



POLICY 5.012

4-E I recommend that the Board approve development of the proposed new Policy 5.012, entitled “Advisory Boundary Committee.”

[Contact: Kristin Garrison, PX 48935; Judith Brennan, PX 48019]

Development

CONSENT ITEM

- This proposed new Policy would codify procedures and standards for the ABC. Adoption of this Policy is consistent with amendments to Policy 5.01, “Student Assignment.”
- This Policy proposal generally reflects current practice.

1 **POLICY 5.012**

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3 **ADVISORY BOUNDARY COMMITTEE**

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- 5 1. **Purpose.--** The Board recognizes the importance of community input into the
6 attendance boundary process and values the comments of communities potentially
7 impacted by attendance boundary adjustments. The Advisory Boundary Committee
8 ("ABC") is a citizens advisory committee established to assist District staff in
9 working with the community to develop recommendations for establishment or
10 adjustments to attendance boundaries that accommodate the opening of new
11 schools, to ensure optimal facility utilization, and/or to accommodate space needs
12 for program changes.
- 13 2. **Function.--** The ABC is an advisory committee reporting to the Superintendent,
14 and its meetings are subject to Florida's Sunshine Law. The ABC utilizes the
15 attendance-zone criteria in Policy 5.01(1) & (2), "Student Assignment," in making
16 boundary recommendations to the Superintendent, who in turn makes final
17 recommendations to the School Board under Policy 5.01(4). The Board has final
18 authority in the establishment of boundaries.
- 19 3. **Membership Composition and Duration**
- 20 a. The ABC shall be comprised of nineteen (19) voting members appointed as
21 follows:
- 22 i. seven (7) by the School Board (one (1) by each member of the Board);
- 23 ii. three (3) by the Superintendent;
- 24 iii. one (1) by the County Council of PTAs;
- 25 iv. two (2) by the NAACP;
- 26 v. one (1) by the Haitian Council;
- 27 vi. two (2) by the Hispanic Council;
- 28 vii. one (1) by the District's ESE Task Force; and
- 29 viii. 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.
91 The ABC shall vote at that meeting whether to approve the minutes, as
92 amended. Prior to approval, the ABC may decide which, if any, of its previous
93 meetings' 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 submitted to the Office of
111 Public Affairs when it becomes available, and this agenda is then available for
112 public inspection and copying upon request.
- 113 i. All meetings of ABC will be conducted in compliance with the current edition of
114 Robert's Rules of Order, Newly Revised, unless otherwise stated in this Policy
115 or other Board policies.
- 116 j. Agendas for each ABC meeting, in addition to available proposals, growth
117 projections and other backup data and information to be discussed at the
118 upcoming meeting, should be delivered to each ABC member at least two (2)
119 days prior to the meeting.
- 120 i. Each agenda shall contain a statement informing the public that the ABC
121 is an advisory committee which makes recommendations to the
122 Superintendent.
- 123 ii. Absent consent from the ABC, no more than a total of thirty (30) minutes
124 of each regular ABC meeting shall be set aside for public comments
125 speaking to the meeting's agenda items. The person chairing the
126 meeting may exercise discretion to set the time allotted for each speaker,
127 considering the total number of speakers signed up (although the time
128 shall in no case exceed three (3) minutes per person, absent special
129 consent of the ABC).
- 130 k. Communications, prepared by District staff on behalf of the ABC, shall be
131 reviewed and approved by the ABC before such communications are
132 distributed. If time does not allow for such a review by the ABC at a meeting,
133 the Chair may review the communication to ensure that it accurately reflects
134 the ABC's action.
- 135 l. An ABC member requesting any information to be included in the member's
136 information packet for the next meeting must make this request within five (5)
137 business days after the previous meeting.

- 138 m. If an ABC member is absent for any portion of an ABC meeting at which
139 handouts are presented and has not received the handouts, after the meeting
140 any and all handout materials shall be delivered to the absent members by
141 mail.
- 142 n. If an ABC member is unable to attend a regular ABC meeting, it is that
143 member's responsibility to notify the relevant staff of that individual's inability
144 to attend. Under normal circumstances, this notice should be given forty-eight
145 (48) hours prior to the scheduled meeting.
- 146 o. When addressing a public forum (other than ABC, regional subcommittee, or
147 community informational meetings) or the School Board regarding ABC
148 issues, such ABC members must first state whether they are speaking as an
149 individual or as a representative of the ABC. Unless authorized by the ABC by
150 a vote, no ABC member shall purport to speak on behalf of the ABC. Knowing
151 violation of this subsection shall subject the ABC member to removal from the
152 ABC by vote of the ABC.
- 153 p. If, during a School Board meeting or workshop on boundary changes that the
154 ABC has recommended to the Superintendent, an ABC member is asked to
155 state the rationale for the ABC's recommendation, the ABC member may
156 briefly explain the rationale but may not present any materials that were not
157 included in the ABC's deliberation process (unless this member has been
158 designated by the ABC to present such additional materials).
- 159 q. District staff shall be reasonably available to assist during, or outside of, ABC
160 meetings in the training of new ABC members.
- 161 r. If an ABC member feels that any of these internal ABC procedures have not
162 been followed, the member should notify appropriate District staff in a timely
163 manner to assert any objection and allow for correction.
- 164 8. **Evaluation of the ABC Committee Process.--** After completion of the boundary
165 process, appropriate District staff and the ABC shall evaluate the ABC's operation
166 to determine if it should be recommended that the structure and process be
167 modified.

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

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

170 HISTORY: New: / /2006

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Legal Signoff:

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

Attorney

Date