

SCHOOL BOARD'S STATEMENT OF ITS ORGANIZATION AND OPERATION

July 2018

1. Description of the Agency Head The **School Board of Palm Beach County, Florida**, is the agency head and operates under the authority of Article IX, Section 4 of the Florida Constitution and the Florida Education Code, including Florida Statutes Chapter 1001, Part II. Information about the School Board, its operation, method of selection, and length of terms of office are included in School Board Policies 1.011, 1.02, and 1.07 and can be found in Article IX, Section 4 of the Florida Constitution and the Florida Education Code within Florida Statutes (Chapters 1000-1013). Per Article IX, Section 4 of the Florida Constitution and Florida Statutes Section 1001.32 (2), the School Board shall operate, control, and supervise all free public schools in its District and may exercise any power except as expressly prohibited by the State Constitution or general law.

2. Description of the Organizational Units and Sub-Units

- a.** The District's divisions and departments are depicted on the District's organizational chart. The most current chart is in the District's Department of Communications & Engagement and can be found on that Department's website.
- b.** The School Board's Secretary and Chief Executive is the **Superintendent of Schools**, whose responsibilities are described in School Board Policy 1.012 and within the applicable provisions of the Education Code within the Florida Statutes (Chapters 1000-1013, including Chapter 1001, Part II, B), federal statutes and regulations, State Board of Education Rules, School Board Policies, and Job Description Job Code 73700.

Per Florida Statutes Section 1001.32 (3), the Superintendent is vested with the responsibility for the administration and management of the schools and for the supervision of instruction in the District, as provided by law.

- c.** The School Board also directly employs a **General Counsel** (whose functions are summarized on the General Counsel's website (located at: <http://www.palmbeachschools.org/chiefcounsel/>) and a **District Inspector General**, whose responsibilities are described in School Board Policy 1.092. Their performance responsibilities are also found within their job descriptions—Job Codes 70870 and 70405. Job descriptions can be obtained from the Department of Communications & Engagement and are located on the District's Employee website at: <https://www.palmbeachschools.org/compensation/jobdescriptions> .

The General Counsel's many responsibilities include 1) advising the School Board on all legal matters coming before the School Board; 2) representing or providing for the representation of the School District in litigation filed by or against the Superintendent, School Board, and/or its employees, as appropriate; 3) serves as Parliamentarian at School Board meetings and acts as legal advisor to the School Board at Exceptions Hearings and prepares Final Orders for the School Board; 4) reviews and recommends to the School Board appropriate changes to policies, contracts and procedures to ensure compliance with applicable Federal and State laws and Department of Education rules and policies; 5) coordinates the preparation of legal opinions and the dissemination of information related to such opinions; and 6) attends and provides legal advice at all meetings of the School Board and such other meetings as the Board or Superintendent may direct.

The Superintendent, General Counsel, and the District's Inspector General assist the School Board in implementing applicable chapters and sections of the Education Code (Chapters 1000 – 1013 of the Florida Statutes), Rules of the State Board of Education, federal statutes and regulations, and School Board Policies.

