



POLICY 1.010

5-A I recommend that the Board approve development of the proposed new Policy 1.010, entitled Statement of Agency Organization and Operation.”

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

Development

CONSENT ITEM

- This Policy will include content required by Florida Administrative Code Rule 28-101.001, “Statement of Agency Organization and Operation,” such as a description of the organizational units and referencing the sub-units, and:
 - Description of the agency head (School Board) and its duties, and the method of selection of the agency head, and the length of the members’ terms.
 - Description of the manner by which publications, documents, forms, applications for licenses, permits and other similar certifications or rights granted by the agency, or other information, may be obtained.
 - Identity of the Board Clerk by name, position, address, and telephone number; and a list of the duties and responsibilities.
 - Statement of whether documents can be filed by electronic transmission, including applicable telephone numbers, and the acceptable nature and scope of such filings.
 - Identity of the appropriate contact person for obtaining information about variances from or waivers of Board rules, and how to file a petition for variance or waiver.
- This new Policy will include some content from the current Policy 4.103, “Clerk of the School Board,” which is being repealed from Chapter Four.

POLICY 1.010

STATEMENT OF AGENCY ORGANIZATION AND OPERATION

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3 1. Description of the Agency Head.-- The School Board of Palm Beach County,
4 Florida, is the agency head. Information about the School Board is included in
5 Policies 1.011, 1.02, and 1.07 and can be found in the Education Code of the
6 Florida Statutes (Chapters 1000-1013).

7 2. Description of the Organizational Units and Sub-Units

8 a. The School Board's Secretary and Chief Executive is the Superintendent of
9 Schools, whose responsibilities are described in School Board Policy 1.012
10 and within the Education Code of the Florida Statutes. The School Board also
11 directly employs a Chief Counsel (whose functions are summarized at
12 www.palmbeach.k12.fl.us/legal/services.htm) and a District Auditor, whose
13 responsibility is described in Policy 1.092. The Superintendent, Chief Counsel,
14 and District Auditor assist the School Board in implementing applicable
15 chapters and sections of the Education Code (Chapters 1000 – 1013 of the
16 Florida Statutes), the Rules of the State Board of Education, and the School
17 Board Policies. The Board has established several advisory committees under
18 Policy 1.09, including the Audit, CORC, Finance, and ISSOC committees that
19 provide advice to the Board pursuant to Policies 1.091, 1.093, 1.094, and
20 1.095.

21 b. The academic-related operations of the District are directed by the Chief
22 Academic Officer, and the business-related operations of the District are
23 directed by the Chief Operating Officer, both of whom serve as the chief
24 executives of the Superintendent of Schools.

25 i. The Chief Academic Officer advises the Superintendent and provides
26 overall leadership to divisions and departments with programs and
27 functions generally related to Chapters 1002, 1003, (portions of) 1004,
28 1006, 1007, 1008, 1009, and 1012 of the Florida Statutes and the related
29 State Board of Education Rules and School Board Policies and federal
30 statutes and regulations. Such divisions and departments are depicted
31 on the District's organizational chart. The most current chart is in the
32 District's Office of Public Affairs and can be found on its web site at
33 http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District_Org_Chart.pdf
34 . More specific information about the responsibilities of officials in those
35 divisions and departments is included in the job descriptions. The current
36 job descriptions are available at [www.palmbeach.k12.fl.us/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/)
37 [Jobs/descriptions/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/) and can also be obtained from the Office of Public
38 Affairs. The Office of Public Affairs and Chief Public Information Officer

39 coordinate the provision of information and public records to the public
40 pursuant to Policies 2.04 and 2.041.

41 ii. The Chief Operating Officer advises the Superintendent and provides
42 overall leadership to divisions and departments with programs and
43 functions generally related to Chapters 1001, 1010, 1011, 1013, and
44 portions of 1012 and 447 of the Florida Statutes and the related State
45 Board of Education Rules and School Board Policies and federal statutes
46 and regulations. Such divisions and departments are depicted on the
47 District's organizational chart. The most current chart is in the District's
48 Office of Public Affairs and can be found on its web site at
49 [http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District Org Chart.pdf](http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District%20Org%20Chart.pdf)
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51 divisions and departments is included in the job descriptions. The current
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53 [Jobs/descriptions/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/) and can also be obtained from the Office of Public
54 Affairs.

