



POLICY 1.010

4-B I recommend that the Board adopt the proposed revised Policy 1.010, entitled "Statement of Agency Organization and Operation."

[Contact: Bruce A. Harris, Esq., PX 48500.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on September 7, 2010.
- This revision addresses those job titles/or departments which are no longer in existence but that are referenced within any School Board policy, Manual, bulletin or form, that referenced responsibility or authority will become the responsibility and/or authority of the current job title and/or department performing that function.
- This revision updates the District's Statement of Its Organization and Operation to reflect corrected web site references and to include the Chief Learning Officer title.
- This revision also updates statutory references and related hyperlinks.

POLICY 1.010

STATEMENT OF AGENCY ORGANIZATION AND OPERATION

- 1
2
- 3 1. The School Board of Palm Beach County, Florida, is the agency head and
4 operates under the authority of Article IX, Section 4 of the Florida Constitution and
5 Florida Statutes Chapter 1001, Part II. Information about the School Board, its
6 operation and method of selection are included in Policies 1.011, 1.02, and 1.07
7 and can be found in Article IX, Section 4 of the Florida Constitution and the Florida
8 Education Code within Florida Statutes (Chapters 1000-1013). The District's
9 divisions and departments are depicted on the District's organizational chart. The
10 most current ~~chart is~~ charts are in the District's Department of Public Affairs and
11 can be found ~~on its web site~~ on the Community web page.

 - 12 2. A copy of the District's Statement of Its Organization and Operation is available to
13 any person by contacting the headquarters of the School Board: 1) Department of
14 Public Affairs, 3300 Forest Hill Boulevard, B-102, West Palm Beach, FL 33406; or
15 2) Clerk of the School Board of Palm Beach County, 3300 Forest Hill Boulevard, C-
16 316, West Palm Beach, FL 33406, phone (561) 434-8139. This Statement also
17 appears on the ~~District's Public Affairs Department web page~~ District's Community
18 web page.

 - 19 3. If any District job title and/or department is no longer in existence within the
20 District's job descriptions or budget but is referenced within any School Board
21 policy, Manual, bulletin or form, that referenced responsibility or authority will
22 become the responsibility and/or authority of the current job title and/or department
23 performing that function. Any and all references to the Chief of Staff within School
24 Board policies, Manuals, bulletins or forms will be considered to refer to a chief
25 officer of the District, defined as a chief officer reporting directly to the
26 Superintendent. Any and all references to the Chief Academic Officer within
27 School Board policies, Manuals, bulletins or forms will be considered to refer to the
28 Chief Learning Officer.

29 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41 (1) & (2); 1001.42 (5) & (25)

30 LAWS IMPLEMENTED: Fla. Stat. §§ 120.54(5); 1001.42(17)(b), 1001.42 (5);
31 1001.43(10)

32 RULE IMPLEMENTED: Fla. Admin. Code Rule 28-101.001

33 HISTORY: 5/30/2007; 9/9/2009; ___/___/2010
34

35 **DISTRICT'S STATEMENT OF ITS ORGANIZATION AND OPERATION**36
37 **JULY 2010**

- 38
- 39
- 40 1. **Description of the Agency Head.** -- The School Board of Palm Beach County,
41 Florida, is the agency head. Information about the School Board, its operation and
42 method of selection are included in Policies 1.011, 1.02, and 1.07 and can be
43 found in Article IX, Section 4 of the Florida Constitution and the Florida Education
44 Code within Florida Statutes (Chapters 1000-1013).
- 45
- 46 2. **Description of the Organizational Units and Sub-Units**
- 47
- 48 a. The School Board's Secretary and Chief Executive is the Superintendent of
49 Schools, whose responsibilities are described in School Board Policy 1.012
50 and within the applicable provisions of the Education Code within the Florida
51 Statutes (Chapters 1000-1013), federal statutes and regulations, State Board
52 of Education Rules and School Board Policies. The School Board also directly
53 employs a Chief Counsel (whose functions are summarized [on the legal
54 services department web page at
55 www.palmbeach.k12.fl.us/legal/services.htm](http://www.palmbeach.k12.fl.us/legal/services.htm)) and a District Auditor, whose
56 responsibility is described in Policy 1.092. The Superintendent, Chief Counsel,
57 and District Auditor assist the School Board in implementing applicable
58 chapters and sections of the Education Code (Chapters 1000 – 1013 of the
59 Florida Statutes), Rules of the State Board of Education, federal statutes and
60 regulations, and School Board Policies. The Board has established several
61 advisory committees under Policy 1.09, including the Audit, CORC, Finance,
62 ISSOC, and Technology committees that provide advice to the Board pursuant
63 to Policies 1.091, 1.093, 1.094, 1.095, and 1.096.
- 64
- 65 b. ~~The Chief of Staff is second in command to the Superintendent.~~ The
66 academic-related operations of the District are directed by the Chief [Academic
67 Learning](#) Officer and the business-related operations of the District are
68 directed by the Chief Operating Officer. The persons in these positions report
69 directly to the Superintendent and serve as the chief officers of the
70 Superintendent of Schools.
- 71
- 72 i. ~~The Chief of Staff assumes full charge in the Superintendent's absence.
73 This person assisting the Superintendent in integration of all departmental
74 activities and functions in implementing applicable chapters and sections
75 of the Education Code (Chapters 1000 – 1013 of the Florida Statutes),
76 Rules of the State Board of Education, federal statutes and regulations,
77 and School Board Policies. The District's divisions and departments are
78 depicted on the District's organizational chart. The most current chart is
79 in the District's Department of Public Affairs and can be found on its web~~

