



POLICY 1.03

4-D I recommend that the Board approve the proposed revised Policy 1.03, entitled "School Board Meetings."

[Contact: Joseph Moore, PX 48510]

Development

CONSENT ITEM

- The proposed revisions include updates to align the Policy with District practices, including the e-agenda system.
- Other minor updates include new statutory references.

POLICY 1.03

SCHOOL BOARD MEETINGS

1. All meetings of the Board shall be open to the public except those meetings exempted under Florida Sunshine Statutes and the Public Employees Relations Act. The School Board of Palm Beach County invites the advice and counsel of the people within the School District of Palm Beach County, including by means of public comment at the Board's regular, special and workshop meetings which are open to the public.
2. All regular School Board meetings shall begin at 5:00 p.m. and shall end no later than approximately 10:00 p.m., absent a Board vote to extend the time of the meeting. The dates and time of regular Board meetings will be determined by Board action at its organizational meeting in November, although at a later date the Board may reschedule a meeting(s). Special meetings may be called for any location as provided by Florida Statutes within the county by the Superintendent upon forty-eight (48) hours public notice. Special meetings may be called by the Superintendent, Board Chair or Board, pursuant to the procedure set forth in Fla. Stat. § 230.16 1001.372(1) & (2), Fla. Stat.
3. Workshops and special meetings conducted by the School Board shall begin at times designated by the Board, the Board Chair, or Superintendent. The purpose of the workshop meeting shall be to acquaint the Board with background information ~~prior to regular and special Board meetings.~~ No Board votes will be taken at a workshop. The purpose of special meetings includes dealing with:
 - a. Important matters arising between regular meetings which require urgent action;
 - b. Specific matters of business which are not being raised at the Board's regular meeting;
 - c. Emergencies; or;
 - d. Other matters as decided by the Superintendent (or as decided by the Board Chair or majority of the Board, in the event the Superintendent should decline to call a special meeting when requested to do so by the Chair or majority of the Board pursuant to Fla. Stat. § 230.16 1001.372 (1) & (2), F.S.
4. All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*, the School Board's special rules of order, this Policy, Florida's Uniform Rules of Procedure, as applicable, and the Florida Statutes including the Florida Administrative Procedure Act. If any conflict exists between *Robert's Rules of Order* and the School Board's special rules of order, or this policy, the provisions in the special rules of order or this policy, shall control and supersede *Robert's Rules*. However, the Board may suspend the rules within this policy for a particular meeting by a two-thirds (2/3) vote of those members present, if not contrary to Florida or Federal Law.
5. All items to be considered at regular School Board meetings shall be submitted to the Superintendent's office for inclusion on the agenda not later than 2:00 p.m. nine (9) working days prior to the meeting at which consideration is desired. After the agenda has

- 50 been published and distributed pursuant to law, items may be added only for good cause
51 determined by the Chair and this shall be stated on the record as which may be reflected in
52 the Board report and/or discussion at the meeting, and notification of such change shall be
53 at the earliest practicable time.
54
- 55 6. Questions or other queries received from School Board members on the District's e-mail
56 network shall be responded by the designated staff member(s) as a "reply" to the inquiring
57 Board member and copied to all other Board members so that the reply contains the
58 original question or query. Board members shall not use the e-mail network to express or
59 indicate their positions on a specific Board agenda item.
60
- 61 7. Persons who desire to speak before the Board may call or write to the clerk's office prior to
62 12:00 p.m., the day of the Board meeting to advise of their intent to address the Board and,
63 if applicable, the particular agenda item to which they wish to speak. The clerk shall
64 provide a list of those persons who called or wrote to address the Board, as well as, if
65 applicable, the particular agenda item to which they wish to speak. Anyone else who
66 desires to speak before the Board shall complete a blue card and provide the card to the
67 School Board's clerk before the meeting begins. Speakers may address the Board for no
68 longer than three (3) minutes on agenda or non-agenda items at the appropriate time,
69 although public comment at special meetings and workshops shall be limited to agenda
70 items for that meeting. The Board, however, may vote to limit the time to a lesser amount
71 due to the volume of speakers.
72
- 73 8. Regular School Board Meetings.
74
- 75 a. Unless otherwise provided in a collective bargaining agreement, only one (1) person
76 may speak on behalf of a delegation although other persons from that entity may
77 address the School Board during public comment on agenda or non-agenda items.
78
- 79 b. Delegation speakers and speakers addressing agenda items will be heard before the
80 attorney's report. Persons addressing the Board to a specific agenda item will be
81 listed under "Delegations/Individual Appearances."
82
- 83 c. Speakers addressing non-agenda items shall be heard at the end of business of the
84 regular agenda; however, if the agenda items at regular meetings have not been
85 concluded by 8:00 p.m., public comment shall be heard on non-agenda items from
86 8:00 p.m. until 8:30 p.m. (if there are sufficient speakers to utilize this time), at which
87 time the agenda of the meeting shall continue and, once concluded, any additional
88 non-agenda speakers not heard between 8:00 p.m. and 8:30 p.m. may address the
89 School Board.
90
- 91 9. If a School Board member requests that a member of the audience address the Board, the
92 Chairman will poll the Board and consensus will prevail.
93
- 94 10. The Superintendent shall report the status of any issue or concern raised by speakers to
95 non-agenda items in the Superintendent's report to the Board at the next regularly
96 scheduled Board meeting.
97
- 98 11. A unanimous vote will be considered if all members currently present in the room indicate

