



## **POLICY 1.096**

**4-D** I recommend that the Board adopt the proposed revised Policy 1.096, entitled "Technology Committee."

[Contact: Deepak Agarwal, Px 48773 and Elizabeth McBride, Px 47673.]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on July 27, 2011.
- The revised policy continues the Board policy providing for the Technology Committee, an advisory committee to the Board, to advise and assist the Board in developing and analyzing its technological infrastructure for consistency with industry best practices and merging infrastructure technologies, reviewing the District's Annual Technology Plan and the Five-Year Capital Plan for infrastructure technology elements, and other matters related to technology as requested by the Board or Superintendent.
- Revisions to the policy include the elimination of provisions for Board membership and District staff membership on the committee.
- The proposed policy has been re-drafted to include the governing provisions for all advisory committees as outlined in Board Policy 1.09 (Advisory Committees to the Board); thus, eliminating the provisions from this policy.

POLICY 1.096

TECHNOLOGY COMMITTEE

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3 1. **Purpose and Mission.** -- The School Board recognizes that technology is a major  
4 component of its operations and in the instruction of its students. To assist the  
5 Board in developing and analyzing its technological infrastructure and performing  
6 the functions as set forth in subsections (4) (a) and (4) (b) below, the Board has  
7 created a Technology Committee as an Advisory Committee to the Board. The  
8 Committee shall be governed by Board Policy 1.09 (Advisory Committees to the  
9 Board) and its Charter, as set forth herein.

10 2. **Advisory Authority and Key Areas of Responsibility.**

11 a. The Technology Committee (Committee) serves as an advisory committee to  
12 the Board. Its mission and membership are consistent with Board Policy 1.09,  
13 "Advisory Committees to the School Board." ~~although provisions within this~~  
14 ~~Policy are intended to supersede and control over any contrary provisions~~  
15 ~~within Policy 1.09.~~

16 b. The Committee will operate in accordance with State and Federal regulations,  
17 as well as Board Policies.

18 c. The Committee will provide advice on:

19 i. the District's technical infrastructure for consistency with "Best Industry  
20 Practices" and emerging infrastructure technologies;

21 ii. the District's Annual Technology Plan and the Five-Year Capital Plan for  
22 infrastructure technology elements; and

23 iii. other matters related to technology as specifically requested by the Board  
24 and/or the Superintendent.

25 d. The Committee will not be involved in decisions, or provide advice concerning:  
26 the selection, administration, or evaluation of instructional programs. Further,  
27 the Technology Committee will not be involved in, or provide advice about, the  
28 selection of vendors or staff.

29 ~~b. The Technology Committee (Committee) shall have regular quarterly~~  
30 ~~meetings. Additional meetings may occur as needed. A quorum shall consist~~  
31 ~~of 40% (rounded to the nearest whole number) of the existing voting members.~~

32 ~~c. To facilitate preparation for committee meetings, the agenda and backup~~  
33 ~~materials should be available to members a week in advance of each regular~~

34 ~~meeting. Special meetings may be called by the Committee Chair. If a special~~  
35 ~~meeting is called, the agenda and backup materials should be available upon~~  
36 ~~calling and noticing the meeting, at least 48 hours in advance.~~

37 d. ~~The Committee will present reports to the Board that may include dissenting~~  
38 ~~viewpoints. Whenever a recommendation of the Committee on a substantive~~  
39 ~~issue is reported to the Board and the recommendation was not unanimous,~~  
40 ~~the basis for the majority and minority positions should be brought to the~~  
41 ~~attention of the Board at the same Board meeting in which the~~  
42 ~~recommendation was made.~~

43 3. Committee Appointment; Composition; and Qualifications.

