



**POLICY 5.012**

**5-G** I recommend that the Board approve development of the proposed **revised** Policy 5.012, entitled "Advisory Boundary Committee."

[Contact: Jerri Lynn Burns, PX 48019.]

**Development**

**CONSENT ITEM**

- The ABC membership is designed to mirror the diversity of our Community. As such, one member has historically been appointed by the Haitian Council. This organization no longer exists, thereby necessitating this amendment.

**POLICY 5.012**

**ADVISORY BOUNDARY COMMITTEE**

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3 1. **Purpose.**-- The Board recognizes the importance of community input into the  
4 attendance boundary process and values the comments of communities potentially  
5 impacted by attendance boundary adjustments. The Advisory Boundary Committee  
6 ("ABC") is a citizens advisory committee established to assist District staff in  
7 working with the community to develop recommendations for establishment or  
8 adjustments to attendance boundaries that accommodate the opening of new  
9 schools, to ensure optimal facility utilization, and/or to accommodate space needs  
10 for program changes.
- 11 2. **Function.**--The ABC is an advisory committee reporting to the Superintendent, and  
12 its meetings are subject to Florida's Sunshine Law. The ABC utilizes the  
13 attendance-zone criteria in Policy 5.01(1) & (2), "Student Assignment," in making  
14 boundary recommendations to the Superintendent, who in turn makes final  
15 recommendations to the School Board under Policy 5.01(4). The Board has final  
16 authority in the establishment of boundaries.
- 17 3. **Membership Composition and Duration.**
- 18 a. The ABC shall be comprised of nineteen (19) voting members appointed as  
19 follows:
- 20 i. seven (7) by the School Board (one (1) by each member of the Board);  
21 ii. three (3) by the Superintendent;  
22 iii. one (1) by the County Council of PTAs;  
23 iv. two (2) by the NAACP;  
24 v. ~~one by the Haitian Council;~~ Among the members, at least one (1) member  
25 should represent the Haitian community, either by professional affiliation  
26 or based on their cultural affiliation to this community and two (2) by the  
27 Hispanic Council;  
28 vi. one (1) by the District's ESE Task Force; and  
29 vii. two (2) by the Palm Beach County League of Cities.
- 30 b. Except as provided in subsections (6)(a) or (b) below, members are appointed  
31 to serve throughout a period of time in which attendance zone changes are  
32 considered, recommended, and adopted for the next or subsequent school

33                    year (boundary cycle). Appropriate staff shall maintain centralized records of  
34                    appointment and termination dates of voting members and their attendance.

35    **4. Membership Criteria**

36            a.    Members must be residents of Palm Beach County.

37            b.    The membership should be representative of the entire community and  
38            geographic areas of the District.

39            c.    Members should be committed to serve throughout the boundary cycle for  
40            which they were appointed, until final adoption of attendance boundaries for  
41            the next school year.

42            d.    Members must have the ability to maintain a global view of the District, its  
43            students, and the issues and policies impacting and guiding the setting of  
44            school attendance boundaries.

45            e.    Members should have the flexibility in their personal and professional  
46            schedules to meet during work hours, evenings, or weekends, as necessary,  
47            to complete tasks within appropriate timelines.

48    **5. Committee Leadership.**-- At the first regular meeting of the ABC each boundary  
49            cycle, a chair and vice-chair shall be elected by a majority vote. If a vacancy occurs  
50            in one of those positions during the boundary cycle, the position shall be filled by  
51            majority vote in a new election.

52            a.    The chair's duties shall include presiding over meetings, assisting staff in  
53            developing the agenda for each meeting, keeping the ABC on task and within  
54            appropriate timelines, and speaking on behalf of the ABC at public functions  
55            including Board meetings.

56            b.    The vice-chair's duties shall include acting in the chair's capacity when the  
57            chair is absent, and such other duties as the chair or ABC may assign.

58    **6. Service Criteria**

59            a.    Continuation of appointees as ABC members is subject to the discretion of  
60            their appointers or, if appropriate, their appointing position at any time during  
61            their appointed terms.

62            b.    ABC members shall not miss more than two (2) regular meetings in a row  
63            without justifiable cause. In the event an ABC member should miss two (2)  
64            consecutive regular ABC meetings without justifiable cause, appropriate staff  
65            shall diligently attempt to contact the member for an explanation and a  
66            reminder concerning this provision. Failure of the ABC member to attend the

67 next regular ABC meeting without justifiable cause shall result in the automatic  
68 removal of the individual from ABC membership. Appropriate staff shall then  
69 notify in a timely manner the appointer of the vacancy and the need for a  
70 replacement ABC member. This attendance policy will be strictly enforced.

71 c. New ABC members are appointed, trained, and provided information relevant  
72 to the ABC and its operations.

73 **7. ABC Meeting Procedures**

74 a. For meetings of the entire ABC, the quorum shall be five (5) physically-present  
75 currently-appointed members. (For meetings of smaller regional sub-  
76 committees of the ABC, to facilitate the development of attendance boundary  
77 recommendations, the quorum shall be two (2) physically-present ABC sub-  
78 committee members.)

79 b. All ABC members are eligible to vote if physically present at the meeting,  
80 except that a newly appointed voting member must have attended a training  
81 session before being eligible to vote.

82 c. Whenever a vote is taken at any ABC meeting, the minutes shall reflect the  
83 names of those voting for the motion, those against, and any abstentions due  
84 to potential or actual conflict of interest.