99 a “yes” vote on the e-agenda system, audibly vote “yes,” show by hands a “yes;” or, if they
100 remain silent, it will mean consent. However, if a member votes “no” on the e-agenda,
101 audibly, or by show of hands votes “no;” it will then be considered a split vote, and the
102 minutes will record the name of each member and how he/she voted on the question. If a
103 vote is evenly tied for and against a measure, such tie vote shall defeat the measure. For
104 each vote, the Chair or acting chair shall announce the vote, and the names of any
105 member in dissent, after it is tabulated.
106

- 107 12. The official minutes of the School Board shall be taken and recorded as required by
108 Florida’s public meetings and public records statutes and Florida Statutes Fla. Stat. §
109 230.23(1)(a) & (b)-1001.42(1)(a) & (b), shall be kept in a safe place by the Superintendent
110 and shall be made available by the Superintendent to any citizen desiring to examine the
111 minutes during the hours the office is open.
112

113 a. Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, mMinutes of
114 regular and special Board meetings shall record only the date, starting and ending
115 times, Board members in attendance, presenters, conclusion of discussion items,
116 motions, resolutions, and necessary information related thereto, the name of the
117 person making and seconding a motion, or submitting a resolution, and the vote
118 thereon (specifying the name of any member who votes against the measure or was
119 out of the room for the vote). Certain resolutions shall be spread upon the minutes,
120 i.e. quoted in full as part of the minutes, when required by law. If any member of the
121 School Board or the Superintendent wishes any of that person’s statements to be
122 recorded, the Board member or Superintendent may request during the meeting that
123 such statement become a part of the official minutes.
124

125 b. Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, mMinutes of
126 School Board workshop sessions shall indicate the date, starting and ending time,
127 attending participants and subject(s) presented and discussed. These minutes shall
128 clearly indicate that no official actions were taken by the Board members during this
129 session and that audio tapes are maintained by the Board office for official record of
130 these proceedings.
131

- 132 13. Order of Regular Meetings.-- The order of regular meetings shall be set forth in the agenda
133 consistent in accord with Fla. Admin. Code Rule 28-102.002(1)(b) and the Uniform Rules
134 and more specifically as follows at a minimum include the following, if applicable:
135

- 136 a. The official name of the agency; the time, date, and place of the meeting; and a
137 statement that this meeting is open to the public.
138 b. Call to Order and Pledge of Allegiance
139 c. Review of Minutes
140 d. Public Comment on Agenda Items
141 e. Unfinished Business: Specific listing with brief summary
142 f. New Business: Specific listing with brief summary
143 g. Other Business: Specific listing and brief summary (such as non-agenda speakers
144 and Board discussion items)
145 h. Adjourn.
146