- d. The Board has established several **advisory committees** under School Board Policy 1.09, including the Audit Committee, Academic Advisory Committee (AAC), Budget Advisory Committee, Construction Oversight & Review Committee (CORC), District Diversity and Equity Committee, Finance Committee, Independent Referendum Oversight Committee (IROC), Independent Sales Surtax Oversight Committee (ISSOC), and Technology Committee (TAC) that provide advice to the Board pursuant to School Board Policies 1.091, 1.093, 1.094, 1.095, 1.096, 1.097, 1.0971, 1.098, and 1.099.
- e. Direct reports to the Superintendent are the **Deputy Superintendent/Chief of Schools (DSCS), the Chief of Staff (COS), the Chief Operating Officer (COO), the Chief of Human Resources (CHR), the Chief Financial Officer (CFO)**, as shown on the Board approved organizational chart for the District. Their job description Job Codes – 73850, 70570, 70600, 74060, and 70610 -- set forth their performance responsibilities.
Job descriptions can be found on the District website at:
<https://www.palmbeachschools.org/compensation/jobdescriptions>
- i. The **Deputy Superintendent/Chief of Schools (DSCS)** has numerous performance responsibilities. These include 1) assisting the Superintendent in all activities designated by the Superintendent; 2) directing, supervising the Regional offices in meeting the School Board's goals and priorities; 3) overseeing the allocation of materials and staff resources for schools and Regional offices; assures their use for the purposes intended, and enforces appropriate accountability for all disbursements and expenditures; 4) working closely with the Superintendent as a strategic partner and assisting in providing administrative coordination and supervision of work and personnel of all departments and schools to reduce fragmentation, overlap, and duplication of programs and services; 5) partnering with organizational leadership to develop and manage District-wide policies and procedures, ensuring compliance with relevant state and local laws; 6) establishing and maintaining effective measurement systems to track organizational performance and progress toward those goals; 7) assessing the organizational infrastructure of the District and making substantive recommendations for change where necessary; 8) advising the Superintendent on matters of District policy and administrative procedures as they relate to the District and schools; 9) providing oversight to all division priorities and projects that assist in achieving the Board's strategic plans and goals and serving as Ombudsman in problem resolution with various public entities; and functioning as a liaison on behalf of the Superintendent's Office to community and interest groups, the business community, and various governmental entities.

The DSCS oversees the four Regional Offices, GlobalEd & Community Outreach, School Transformation (Federal Programs), Support Services, Equity, Access (Safe Schools, Support Services, and Extended Learning), Performance Accountability (Research & Evaluation, Assessment, and Educational Technology), Teaching and Learning (K-12 Curriculum, Exceptional Student Education, Multicultural Education, and Early Childhood) and Choice and Innovation (Choice & Career Options, Adult Education, Charter Schools Department, and Virtual Education).

The duties for these positions under the DSCS involve programs and functions generally related to applicable portions of Chapters 1001 (Part II, B and C), 1002, 1003, 1004 (Part IV), 1006 (Part I, A, C, D, and F), 1007, 1008, and 1009, of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. More specific information about the responsibilities of officials in those divisions and departments reporting directly or indirectly to the DSCS is included in their job descriptions.

- ii. The duties of the **Chief of Staff (COS)** include: 1) providing direct support to the Superintendent, the Board on behalf of the Superintendent, and providing coordination of District-wide endeavors; 2) serving as liaison and advising the Superintendent and the School Board on matters relating to the local Legislative Liaison function, the Office of Communications & Engagement, and other departments as determined by the Superintendent; 3) serving as a liaison for community, business and governmental initiatives that support public education, 4) providing direct support to the administrative areas in the collaborative planning and implementation of school improvement initiatives, 5) coordinating staff and operational activities among departments, 6) serving on committees and District-related functions as a representative of the Superintendent, 7) supervising the selection, development and evaluation of departmental personnel, 8) working collaboratively with other departments, area offices, schools community agencies and educational institutions, 9) facilitating the resolution of parental, community and school concerns, 10) making presentations at meetings and conferences upon request of the Superintendent, and 11) hearing grievances and appeals as needed and may act for the Superintendent relevant to employee grievances, evaluations, promotions/demotions, and disciplinary or dismissal actions.

Certain functions are related to applicable portions of Florida Statutes Section 1001.42 (17) and Chapter 1012, Florida Statutes and any related State Board of Education Rules and School Board Policies and federal statutes and regulations. The Division includes Legislative Affairs, T.E.N. (School Board Policy 2.52), and the Department of Communications & Engagement, which coordinates the provision of public information under School Board Policy 2.04.

- iii. The **Chief Operating Officer (COO)** advises the Superintendent and provides overall leadership to departments of the Operations Division with programs and functions generally related to applicable portions of Chapters 1001 (Part II, B), 1006 (Part I, B and E), and 1013, of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. Such divisions and departments are depicted on the District's organizational chart. The COO directs the daily operation of the district operational support services and coordinates ensuing programs and services to ensure efficient implementation. More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions.

