



POLICY 1.096

4-A I recommend that the Board adopt the proposed new Policy 1.096, entitled “Technology Committee.”

[Contact: Joseph M. Moore, PX 48510.]

Adoption

CONSENT ITEM

- The Board approved development of this new Policy at the development reading on July 9, 2008, but requested the following changes:
 - Line 83 “merging” was corrected to “emerging”
 - Line 90 strikes “or the technology used to enable them”
 - Lines 109-114 delete and add requested language similar to the CORC policy, regarding Committee member participation at meetings by phone, under extraordinary circumstances as required by law.
- This new Policy sets forth the purpose, structure, composition, function, and protocols of the Technology Committee as an independent advisory committee to the Board.
- The Policy provides a charter outlining the purpose and function of an independent committee to advise and assist the Board in developing and analyzing its technological infrastructure for consistency with industry best practices and emerging 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.

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 its Charter, as set forth herein.

9 2. **Advisory Authority**

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

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

18 c. To facilitate preparation for committee meetings, the agenda and backup
19 materials should be available to members a week in advance of each regular
20 meeting. Special meetings may be called by the Committee Chair. If a special
21 meeting is called, the agenda and backup materials should be available upon
22 calling and noticing the meeting, at least 48 hours in advance.

23 d. The Committee will present reports to the Board that may include dissenting
24 viewpoints. Whenever a recommendation of the Committee on a substantive
25 issue is reported to the Board and the recommendation was not unanimous,
26 the basis for the majority and minority positions should be brought to the
27 attention of the Board at the same Board meeting in which the
28 recommendation was made.

29 3. **Composition**

30 a. The Technology Committee shall be composed of seven voting community
31 members, along with seven non-voting ex-officio members representing the
32 Board and District employees.

33 b. The seven members from the community are appointed by the Board upon
34 nomination by a Board Member--one for each Board Member. In selecting
35 community members, preference shall be given to persons who have

- 36 substantial technology leadership or technical experience within a large
37 enterprise or who have retired from such a position. As to nominating new
38 Committee voting members, the Committee may provide input to the Board
39 and constitute an appropriate source for the names of potential nominees for
40 membership with the preferred experience, as set forth in Policy 1.09(7).
- 41 c. The seven ex-officio members shall include: two Board Members, the Chief
42 Academic Officer, the Chief Operating Officer, the Chief Technology Officer,
43 the Chief of Performance Accountability, and a Principal.
- 44 d. All voting members of the Technology Committee shall be residents of Palm
45 Beach County. Board members will appoint community members as provided
46 in this section and Policy 1.09(7).
- 47 e. After the initial appointments forming the Technology Committee, the
48 community members may continue to serve as members, as stated in
49 subsection (3)(h) below until such member resigns or is removed from the
50 Technology Committee. In the event a community-member vacancy should
51 occur due to a resignation or otherwise the Board may appoint a replacement
52 at a regular or special Board Meeting. To fill a vacancy, the nominating Board
53 member shall be the same as it was for the Committee community member
54 whose seat has become vacant.
- 55 f. The voting members of the Technology Committee shall annually elect a Chair
56 and Vice-Chair from among the seven community members.
- 57 g. After the initial appointments forming the Technology Committee, the Board, at
58 its Annual Reorganization Meeting or thereafter, will decide which two Board
59 members will serve as ex-officio committee members. In the event of a
60 vacancy for an ex-officio Board member on the committee between annual
61 organizational meetings, the Board may designate a replacement at a regular
62 or special Board meeting.
- 63 h. Community members serve in a voluntary capacity, and the membership of a
64 community member who was nominated by a Board member continues as
65 long as the nominating Board member serves on the Board (consistent with
66 Policy 1.09(5)), although the nominating Board member may exercise his/her
67 discretion to remove his/her nominee at any time, as stated in Policy 1.09. If a
68 vacancy exists as to the position of an appointing Board member for a
69 particular district, the Committee members appointed by that Board member
70 may continue to serve as voting members on the Committee until and unless
71 the new Board member for that district decides to remove that Committee
72 member at any time.
- 73 i. Community members will be removed automatically should they miss three
74 consecutive regular meetings, unless, by request of the member, the Chair

75 grants compassionate leave due to personal, business, or familial exigency. A
76 quarterly report will be made to the Board regarding the attendance of
77 appointed committee members.