85 d. Written minutes shall be taken of all ABC meetings. Minutes of each regular  
86 ABC meeting shall be promptly typed and delivered by District staff to each  
87 ABC member in sufficient time for a review before the next regular ABC  
88 meeting. At the next regular meeting, ABC members may propose revisions or  
89 changes to more accurately reflect the events of the meeting. The ABC may  
90 vote to accept or reject those proposed changes upon a vote on a motion. The  
91 ABC shall vote at that meeting whether to approve the minutes, as amended.  
92 Prior to approval, the ABC may decide which, if any, of its previous meetings'  
93 minutes it wishes to revise and/or approve.

94 e. All actions of the ABC which are related to boundary change proposals and  
95 are recorded in the minutes, shall be indexed by staff, if possible, by subject  
96 matter and meeting date for easy access.

97 f. The entire length of the meetings shall be tape-recorded; and the tapes, which  
98 are public records, shall be provided promptly, upon a request, to a member of  
99 the public (pursuant to Policy 2.041) or to any ABC member.

100 g. Consistent with District needs, the agenda will be set by the ABC and District  
101 staff at the current regular meeting for the next regular meeting, although staff  
102 will prepare the agenda for the first meeting of the boundary cycle.

- 103 h. Notices of any ABC meeting shall be submitted by the appropriate District staff  
104 person to the District's Office of Public Affairs in a timely manner. If at the time  
105 the notice is submitted, the major subject matter(s) are known, or the agenda  
106 is available, these shall be included within the notice. The Office of Public  
107 Affairs, upon receipt of the notice, posts it on the District's Public Affairs Web  
108 site, which is available to the public and news media. If the subject matter or  
109 agenda is not included in the initial notice of the meeting at the time the  
110 agenda is prepared, the agenda should similarly be provided online via the  
111 ABC Calendar to the general public and through links submitted to the Office  
112 of Public Affairs when it becomes available, and this agenda is then available  
113 for public inspection and copying upon request.
- 114 i. All meetings of ABC will be conducted in compliance with the current edition of  
115 *Robert's Rules of Order, Newly Revised*, unless otherwise stated in this Policy  
116 or other Board policies.
- 117 j. Agendas for each ABC meeting, in addition to available proposals, growth  
118 projections and other backup data and information to be discussed at the  
119 upcoming meeting, should be made available online ~~delivered~~ to each ABC  
120 member at least two (2) days prior to the meeting.
- 121 i. Each agenda shall contain a statement informing the public that the ABC  
122 is an advisory committee which makes recommendations to the  
123 Superintendent.
- 124 ii. Absent consent from the ABC, no more than a total of thirty (30) minutes  
125 of each regular ABC meeting shall be set aside for public comments  
126 speaking to the meeting's agenda items. The person chairing the meeting  
127 may exercise discretion to set the time allotted for each speaker,  
128 considering the total number of speakers signed up (although the time  
129 shall in no case exceed three (3) minutes per person, absent special  
130 consent of the ABC).
- 131 k. Communications, prepared by District staff on behalf of the ABC, shall be  
132 reviewed and approved by the ABC before such communications are  
133 distributed. If time does not allow for such a review by the ABC at a meeting,  
134 the Chair may review the communication to ensure that it accurately reflects  
135 the ABC's action.
- 136 l. An ABC member requesting any information to be included in the member's  
137 information packet for the next meeting must make this request within five (5)  
138 business days after the previous meeting.
- 139 m. If an ABC member is absent for any portion of an ABC meeting at which  
140 handouts are presented and has not received the handouts, after the meeting  
141 any and all handout materials shall be delivered to the absent members by e-

142           mail or mail upon request.

143           n. If an ABC member is unable to attend a regular ABC meeting, it is that  
144           member's responsibility to notify the relevant staff of that individual's inability to  
145           attend. Under normal circumstances, this notice should be given forty-eight  
146           (48) hours prior to the scheduled meeting.

147           o. When addressing a public forum (other than ABC, regional subcommittee, or  
148           community informational meetings) or the School Board regarding ABC  
149           issues, such ABC members must first state whether they are speaking as an  
150           individual or as a representative of the ABC. Unless authorized by the ABC by  
151           a vote, no ABC member shall purport to speak on behalf of the ABC. Knowing  
152           violation of this subsection shall subject the ABC member to removal from the  
153           ABC by vote of the ABC.

154           p. If, during a School Board meeting or workshop on boundary changes that the  
155           ABC has recommended to the Superintendent, an ABC member is asked to  
156           state the rationale for the ABC's recommendation, the ABC member may  
157           briefly explain the rationale but may not present any materials that were not  
158           included in the ABC's deliberation process (unless this member has been  
159           designated by the ABC to present such additional materials).

160           q. District staff shall be reasonably available to assist during, or outside of, ABC  
161           meetings in the training of new ABC members.

162           r. If an ABC member feels that any of these internal ABC procedures have not  
163           been followed, the member should notify appropriate District staff in a timely  
164           manner to assert any objection and allow for correction.

165           8. **Evaluation of the ABC Committee Process.**-- After completion of the boundary  
166           process, appropriate District staff and the ABC shall evaluate the ABC's operation  
167           to determine if it should be recommended that the structure and process be  
168           modified.

169           STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(1), (2); 1001.42(22); 1001.43(5), (10)

170           LAWS IMPLEMENTED: Fla. Stat. §§ 120.54; 1001.41(1) & (6); 1001.42(4)(a)

171           HISTORY: 5/31/2006; \_\_\_/\_\_\_2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 5.012 and finds it legally sufficient for development by the Board.

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Attorney

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Date