The COO oversees Facilities Construction (Environmental & Conservation Services, Facilities Services, and Building Code Services), School Police, Transportation Services, School Food Service, Planning & Intergovernmental Relations, and Business Diversity.

- iv. The **Chief Financial Officer (CFO)** has these responsibilities which include: 1) supervising the management and financial accounting functions of the District, including but not limited to preparation and monitoring of operational and capital budgets, accounting and reporting procedures, grants administration, investment of funds, and long-range district financial planning; 2) initiating and maintaining a system of internal controls to safeguard the assets of the District and provide the highest level of accountability for public funds; 3) developing a budget process at the direction of the Superintendent and the Board, which incorporates staff development, public input, and School Board approval to identify, prioritize, and allocate resources of the District; 4) developing and implementing necessary budgetary controls to ensure adequate resources are available for planned programs and spendings are within budget limits; and 5) coordinating the audit activities of the District with federal, state and independent auditors, and ensuring financial and grant reporting is in compliance with requirements. Certain functions are related to applicable portions of Chapters 1010, 1011, and 1013 (Part IV), Florida Statutes and any related State Board of Education Rules and School Board Policies and federal statutes and regulations.

In addition, the CFO oversees, Budget, Treasury, Accounting, FTE & Student Reporting, Purchasing, Risk & Benefits Management, ERP, and Information Technology (Infrastructure & System Support, IT Enterprise Applications, Project Management, Technical Operations, and IT Security).

- v. The responsibilities of the **Chief of Human Resources (CHR)** include: 1) managing and directing program activities related to overall Human Resources functions with an emphasis including talent recruitment and retention; 2) developing and implementing a comprehensive workforce strategy that is aligned with the District's strategic goals; 3) developing recommendations for compliance with federal and state laws, regulations and School Board policies relating to personnel. and 4) fostering collaboration with major constituencies including senior management staff, academic and non-academic staff, business/community partners and the general public. The functions are related to provisions in applicable portions of Chapters 1012 and 447, Florida Statutes and any related State Board of Education Rules and School Board Policies and federal statutes and regulations.

The CHR oversees Compensation and Employee Services (which includes coordinating the providing of public records to the public under Florida Statutes Chapter 119, and School Board Policy 2.041), Recruitment & Retention, Professional Standards, Labor Relations, and Professional Growth (Leadership Development and Professional Development).

3. Manner of Obtaining Publications, Documents, Forms, Applications, and Records Documents, that are not exempt or confidential, are available in response to public records requests through the Public Records Office in the Department of Compensation and Employee Services, including through publicrecords@palmbeachschools.org, pursuant to Chapter 119, Florida Statutes, and School Board Policy 2.041, although requests may also be directed to the school or the department. In some cases, various publications, applications, and forms are available directly from the related school or department upon request, and several kinds of documents are available from the District's website.

District forms are available on the District's Records Management website at:
<https://www.palmbeachschools.org/forms/formsearch/>.

School Board policies, where additional information is located, can be found on the District's website at:
<https://www.boarddocs.com/fl/palmbeach/Board.nsf/Public> under the tab Policies.

Draft policies under Board consideration, can be found on the District's website at:
<https://www.boarddocs.com/fl/palmbeach/Board.nsf/Public> under the tabs Policies, Drafts, and Policy Notices.

Student records may be requested from the schools or the District (through Specialist, Student Records, in, IT-Enterprise in Records Management including at Dominique.Hyppolite@palmbeachschools.org) pursuant to applicable federal statutes (FERPA) and regulations, State statutes and rules, and School Board Policy 5.50.

