



## **POLICY 1.010**

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

[Contact: Gerald A. Williams, Esq.; Chief Counsel, PX 48500.]

### **Development**

### **CONSENT ITEM**

- This policy updates the organizational structure of the School District to include the Office of the Chief of Staff and its powers and duties.
- This revision provides an update on the procedures for requesting a waiver, public or student record, and information in electronic filing of documents with the School District.
- This revision also includes policy, statutory, and State Board of Education rule updates.
- The District’s Statement of Its Organization and Operation is attached for the Board’s reference.

POLICY 1.010

STATEMENT OF AGENCY ORGANIZATION AND OPERATION

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2  
3 1. The School Board of Palm Beach County, Florida, is the agency head and operates  
4 under the authority of Article IX, Section 4 of the Florida Constitution and Florida  
5 Statutes Chapter 1001, Part II. Information about the School Board, its operation  
6 and method of selection are is included in Policies 1.011, 1.02, and 1.07 and can  
7 be found in Article IX, Section 4 of the Florida Constitution and the Florida  
8 Education Code of the 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 in the District's Department of Public Affairs and can be found  
11 on its web site at: [www.palmbeachschools.org/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeachschools.org/PDFs/District_Org_Chart.pdf).

12 2. A copy of the District's Statement of Its Organization and Operation is available to  
13 any person by contacting at the headquarters of the School Board: 1) Department  
14 of Public Affairs, 3300 Forest Hill Boulevard, B-102, West Palm Beach, FL 33406;  
15 or 2) Clerk of the School Board of Palm Beach County, 3340 3300 Forest Hill  
16 Boulevard, C-316, West Palm Beach, FL 33416 33406, phone (561) 434-8139.  
17 This Statement also appears on the District's Public Affairs Department web page  
18 at: [www.palmbeachschools.org/](http://www.palmbeachschools.org/).

19 ~~1. **Description of the Agency Head.**— The School Board of Palm Beach County, Florida, is the~~  
20 ~~agency head. Information about the School Board is included in Policies 1.011, 1.02, and 1.07 and~~  
21 ~~can be found in the Education Code of the Florida Statutes (Chapters 1000-1013).~~

22 ~~2. **Description of the Organizational Units and Sub-Units**~~

23 ~~a. The School Board's Secretary and Chief Executive is the Superintendent of Schools, whose~~  
24 ~~responsibilities are described in School Board Policy 1.012 and within the Education Code of~~  
25 ~~the Florida Statutes. The School Board also directly employs a Chief Counsel (whose~~  
26 ~~functions are summarized at [www.palmbeach.k12.fl.us/legal/services.htm](http://www.palmbeach.k12.fl.us/legal/services.htm)) and a District~~  
27 ~~Auditor, whose responsibility is described in Policy 1.092. The Superintendent, Chief Counsel,~~  
28 ~~and District Auditor assist the School Board in implementing applicable chapters and sections~~  
29 ~~of the Education Code (Chapters 1000 – 1013 of the Florida Statutes), the Rules of the State~~  
30 ~~Board of Education, and the School Board Policies. The Board has established several~~  
31 ~~advisory committees under Policy 1.09, including the Audit, CORC, Finance, and ISSOC~~  
32 ~~committees that provide advice to the Board pursuant to Policies 1.091, 1.093, 1.094, and~~  
33 ~~1.095.~~

34 ~~b. The academic-related operations of the District are directed by the Chief Academic Officer,~~  
35 ~~and the business-related operations of the District are directed by the Chief Operating Officer,~~  
36 ~~both of whom serve as the chief executives of the Superintendent of Schools.~~

37 ~~i. The Chief Academic Officer advises the Superintendent and provides overall~~  
38 ~~leadership to divisions and departments with programs and functions generally related to~~  
39 ~~Chapters 1002, 1003, (portions of) 1004, 1006, 1007, 1008, 1009, and 1012 of the~~  
40 ~~Florida Statutes and the related State Board of Education Rules and School Board~~