55 3. **Manner of Obtaining Publications, Documents, Forms, Applications, and**
56 **Records.--** Documents are available through the Office of Public Affairs pursuant
57 **to Policy 2.041. In some cases, various publications, applications, and forms are**
58 **available directly from the related school or department upon request, and several**
59 **kinds of documents are available from the District's Web site at**
60 **www.palmbeach.k12.fl.us.**

61 4. **The Clerk of the Board.--** The "Clerk of the School Board" or "Clerk" means the
62 **person designated by the School Board as Executive Secretary--Board Office, and**
63 **whose duties include but are not limited to maintaining records of proceedings**
64 **before the School Board. The Clerk/designee assembles, certifies, and transmits**
65 **records on appeal to Appellate Courts for review; responds to requests for**
66 **information or copies of documents relating to the School Board; reproduces the**
67 **documents; and certifies orders of the School Board. The Clerk also attends and**
68 **supervises recording and note-taking of Board proceedings; supervises seating**
69 **arrangements for meetings; supervises preparation of Superintendent's synopsis,**
70 **agenda, and distribution of material to Board Members and administrators; writes**
71 **official minutes of the School Board meetings, workshops, and hearings;**
72 **supervises distribution of minutes to the Board, administrators, and schools;**
73 **maintains minute books and all legal documents pertaining to the minutes; reviews**
74 **forms and documents to be signed by Board Chairman and Superintendent and**
75 **procures signatures for documents, etc.; maintains an retrieval system relating to**
76 **Board actions; researches records when requested; takes and transcribes**
77 **dictation; prepares a budget for Board members and the Board Office; and**
78 **performs other related duties. The Clerk is currently Alicia Gent, 434-8139, at Clerk**
79 **of the School Board of Palm Beach County, 3340 Forest Hill Boulevard, C-316,**
80 **West Palm Beach, FL 33416.**

81 5. **Electronic Filing.**-- The procedures for filing the many kinds of documents (job
82 applications, student registration forms, departmental forms,) in this District must
83 be followed as stated by the instructions or guidelines from the applicable
84 department. Many documents must be submitted on paper, whereas some others
85 may be accepted electronically. A person submitting any document to the District
86 shall assume the responsibility of contacting the relevant department to determine
87 what form of submission is acceptable.

88 a. For the situations in which electronic submission by facsimile, e-mail, or Web
89 form is permitted, the person submitting the document shall assume
90 responsibility for using the correct and applicable fax number, e-mail address,
91 or Web site form.

92 b. A party who files a document by electronic transmission represents that the
93 original physically signed document will be retained by that party for the
94 duration of the proceeding and of any subsequent appeal or subsequent
95 proceeding in that cause, and that the party shall produce it upon the request
96 of other parties.

97 c. A party who elects to file a document by electronic transmission shall be
98 responsible for any delay, disruption, or interruption of the electronic signals
99 and accepts the full risk that the document may not be properly filed with the
100 clerk as a result.

101 d. The filing date for an electronically transmitted document shall be the date the
102 agency clerk or other appropriate official receives the complete document.

103 6. **Waivers and Variances.**-- Information about variances and waivers is presented in
104 Policy 1.120 (at www.palmbeach.k12.fl.us/policies/1_120.htm). Persons eligible
105 under that rule may file a petition for variance or waiver with the Clerk of the Board,
106 whose name and address are set forth in section (4), above. The petition must
107 include the information required by Uniform Rule 28-104.002 or Rule 28-104.004
108 (at www.doah.state.fl.us/internet/), whichever is applicable.

109 STATUTORY AUTHORITY: Fla. Stat. § 1001.41(2)

110 LAWS IMPLEMENTED: Fla. Stat. §§ 120.54(5); 1001.43(10); Fla. Admin. Code Rule
111 28-101.001

112 HISTORY: / 2007

Legal Signoff:

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

Attorney

Date