44 a. Appointment of Members. ~~The Technology Committee shall be composed of~~  
45 ~~seven voting community members, along with seven non-voting ex-officio~~  
46 ~~members representing the Board and District employees appointed by the~~  
47 ~~Board as provided in Board Policy 1.09 and consistent with the qualifications~~  
48 ~~as provided in this policy. Such members shall serve in a voluntary capacity.~~

49 Each committee member, upon appointment, shall be provided this policy and  
50 Board Policy 1.09(Advisory Committees to the Board).

51 b. Qualifications Preference for Members. ~~The seven members from the~~  
52 ~~community are appointed by the Board upon nomination by a Board Member~~  
53 ~~one for each Board Member. In selecting Committee community members,~~  
54 ~~preference shall be given to persons who have substantial technology~~  
55 ~~leadership or technical experience within a large enterprise or who have~~  
56 ~~retired from such a position. As to nominating new Committee voting~~  
57 ~~members, the Committee may provide input to the Board and constitute an~~  
58 ~~appropriate source for the names of potential nominees for membership with~~  
59 ~~the preferred experience, as set forth in Policy 1.09(7).~~

60 c. ~~The seven ex-officio members shall include: two Board Members, the Chief~~  
61 ~~Academic Officer, the Chief Operating Officer, the Chief Technology Officer,~~  
62 ~~the Chief of Performance Accountability, and a Principal.~~

63 d. ~~All voting members of the Technology Committee shall be residents of Palm~~  
64 ~~Beach County. Board members will appoint community members as provided~~  
65 ~~in this section and Policy 1.09(7).~~

66 e. ~~After the initial appointments forming the Technology Committee, the Board, at~~  
67 ~~its Annual Reorganization Meeting or thereafter, will decide which two Board~~  
68 ~~members will serve as ex-officio committee members. In the event of a~~  
69 ~~vacancy for an ex-officio Board member on the committee between annual~~  
70 ~~organizational meetings, the Board may designate a replacement at a regular~~  
71 ~~or special Board meeting.~~

72 f. ~~Community members serve in a voluntary capacity, and the membership of a~~  
73 ~~community member who was nominated by a Board member continues as~~  
74 ~~long as the nominating Board member serves on the Board (consistent with~~  
75 ~~Policy 1.09(5)), although the nominating Board member may exercise his/her~~  
76 ~~discretion to remove his/her nominee at any time, as stated in Policy 1.09. If a~~  
77 ~~vacancy exists as to the position of an appointing Board member for a~~  
78 ~~particular district, the Committee members appointed by that Board member~~  
79 ~~may continue to serve as voting members on the Committee until and unless~~  
80 ~~the new Board member for that district decides to remove that Committee~~  
81 ~~member at any time.~~

82 g. ~~Community members will be removed automatically should they miss three~~  
83 ~~consecutive regular meetings, unless, by request of the member, the Chair~~  
84 ~~grants compassionate leave due to personal, business, or familial exigency. A~~  
85 ~~quarterly report will be made to the Board regarding the attendance of~~  
86 ~~appointed committee members.~~

#### 87 4. ~~Key Areas of Advisory Responsibility~~

88 a. ~~The Technology Committee will be advisory in nature and operate in~~  
89 ~~accordance with State and Federal regulations, as well as Board Policies.~~

90 b. ~~The Technology Committee will provide advice on:~~

91 i. ~~the District's technical infrastructure for consistency with "Best Industry~~  
92 ~~Practices" and emerging infrastructure technologies;~~

93 ii. ~~the District's Annual Technology Plan and the Five Year Capital Plan for~~  
94 ~~infrastructure technology elements; and~~

95 iii. ~~other matters related to technology as specifically requested by the Board~~  
96 ~~and/or the Superintendent.~~

97 c. ~~The Technology Committee will not be involved in decisions, or provide advice~~  
98 ~~concerning: the selection, administration, or evaluation of instructional~~  
99 ~~programs. Further, the Technology Committee will not be involved in, or~~  
100 ~~provide advice about, the selection of vendors or staff. Nothing stated herein~~  
101 ~~will preclude individual Committee members from participating in the District's~~  
102 ~~selection of any consultants relating to technical infrastructure issues.~~

#### 103 4. Committee Operations, Procedures and Administrative Matters

104 a. Meetings of the committee shall be conducted as provided in Board Policy  
105 1.09. Otherwise, such meetings. Committee operations and procedures shall  
106 be conducted in accordance with the parliamentary rules in the latest edition of  
107 Robert's Rules of Order.