78 **4. Key Areas of Advisory Responsibility**

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

81 b. The Technology Committee will provide advice on:

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

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

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

88 c. The Technology Committee will not be involved in decisions, or provide advice
89 concerning: the selection, administration, or evaluation of instructional
90 programs or the technology used to enable them. Further, the Technology
91 Committee will not be involved in, or provide advice about, the selection of
92 vendors or staff. Nothing stated herein will preclude individual Committee
93 members from participating in the District's selection of any consultants
94 relating to technical infrastructure issues.

95 **5. Administrative Matters**

96 a. Robert's Rules of Order shall guide the conduct of Technology Committee
97 meetings. These meeting-procedure Rules may be suspended for a meeting
98 or portion thereof by a simple majority vote of a quorum of voting members
99 present at the meeting.

100 b. Under the following circumstance, Technology Committee members may
101 attend meetings and participate at meetings through the use of an interactive
102 video and/or telephone systems, as long as a quorum of voting Committee
103 members are physically present at the meeting: Voting members of the
104 Committee may participate and vote by the use of electronic media technology
105 to allow a member of the Committee who is not physically present to attend
106 the meeting, in those instances where the Committee member is confined to
107 home or hospital due to illness or accident or in those situations where the
108 Committee member's absence is due to a death or serious illness of an
109 immediate family member. Any other situations which cause a Committee
110 member to be absent from a meeting will require a vote by majority of the

111 Committee, based only on extraordinary circumstances as required by law, to
112 allow the Committee member to participate by the above referenced
113 technology..

114 c. A unanimous vote will be considered if all community Committee members
115 voting (not abstaining due to potential conflict of interest) audibly vote “yes,”
116 show by hands a “yes,” or all those who are voting and present have indicated
117 a “yes” vote on the e-agenda system, or if they remain silent it will also mean
118 consent (unless they abstained due to a potential conflict of interest).
119 However, if a member votes “no” on the e-agenda, audibly, or by a show of
120 hands, it will then be considered a split vote. If a vote is evenly tied for and
121 against a measure, such tie vote shall defeat the measure. For each vote, the
122 Chair or acting chair shall announce the vote, and the names of any member
123 in dissent, after it is tabulated.

124 d. During the time a person is a member of the committee, that committee
125 member or his/her company in which that member may have a direct financial
126 interest shall not do business with the Board, in accordance with Fla. Stat. §
127 112.313.

128 e. The Technology Committee’s meetings shall be subject to the open meeting
129 Sunshine provisions of Fla. Stat. § 286.011.

130 f. All documents maintained as public records by persons in their capacity as
131 Technology Committee members are subject to public disclosure unless
132 exempt under Fla. Stat. § 119.071 or other statutes.

133 g. The Superintendent shall designate staff to provide administrative support to
134 the Technology Committee. This support staff will be responsible for
135 scheduling meetings, taking meeting minutes, and maintaining the records of
136 the Technology Committee.

137 6. Duration of Charter.– The Technology Committee’s Charter shall remain in effect
138 until repealed or amended by the Board. Following appropriate procedures for
139 revising or repealing this Policy, the Board may modify or terminate this Charter
140 with stated cause.

141 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(1), (2); 1001.43(10)
142 LAWS IMPLEMENTED: Fla. Stat. §§ 218.415; 1001.32(2); 1001.41(1); 1001.43(2), (10)
143 HISTORY: __/__/2008

Legal Signoff:

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

Attorney

Date