41 Policies and federal statutes and regulations. Such divisions and departments are  
42 depicted on the District's organizational chart. The most current chart is in the District's  
43 Office of Public Affairs and can be found on its web site at  
44 [http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District_Org_Chart.pdf). More specific  
45 information about the responsibilities of officials in those divisions and departments is  
46 included in the job descriptions. The current job descriptions are available at  
47 [www.palmbeach.k12.fl.us/Jobs/descriptions/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/) and can also be obtained from the Office  
48 of Public Affairs. The Office of Public Affairs and Chief Public Information Officer  
49 coordinate the provision of information and public records to the public pursuant to  
50 Policies 2.04 and 2.041.

51 ii. The Chief Operating Officer advises the Superintendent and provides overall  
52 leadership to divisions and departments with programs and functions generally related to  
53 Chapters 1001, 1010, 1011, 1013, and portions of 1012 and 447 of the Florida Statutes  
54 and the related State Board of Education Rules and School Board Policies and federal  
55 statutes and regulations. Such divisions and departments are depicted on the District's  
56 organizational chart. The most current chart is in the District's Office of Public Affairs and  
57 can be found on its web site at  
58 [http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District_Org_Chart.pdf). More specific  
59 information about the responsibilities of officials in those divisions and departments is  
60 included in the job descriptions. The current job descriptions are available at  
61 [www.palmbeach.k12.fl.us/Jobs/descriptions/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/) and can also be obtained from the Office  
62 of Public Affairs.

63 ~~3. Manner of Obtaining Publications, Documents, Forms, Applications, and Records.--~~  
64 Documents are available through the Office of Public Affairs pursuant to Policy 2.041. In some  
65 cases, various publications, applications, and forms are available directly from the related school or  
66 department upon request, and several kinds of documents are available from the District's Web site  
67 at [www.palmbeach.k12.fl.us](http://www.palmbeach.k12.fl.us).

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

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

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

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

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

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

102 6. ~~**Waivers and Variances.** Information about variances and waivers is presented in Policy 1.120 (at~~  
103 ~~www.palmbeach.k12.fl.us/policies/1\_120.htm). Persons eligible under that rule may file a petition for~~  
104 ~~variance or waiver with the Clerk of the Board, whose name and address are set forth in section (4),~~  
105 ~~above. The petition must include the information required by Uniform Rule 28-104.002 or Rule 28-~~  
106 ~~404.004 (at www.doah.state.fl.us/internet/), whichever is applicable.~~

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

108 LAWS IMPLEMENTED: Fla. Stat. §§ 120.54(5); 1001.42(17)(b), 1001.43(10); Fla.  
109 Admin. Code Rule 28-101.001

110 HISTORY: 5/30/2007; \_\_\_/\_\_\_2009

Legal Signoff:

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

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Attorney

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Date

## DISTRICT'S STATEMENT OF ITS ORGANIZATION AND OPERATION

1. **Description of the Agency Head.** -- The School Board of Palm Beach County, Florida, is the agency head. Information about the School Board, [its operation and method of selection are](#) is included in Policies 1.011, 1.02, and 1.07 and can be found in [Article IX, Section 4 of the Florida Constitution and](#) the [Florida](#) Education Code [of the within](#) Florida Statutes (Chapters 1000-1013).