80 ~~site at: www.palmbeachschools.org/PDFs/District_Org_chart.pdf More~~
 81 ~~specific information about the responsibilities of officials in those divisions~~
 82 ~~and departments is included in the job descriptions. The current job~~
 83 ~~descriptions are available at: www.palmbeach.k12.fl.us/Jobs/descriptions/~~
 84 ~~and can also be obtained from the Department of Public Affairs. The~~
 85 ~~Department of Public Affairs and Chief Public Information Officer~~
 86 ~~coordinate the provision of information and public records to the public~~
 87 ~~pursuant to Policies 2.04 and 2.041.~~

- 88 ii. The Chief Academic Learning Officer advises the Superintendent and
 89 provides overall leadership to divisions and departments with programs
 90 and functions generally related to Chapters 1002, 1003, (portions of)
 91 1004, 1006, 1007, 1008, 1009, and 1012 of the Florida Statutes and the
 92 related State Board of Education Rules and School Board Policies and
 93 federal statutes and regulations. Such divisions and departments are
 94 depicted on the District's organizational charts. The most current ~~chart is~~
 95 ~~charts are~~ in the District's Department of Public Affairs and can be found
 96 ~~on its web site at~~
 97 ~~www.palmbeachschools.org/PDFs/District_Org_Chart.pdf on the~~
 98 ~~Community web page.~~ More specific information about the
 99 responsibilities of officials in those divisions and departments is included
 100 in the job descriptions. The current job descriptions are available on the
 101 Employee web page ~~at: www.palmbeach.k12.fl.us/Jobs/descriptions/~~ and
 102 can also be obtained from the Department of Public Affairs. The
 103 Department of Public Affairs and Chief Public Information Officer
 104 coordinate the provision of information and public records to the public
 105 pursuant to Policies 2.04 and 2.041.

- 106 iii. The Chief Operating Officer advises the Superintendent and provides
 107 overall leadership to divisions and departments with programs and
 108 functions generally related to Chapters 1001, 1010, 1011, 1013, and
 109 portions of 1012 and 447 of the Florida Statutes and the related State
 110 Board of Education Rules and School Board Policies and federal statutes
 111 and regulations. Such divisions and departments are depicted on the
 112 District's organizational charts. The most current ~~chart is~~ charts are in the
 113 District's Department of Public Affairs and can be found ~~on its web site at~~
 114 ~~www.palmbeachschools.org/PDFs/District_Org_Chart.pdf on the~~
 115 ~~Community web page.~~ More specific information about the
 116 responsibilities of officials in those divisions and departments is included
 117 in the job descriptions. The current job descriptions are available on the
 118 Employee web page ~~at: www.palmbeach.k12.fl.us/Jobs/descriptions/~~ and
 119 can also be obtained from the Department of Public Affairs.