147 Call to Order

148 Pledge of Allegiance
149 Opening Remarks
150 Approve Board Minutes
151 ~~{Disclosures by Board Members: Do any Board members have disclosure(s) to~~
152 ~~make?}~~
153 Consent Agenda Items
154 Presentations/Awards
155 Naming of Schools
156 Student Government Report — Student Representative
157 Delegations/Individual Appearances/Reports
158 Elected Officials
159 Delegations
160 Individual Appearances — Agenda Items and Public Hearings
161 Individuals to Speak on Behalf of Expulsions
162 Audit Committee Report
163 Construction Oversight and Review Committee (“CORC”)
164 Finance Committee Report
165 Superintendent’s Report
166 Approve Consent Items
167 Unfinished Business — Old Business
168 New Business
169 Legal
170 ~~Policies Review/Discuss (if not on the consent agenda, or if pulled therefrom)~~
171 ~~Legal (Review/Discuss)~~
172 ~~Expulsions~~
173 ~~Action Items Not in Consent and Consent — (Curriculum & Learning Support)~~
174 ~~Consent — (School and Student Support)~~
175 ~~Consent — (Personnel Services)~~
176 ~~Consent — Facilities (Support Services)~~
177 ~~Consent — (Financial Management)~~
178 End Consent Items
179 ~~Delegations/Individual Appearances — Non-agenda Items (Time Certain 8:00 p.m. or~~
180 ~~Business Meeting is Completed)~~
181 ~~Adjourn Board Meeting and Convene as Leasing Corporation~~
182 ~~Leasing Corporation:~~
183 ~~Adjourn Leasing Corporation Meeting and Reconvene Board Meeting *[Placement~~
184 ~~will vary depending on coinciding Board report]~~
185 ~~School Board Discussion Items~~
186 ~~Adjournment~~
187

188 14. In both regular and special meetings, the Board may utilize a consent agenda to increase
189 the efficiency of approving large numbers of routine or non-controversial items. Except for
190 any item that a School Board member pulls from the consent agenda, all items on the
191 consent agenda may be approved in gross and without debate or amendment.
192

193 15. The order of special meetings shall be as required by Florida law and, if specified on the
194 agenda, may include a consent agenda, which shall be called up and later approved
195 before any consent agenda items are discussed.
196

- 197 16. The consent agenda of either a regular or special meeting may include proposed Policy
198 development items. The consent agenda of either a regular or special meeting may also
199 include proposed Policy adoption items unless, after publication of the adoption notice, an
200 affected person has specifically requested public discussion of the proposed rule pursuant
201 to the hearing-request provisions of Fla. Stat. § 120.54(3)(c), F.S.
202
- 203 17. Final Board proceedings on expulsion of students are exempted from Florida's
204 Government in the Sunshine Law, unless properly waived. A special meeting of the Board,
205 which is not open to the public, will be scheduled on expulsions, to commence either
206 approximately one-half (½) hour prior to each regular Board meeting, or at a special
207 meeting on another day, although the scheduling time and date may vary or the meeting
208 canceled depending on the number of expulsions to be heard. This is not the evidentiary
209 hearing. At these special meetings, each expulsion will be considered separately and
210 consecutively. Individuals may speak relating to the specific expulsion and Board
211 discussion may follow. The vote on the expulsion and final order, without discussing the
212 name of the student, will be taken and entered in accordance with Board action at the
213 regular meeting following this special meeting, or at a special meeting.
214
- 215 18. Members may attend workshops and participate at such workshops through the use of an
216 interactive video and/or telephone system, as long as a quorum of Board members are
217 present at the workshop.
218
- 219 19. Members may participate and vote by the use of electronic media technology to allow an
220 absent member of the Board to attend the meeting, in those instances where the Board
221 member is confined to home or hospital due to illness or accident or in those situations
222 when the Board member's absence is due to a death or serious illness of an immediate
223 family member. Board members may not participate if they are on vacation. Any other
224 situations which cause a member to be absent from a meeting will require a vote by
225 majority of the Board to allow the member to participate, by this technology.
226

227 STATUTORY AUTHORITY: §§ 230.17; 230.22 (1), 230.23(22), 230.23005(10),
228 1001.372(2); 1001.41(1) & (2); 1001.42(22); 1001.43 (10), Fla. Stat.
229

230 LAWS IMPLEMENTED: §§ 120.525, 120.569, 120.57, 120.81(1) (f), 120.81(1)(j);
231 230.15, 230.16, 230.23005(6)(10), 230.23(1)(a), 230.23(1)(b); 230.23(6)(c), 230.33(2)
232 1001.371; 1001.372; 1001.43(6); 1001.51(2) & (3); 1001.42(1) (a) & (b); 1006.07(1)(a), Fla.
233 Stat.
234

235 RULE IMPLEMENTED: Fla. Admin. Code Rule 28-102.002(1)(b)
236

237 ATTORNEY GENERAL OPINIONS: 93-03 (relevant to section (17)); 2002-08 (relevant to
238 section (5))
239

240 HISTORY: 6/2/76; 7/21/82; 11/20/85; 07/09/2001; 1/16/2002: ___/___/06
241

241

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.03 and finds it legally sufficient for development by the Board.

Attorney

Date