- 108 a. ~~Robert's Rules of Order shall guide the conduct of Technology Committee~~  
109 ~~meetings. These meeting procedure Rules may be suspended for a meeting~~  
110 ~~or portion thereof by a simple majority vote of a quorum of voting members~~  
111 ~~present at the meeting.~~
- 112 b. ~~Under the following circumstance, Technology Committee members may~~  
113 ~~attend meetings and participate at meetings through the use of an interactive~~  
114 ~~video and/or telephone systems, as long as a quorum of voting Committee~~  
115 ~~members are physically present at the meeting: Voting members of the~~  
116 ~~Committee may participate and vote by the use of electronic media technology~~  
117 ~~to allow a member of the Committee who is not physically present to attend~~  
118 ~~the meeting, in those instances where the Committee member is confined to~~  
119 ~~home or hospital due to illness or accident or in those situations where the~~  
120 ~~Committee member's absence is due to a death or serious illness of an~~  
121 ~~immediate family member. Any other situations which cause a Committee~~  
122 ~~member to be absent from a meeting will require a vote by majority of the~~  
123 ~~Committee, based only on extraordinary circumstances as required by law, to~~  
124 ~~allow the Committee member to participate by the above referenced~~  
125 ~~technology.~~
- 126 c. ~~A unanimous vote will be considered if all community Committee members~~  
127 ~~voting (not abstaining due to potential conflict of interest) audibly vote "yes,"~~  
128 ~~show by hands a "yes," or all those who are voting and present have indicated~~  
129 ~~a "yes" vote on the e-agenda system, or if they remain silent it will also mean~~  
130 ~~consent (unless they abstained due to a potential conflict of interest).~~  
131 ~~However, if a member votes "no" on the e-agenda, audibly, or by a show of~~  
132 ~~hands, it will then be considered a split vote. If a vote is evenly tied for and~~  
133 ~~against a measure, such tie vote shall defeat the measure. For each vote, the~~  
134 ~~Chair or acting chair shall announce the vote, and the names of any member~~  
135 ~~in dissent, after it is tabulated.~~
- 136 d. ~~During the time a person is a member of the committee, that committee~~  
137 ~~member or his/hor company in which that member may have a direct financial~~  
138 ~~interest shall not do business with the Board, in accordance with Fla. Stat. §~~  
139 ~~412.313.~~
- 140 e. ~~The Technology Committee's meetings shall be subject to the open meeting~~  
141 ~~Sunshine provisions of Fla. Stat. § 286.011.~~
- 142 f. ~~All documents maintained as public records by persons in their capacity as~~  
143 ~~Technology Committee members are subject to public disclosure unless~~  
144 ~~exempt under Fla. Stat. § 119.071 or other statutes.~~
- 145 g. ~~The Superintendent shall designate staff to provide administrative support to~~  
146 ~~the Technology Committee. This support staff will be responsible for~~

147 ~~scheduling meetings, taking meeting minutes, and maintaining the records of~~  
148 ~~the Technology Committee.~~

149 b. ~~6.~~ Duration of Charter. - The Technology Committee's Charter shall remain in  
150 effect until repealed or amended by the Board. Following appropriate  
151 procedures for revising or repealing this Policy, the Board may modify or  
152 terminate this Charter with stated cause.

153 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1), (2); 1001.43(10)  
154 LAWS IMPLEMENTED: Fla. Stat. §§ 218.415; 1001.32(2); 1001.41(1); 1001.43(2), (10)  
155 HISTORY: 8/27/08; \_\_/\_\_\_2011

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.096 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date