

Jose L. Dotres, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT: INITIAL READING: PROPOSED AMENDMENT OF POLICY 1120,  
EMPLOYMENT OF ADMINISTRATORS**

**COMMITTEE: PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

**LINK TO STRATEGIC**

**BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

At its regularly scheduled School Board meeting of October 10, 2018, the School Board approved Agenda Item H-17, sponsored by Ms. Mari Tere Rojas, Board Member, authorizing the Superintendent to initiate rulemaking proceedings to amend applicable policies to specify that whenever Board approval is sought for the establishment, classification, and/or reclassification of District personnel to contracted positions, relevant terms, compensation benefits, and applicable salary range of the contracted position be included in Board policy.

This item is therefore submitted for consideration by the Board to amend School Board Policy, 1120, *Employment of Administrators*.

Attached is the Notice of Intended Action and the proposed amendment to the policy. Changes from the current policy 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 Policy 1120, *Employment of Administrators*.

**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 Policy 1120, *Employment of Administrators*.

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on, November 20, 2018, its intention to amend Board Policy, 1120, *Employment of Administrators* at its meeting of December 19, 2018.

**PURPOSE AND EFFECT:** To amend School Board Policy, 1120, *Employment of Administrators*, to provide that when a previously designated Managerial Exempt position is being reclassified as a contracted position, or is being established or classified as such, the Board item seeking said action shall include the relevant terms, compensation benefits, and applicable salary range of the contracted position.

**SUMMARY:** Board Policy, 1120, *Employment of Administrators*, is proposed to be amended to provide the Board with the relevant terms and conditions of contracted employment at the time of the recommendation for the appointment is presented for the Board's approval and, in particular, when a recommendation is presented to reclassify an existing MEP position to a contracted position.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1),(2); 1001.42(28); 1001.43(10),(11); F.S.

**LAWS IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1001.42 (5); 1001.43(11); 1001.49(2); 1001.51(7); 1012.22 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING of December 19, 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 regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by December 17, 2018, to the Superintendent of Schools, 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 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 POLICIES 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.

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EMPLOYMENT OF ADMINISTRATORS

2 The Board shall approve the employment, determine the compensation, and  
3 establish the term of employment for each administrator employed by the Board.  
4 Approval shall be given only to those candidates for employment recommended by  
5 the Superintendent. Administrators shall recommend to the Superintendent the  
6 best qualified administrative applicant available.

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8 Whenever a recommendation is presented for the Board's approval to establish,  
9 classify, and/or reclassify a position previously classified as Managerial Exempt  
10 Personnel ("MEP") into a contracted position, the Board Agenda item seeking such  
11 action(s), must include a job description, the salary range associated with the  
12 contracted position, and specify any additional compensation, relevant terms or  
13 benefits accompanying the contracted position.

14 Administrators supervise the resources, operations, and management of school(s)  
15 and/or department(s) and meet established qualifications.

16 Any administrative staff member's misstatement of fact material to qualifications for  
17 employment or the determination of salary shall be grounds for dismissal.

18 A candidate shall be disqualified from employment in any administrative position  
19 that requires direct contact with students if the candidate is ineligible for such  
20 employment under F.S. 1012.315.

21 The Superintendent shall also conduct employment history checks of all candidates  
22 for administrative positions. The employment history check shall include, but not  
23 be limited to, contacting any previous employer and screening the candidate through  
24 the use of the screening tools described in State law.

25 Individuals appointed to their initial administrative positions in the State of Florida  
26 will have a ninety-seven (97) day probationary period in which the employee may be  
27 dismissed without cause or resign from without breaching the contract.

28 All administrators shall become familiar with the policies of the Board and other  
29 policies, regulations, memoranda, bulletins, and handbooks that pertain to their  
30 duties in the District.

31 F.S. 1012.01, 1012.23, 1012.315, 1012.32, 1012.33, 1012.55, 1012.56