- 120
 121 3. **Manner of Obtaining Publications, Documents, Forms, Applications, and**
 122 **Records.** -- Documents are available in response to public records requests
 123 through the Department of Public Affairs pursuant to Florida Statutes Ch. 119 and
 124 School Board Policy 2.041, although requests may also be directed to the school or

125 the department. In some cases, various publications, applications, and forms are
126 available directly from the related school or department upon request, and several
127 kinds of documents are available from the [District's Web site at](http://www.palmbeach.k12.fl.us)
128 www.palmbeach.k12.fl.us. District forms ~~are available on the Records~~
129 ~~Management Web Page~~ ~~can be located at:~~
130 ~~<http://www.palmbeach.k12.fl.us/Records/FormSearch.asp>~~. School Board policies
131 can be found [on the Community Web page at: www.palmbeach.k12.fl.us/policies/](http://www.palmbeach.k12.fl.us/policies/).
132 Student records may be requested from schools or the District pursuant to
133 applicable federal statutes and regulations, state statutes and rules and School
134 Board Policy 5.50.
135

- 136 4. **The Clerk of the Board.**-- The "Clerk of the School Board" or "Clerk" means the
137 person designated by the School Board as Executive Secretary--Board Office, and
138 whose duties include but are not limited to maintaining records of proceedings
139 before the School Board. The Clerk/designee assembles, certifies, and transmits
140 records on appeal to Appellate Courts for review; responds to requests for
141 information or copies of documents relating to the School Board; reproduces the
142 documents; and certifies orders of the School Board. The Clerk also attends and
143 supervises recording and note-taking of Board proceedings; supervises seating
144 arrangements for meetings; supervises preparation of Superintendent's synopsis,
145 agenda, and distribution of material to Board Members and administrators; writes
146 official minutes of the School Board meetings, workshops, and hearings;
147 supervises distribution of minutes to the Board, administrators, and schools;
148 maintains minute books and all legal documents pertaining to the minutes; reviews
149 forms and documents to be signed by Board Chairman and Superintendent and
150 procures signatures for documents, etc.; maintains an retrieval system relating to
151 Board actions; researches records when requested; takes and transcribes
152 dictation; prepares a budget for Board members and the Board Office; and
153 performs other related duties. The Clerk is currently Alicia Gent, 434-8139, at Clerk
154 of the School Board of Palm Beach County, 3300 Forest Hill Boulevard, C-316,
155 West Palm Beach, FL 33406.
156
- 157 5. **Electronic Filing.**-- The procedures for filing the many kinds of documents (job
158 applications, student registration forms, departmental forms,) in this District must
159 be followed as stated by the instructions or guidelines from the applicable
160 department. Many documents must be submitted on paper, whereas some others
161 may be accepted electronically. A person submitting any document to the District
162 shall assume the responsibility of contacting the relevant department to determine
163 what form of submission is acceptable.
164
- 165 a. For the situations in which electronic submission by facsimile, e-mail, or Web
166 form is permitted, the person submitting the document shall assume
167 responsibility for using the correct and applicable fax number, e-mail address,
168 or Web site form.
169

- 170 b. A party who files a document by electronic transmission represents that the
171 original physically signed document will be retained by that party for the
172 duration of the proceeding and of any subsequent appeal or subsequent
173 proceeding in that cause, and that the party shall produce it upon the request
174 of other parties.
175
- 176 c. A party who elects to file a document by electronic transmission shall be
177 responsible for any delay, disruption, or interruption of the electronic signals
178 and accepts the full risk that the document may not be properly filed with the
179 clerk as a result.
180
- 181 d. The filing date for an electronically transmitted document shall be the date the
182 agency clerk or other appropriate official receives the complete document.
183
- 184 e. Filing must occur during business hours the School District is open: 8:00 a.m.
185 to 5:00 p.m. Any document received by the agency clerk's office after 5:00
186 p.m. shall be considered filed as of 8:00 a.m. on the next regular business
187 day.
188
- 189 7. **Waivers and Variances.** -- Information about variances and waivers is presented
190 in Policy [1.120](#) (~~at www.palmbeach.k12.fl.us/policies/1-120.htm~~). Persons eligible
191 under that rule may file a petition for variance or waiver with the Clerk of the Board,
192 whose name and address are set forth in section (4), above. The petition must
193 include the information required by [Uniform Rule 28-104.002](#) or [Rule 28-104.004](#)
194 (~~at www.doah.state.fl.us/internet/usedDocs/UniformRules-DOAH.pdf~~), whichever is
195 applicable. School waivers of School Board policy may also be filed with the
196 School Waiver Committee pursuant to Florida Statutes Section 1001.42 (17)(b) and
197 School Board Policy 2.09(8). The contact person for obtaining information on
198 school waivers of the School Board policies is: Judith Klinek at 3300 Forest Hill
199 Blvd., Ste. C-201, West Palm Beach, FL 33406.
200
- 201 8. The District will provide this Statement of Agency Organization and Operation to
202 any person upon request.

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.010 and finds it legally sufficient for adoption by the Board.

Attorney

Date