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

- a. The School Board's Secretary and Chief Executive is the Superintendent of Schools, whose responsibilities are described in School Board Policy 1.012 and within the [applicable provisions of the](#) Education Code [of within](#) the Florida Statutes [\(Chapters 1000-1013\), federal statutes and regulations, State Board of Education Rules and School Board Policies.](#) The School Board also directly employs a Chief Counsel (whose functions are summarized at [www.palmbeach.k12.fl.us/legal/services.htm](http://www.palmbeach.k12.fl.us/legal/services.htm)) and a District Auditor, whose responsibility is described in Policy 1.092. The Superintendent, Chief Counsel, and District Auditor assist the School Board in implementing applicable chapters and sections of the Education Code (Chapters 1000 – 1013 of the Florida Statutes), ~~the~~ Rules of the State Board of Education, [federal statutes and regulations,](#) and ~~the~~ School Board Policies. The Board has established several advisory committees under Policy 1.09, including the Audit, CORC, Finance, ~~and~~ ISSOC, [and Technology](#) committees that provide advice to the Board pursuant to Policies 1.091, 1.093, 1.094, ~~and~~ 1.095, [and 1.096.](#)
- b. [The Chief of Staff is second in command to the Superintendent.](#) The academic-related operations of the District are directed by the Chief Academic Officer, and the business-related operations of the District are directed by the Chief Operating Officer. ~~, both of whom~~ [The persons in these positions report directly to the Superintendent and](#) serve as the chief executives of the Superintendent of Schools.
  - i. [The Chief of Staff assumes full charge in the Superintendent's absence. This person assisting the Superintendent in integration of all departmental activities and functions in implementing applicable chapters and sections of the Education Code \(Chapters 1000 – 1013 of the Florida Statutes\), Rules of the State Board of Education, federal statutes and regulations, and School Board Policies, generally related to Chapters 1002.1003, \(portions of 1004, 1006, 1007, 1008, 1009 and 1012 of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. The District's](#)

divisions and departments are depicted on the District's organizational chart. The most current chart is in the District's Department of Public Affairs and can be found on its web site at: [www.palmbeachschools.org/PDFs/District\\_Org\\_chart.pdf](http://www.palmbeachschools.org/PDFs/District_Org_chart.pdf). More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions. The current job descriptions are available at: [www.palmbeach.k12.fl.us/Jobs/descriptions/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/) and can also be obtained from the Office Department of Public Affairs. The Office Department of Public Affairs and Chief Public Information Officer coordinate the provision of information and public records to the public pursuant to Policies 2.04 and 2.041.

- ii. The Chief Academic Officer advises the Superintendent and provides overall leadership to divisions and departments with programs and functions generally related to Chapters 1002, 1003, (portions of) 1004, 1006, 1007, 1008, 1009, and 1012 of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. Such divisions and departments are depicted on the District's organizational chart. The most current chart is in the District's Office Department of Public Affairs and can be found on its web site at [http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District_Org_Chart.pdf) [www.palmbeachschools.org/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeachschools.org/PDFs/District_Org_Chart.pdf). More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions. The current job descriptions are available at: [www.palmbeach.k12.fl.us/Jobs/descriptions/](http://www.palmbeach.k12.fl.us/Jobs/descriptions/) and can also be obtained from the Office Department of Public Affairs. The Office Department of Public Affairs and Chief Public Information Officer coordinate the provision of information and public records to the public pursuant to Policies 2.04 and 2.041.
- iii. The Chief Operating Officer advises the Superintendent and provides overall leadership to divisions and departments with programs and functions generally related to Chapters 1001, 1010, 1011, 1013, and portions of 1012 and 447 of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. Such divisions and departments are depicted on the District's organizational chart. The most current chart is in the District's Office Department of Public Affairs and can be found on its web site at [http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeach.k12.fl.us/publicaffairs/PDFs/District_Org_Chart.pdf) [www.palmbeachschools.org/PDFs/District\\_Org\\_Chart.pdf](http://www.palmbeachschools.org/PDFs/District_Org_Chart.pdf).

More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions. The current job descriptions are available at: <http://www.palmbeach.k12.fl.us/Jobs/descriptions/> and can also be obtained from the [Office Department](#) of Public Affairs.