4. The Clerk of the School Board The "Clerk of the School Board" or "Clerk" means the person hired by the Superintendent with input from the School Board and whose duties include, but are not limited to, maintaining records of proceedings before the School Board. The performance duties are set forth in the Job description—Job Code 31780. The Clerk/designee assembles, certifies, and transmits records on appeal to Appellate Courts for review; responds to requests for information or copies of documents relating to the School Board; reproduces the documents; and certifies orders and policies of the School Board. The Clerk also attends and supervises recording and note-taking of Board proceedings; supervises seating arrangements for meetings; supervises preparation of Superintendent's synopsis, agenda, and distribution of material to Board Members and administrators; writes official minutes of the School Board meetings, workshops, and hearings; supervises distribution of minutes to the Board, administrators, and schools; maintains minute books and all legal documents pertaining to the minutes; reviews forms and documents to be signed by Board Chairman and Superintendent and procures signatures for documents, etc.; maintains an indexing system relating to Board actions at Board meetings; researches records when requested; maintains final orders, prepares a budget for Board members and the Board Office; and performs other related duties. The Clerk is currently Carol Bass, and she can be contacted at (561)-434-8136, Clerk of the School Board of Palm Beach County, 3300 Forest Hill Boulevard, C-316, West Palm Beach, FL 33406, and carol.bass@palmbeachschools.org.

5. Electronic Filing The procedures for filing the many kinds of documents (job applications, student registration forms, departmental forms) in this District must be followed as stated by the instructions or guidelines from the applicable department. Many documents must be submitted on paper, whereas some others may be accepted electronically. A person submitting any document to the District shall assume the responsibility of contacting the relevant department to determine what form of submission is acceptable and, if submitting electronically or by fax, confirming its receipt by the District. Telephone numbers and facsimile and email addresses for departments and schools can be found on the District's Employee Directory at: <https://www.palmbeachschools.org/directorysearch/indexportal>.

a. For the situations in which electronic submission by facsimile, email, or web form is permitted, the person submitting the document shall assume responsibility for using the correct and applicable fax number, email address, or website form.

b. A party who files a document by electronic transmission represents that the original physically signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause, and that the party shall produce it upon the request of other parties.

c. A party who elects to file a document by electronic transmission shall be responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed with the Clerk of the School Board as a result.

d. The filing date for an electronically transmitted document shall be the date the Clerk or other appropriate District official or employee receives the complete document.

e. Filing must occur during business hours during days the School District is open: 8:00 a.m. to 5:00 p.m. except for holidays or other days when the District may be closed, Monday through Friday but in the summer and during spring break-- Monday through Thursday. Any document received by the Clerk's office or other appropriate District official's or employee's office after 5:00 p.m. shall be considered filed as of 8:00 a.m. on the next regular business day.

6. Waivers and Variances Information about variances and waivers is presented in Policy 1.120. Persons eligible under that rule may file a petition for variance or waiver with the Clerk of the School Board, whose name and address are set forth in section (4), above. The petition must include the information required by Florida Administrative Code Uniform Rule 28-104.002 or Rule 28-104.004, whichever is applicable. The contact person for obtaining information concerning these waivers and variances is: Carol Bass, Clerk of the School Board at 3300 Forest Hill Blvd., Ste. C-316, West Palm Beach, FL 33406.

School waivers of School Board policy may also be filed with the School Waiver Committee pursuant to Florida Statutes Section 1001.42 (17) (b) and School Board Policy 2.09(9). The contact person for obtaining information on school waivers of the School Board policies is: Keith Oswald, Chief Academic Officer, at 3300 Forest Hill Blvd., Ste. C-201 West Palm Beach, FL 33406.

7. Obtaining Copy of Statement of Agency Organization and Operation

A copy of the School Board's Statement of Its Organization and Operation is available to any person and can be obtained by contacting the headquarters of the School Board: 1) Department of Communications & Engagement, 3300 Forest Hill Boulevard, C 110, West Palm Beach, FL 33406; or 2) Clerk of the School Board of Palm Beach County, 3300 Forest Hill Boulevard, C 316, West Palm Beach, FL 33406, phone (561) 434-8136. This Statement also appears on the District's Department of Communications & Engagement website <https://www.palmbeachschools.org/communications/> (click link for School Board Policy Statement and Organization).