



**POLICY 1.096**

**5-C** I recommend that the Board approve development of the proposed new Policy 1.096, entitled "Technology Committee."

[Contact: Joseph Moore, PX 48510.]

**Development**

**CONSENT ITEM**

- This new Policy would set forth the purpose, structure, function, and protocols of the Technology Committee as an independent advisory committee to the Board.
- The Policy would provide 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 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.

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  
74 i. Community members will be removed automatically should they miss three

75 consecutive regular meetings, unless, by request of the member, the Chair  
76 grants compassionate leave due to personal, business, or familial exigency. A  
77 quarterly report will be made to the Board regarding the attendance of  
78 appointed committee members.

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

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

82 b. The Technology Committee will provide advice on:

83  
84 i. the District's technical infrastructure for consistency with "Best Industry  
85 Practices" and merging infrastructure technologies;

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

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

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

97 **5. Administrative Matters**

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

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

112 manner if they are on vacation. Any other situations which cause a member to  
113 be absent from a meeting will require a vote by majority of the Committee to  
114 allow the member to participate by this technology.

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

125 d. During the time a person is a member of the committee, that committee  
126 member or his/her company in which that member may have a direct financial  
127 interest shall not do business with the Board, in accordance with Fla. Stat. §  
128 112.313.

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

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

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

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

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

Legal Signoff:

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

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Attorney

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Date