3. **Manner of Obtaining Publications, Documents, Forms, Applications, and Records.** -- Documents are available for in response to public records requests through the [Office Department](#) of Public Affairs pursuant to [Florida Statutes Ch. 119 and School Board Policy 2.041](#), although requests may also be directed to the school or the department. In some cases, various publications, applications, and forms are available directly from the related school or department upon request, and several kinds of documents are available from the District's Web site at [www.palmbeach.k12.fl.us](http://www.palmbeach.k12.fl.us). District forms can be located at: <http://www.palmbeach.k12.fl.us/Records/FormSearch.asp>. School Board policies can be found at: [www.palmbeach.k12.fl.us/policies/](http://www.palmbeach.k12.fl.us/policies/). Student records may be requested from schools or the District pursuant to applicable federal statutes and regulations, state statutes and rules and School Board Policy 5.50.
4. **The Clerk of the Board.**-- The "Clerk of the School Board" or "Clerk" means the person designated by the School Board as Executive Secretary--Board Office, and whose duties include but are not limited to maintaining records of proceedings before the School Board. The Clerk/designee assembles, certifies, and transmits records on appeal to Appellate Courts for review; responds to requests for information or copies of documents relating to the School Board; reproduces the documents; and certifies orders of the School Board. The Clerk also attends and supervises recording and note-taking of Board proceedings; supervises seating arrangements for meetings; supervises preparation of Superintendent's synopsis, agenda, and distribution of material to Board Members and administrators; writes official minutes of the School Board meetings, workshops, and hearings; supervises distribution of minutes to the Board, administrators, and schools; maintains minute books and all legal documents pertaining to the minutes; reviews forms and documents to be signed by Board Chairman and Superintendent and procures signatures for documents, etc.; maintains an retrieval system relating to Board actions; researches records when requested; takes and transcribes dictation; prepares a budget for Board members and the Board Office; and performs other related duties. The Clerk is currently Alicia Gent, 434-8139, at Clerk of the School Board of Palm Beach County, ~~3340~~ [3300](#) Forest Hill Boulevard, C-316, West Palm Beach, FL ~~33416~~ [33406](#).
5. **Electronic Filing.**-- The procedures for filing the many kinds of documents (job applications, student registration forms, departmental forms,) in this District must be followed as stated by the instructions or guidelines from the applicable department. Many documents must be submitted on paper, whereas some



others may be accepted electronically. A person submitting any document to the District shall assume the responsibility of contacting the relevant department to determine what form of submission is acceptable.

- a. For the situations in which electronic submission by facsimile, e-mail, or Web form is permitted, the person submitting the document shall assume responsibility for using the correct and applicable fax number, e-mail address, or Web site form.
  - b. A party who files a document by electronic transmission represents that the original physically signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause, and that the party shall produce it upon the request of other parties.
  - c. A party who elects to file a document by electronic transmission shall be responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed with the clerk as a result.
  - d. The filing date for an electronically transmitted document shall be the date the agency clerk or other appropriate official receives the complete document.
  - e. [Filing must occur during business hours the School District is open: 8:00 a.m. to 5:00 p.m. Any document received by the agency clerk's office after 5:00 p.m. shall be considered filed as of 8:00 a.m. on the next regular business day.](#)
- 6. Waivers and Variances.** -- Information about variances and waivers is presented in Policy 1.120 (at [www.palmbeach.k12.fl.us/policies/1\\_120.htm](http://www.palmbeach.k12.fl.us/policies/1_120.htm)). Persons eligible under that rule may file a petition for variance or waiver with the Clerk of the Board, whose name and address are set forth in section (4), above. The petition must include the information required by Uniform Rule 28-104.002 or Rule 28-104.004 (at [www.doah.state.fl.us/internet/www.doah.state.fl.us/internet/usedDocs/UniformRules\\_DOAH.pdf](http://www.doah.state.fl.us/internet/www.doah.state.fl.us/internet/usedDocs/UniformRules_DOAH.pdf)), whichever is applicable. [School waivers of School Board policy may also be filed with the School Waiver Committee pursuant to Florida Statutes Section 1001.42 \(17\)\(b\) and School Board Policy 2.09\(8\). The contact person for obtaining information on school waivers of the School Board policies is: Judith Klinek at 3300 Forest Hill Blvd., Ste. C-201, West Palm Beach, FL 33406.](#)
- 7. [The District will provide this Statement of Agency Organization and Operation to any person upon request.](#)**

HISTORY: 5/30/2007;     /    /09