shall be conducted under the
3 Sunshine Law. (F.S. Chapter 286)

4 D. Rules of Order

5 Robert's Rules of Order will govern committee meetings.

6 Revised 1/18/12
7 Revised 10/10/12
8 Revised 6/18/14

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