THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

TUESDAY, AUGUST 12, 2025 10:00 AM
Kathleen C. Wright Building
600 Southeast Third Avenue, Board Room
Fort Lauderdale, Florida 33301

AGENDA FOR BOARD WORKSHOP

BOARD WORKSHOP CAN BE VIEWED VIA LIVE STREAM OVER THE INTERNET ON THE DISTRICT'S WEBSITE (www.browardschools.com).

Revised 8/5/25

School Board meetings will be held with Board Members being physically present and via electronic communication. This advertised Regular School Board Meeting will be accessible virtually. **Public Written Agenda Comments- Members of the public may submit public written comments by visiting the District's webpage at www.browardschools.com/publicparticipation . Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Anonymous comments will not be accepted; therefore, written comments must include the person's name, city of residence, and zip code. Written agenda comments may not exceed a maximum of twenty-two hundred and fifty (2250) characters**. Pursuant to School Board Policy 1020, the public may speak a total of twelve (12) minutes during any single meeting. Additionally, in the event a large group of individuals (ten (10) or more) sign-up to speak on any one agenda item, the Board Chair has the authority to adjust the time limit for each speaker to speak less than the three (3) minutes usually permitted or limit the overall time speakers will be heard on that item. **Members of the public who would like to speak prior to the start of the meeting must register to speak in-person and the Board Chair will only recognize registered participants. Persons desiring to make a presentation as a general public speaker shall register electronically, via an online portal on the School District's website at least five (5) calendar days prior to the School Board meeting by visiting www.browardschools.com/publicparticipation.**

Free guest parking is available at the southeast 3rd Avenue parking lot on all School Board meeting dates.

TOPICS

1. **10:00 A.M. - 11:30 A.M. – COMMITTEE REPORTS**
   Audit Committee
   Broward County Association of Student Councils and Student Advisor to the Board District Advisory Council
   Diversity Committee
   ESE Advisory Council
   ESOL Leadership Council
   Facilities Task Force

Gifted Advisory Council
Human Relations Committee
Multilingual Advisory Committee
Parent Community Involvement Task Force
Small Business Advisory Committee
Technology Advisory Committee

2. **11:30 A.M. - 1:00 P.M. – Advisory Committee Policy and Training Series**
ADDED EXHIBITS

Policy 1070 Task Force Recommendations.pdf
2025_2026 Advisory Training Series.pdf
FULL Onboarding Manual - Advisory Chair Position.pdf
FULL Onboarding Manual - Advisory Liaison Position.pdf

3. **1:00 P.M. - 1:30 P.M. – BREAK**

4. **1:30 P.M. - 2:00 P.M. – Office of Safe Schools Quarterly Report - Q4**
(Rescheduled from the July 29, 2025, School Board Workshop)

Presentation.pdf

5. **2:00 P.M. - 3:30 P.M. – Office of the Chief Auditor - Chief Auditor Evaluation Feedback & Actions Steps**
(Rescheduled from the July 29, 2025, School Board Workshop)

CAAS Feedback Matrix 2024-25.pdf

ADJOURNMENT

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. Language Interpretation/Translation Services are available for the public upon request to the Bilingual/ESOL Department by emailing ESOLRequests@browardschools.com.

Any person who decides to appeal any decision made at a meeting(s) announced by this Notice with respect to any matter considered at such meeting(s) will need a record of the proceedings and for such purpose may need that a verbatim record of the proceeding is made, which records testimony and evidence upon which the appeal is to be based.

Telephone conferencing or other telecommunications technology may be used in conducting this public meeting to permit absent Board Members to participate in discussions, to be heard by other

School Board Members and the public, and to hear discussions taking place during the meeting.

Notice is hereby given that two or more Board Members of The School Board of Broward County, Florida, may be participating.

SUPERINTENDENT'S TASK FORCE – COMMITTEE STRUCTURE REVIEW AND POLICY 1070

POLICY 1070 MATRIX

The Superintendent's Task Force – Committee Structure Review and Policy 1070 created this document while reviewing Policy 1070, identifying areas of concern, and voting on specific recommendations. This matrix should be referenced in conjunction with the Task Force's June 24, 2025 presentation to the Board, which contains numerous related recommendations.

This Policy 1070 Matrix contains the current Policy 1070 in the left column. The middle column contains the Superintendent's redline changes to Policy 1070 in black and red. The middle column also contains relevant notes from Task Force discussions in blue. The right column contains the Task Force's Recommendations for consideration by the School Board. (Last updated May 28, 2025)

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
		Change "Chief of Staff" language to the "Superintendent or his/her designee" throughout Policy 1070 to accommodate BCPS organizational chart changes.
Except as otherwise provided herein, all school advisory and evaluation committees to whom decision-making authority have been delegated are governed by the provisions of this policy. "Decision-making authority" is defined as the ability to review options available to the school district and to narrow the range of options to be considered or to recommend that one or more options be considered by The School Board or the Superintendent. This policy does not apply to workgroups created by the Superintendent to which no decision-making authority has been	Ensure Policy 1070 applies to all committees, regardless of how they are created or constituted. The Task Force discussed some language changes, including removing the following sentence: "This policy does not apply to workgroups created by the Superintendent to which no decision-making authority has been delegated and whose functions are	The Task Force recommends that the introductory language of Policy 1070 be amended to make clear that it applies to any group making changes to policy or making recommendations to the Superintendent or School Board, including internal workgroups.

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
delegated and whose functions are limited in scope only to fact-finding or information-gathering and if such workgroups only perform such limited functions. The purpose of this policy is to identify the roles and responsibilities of School Board of Broward County committees as it pertains to Florida's Government in the Sunshine Law. Committees subject to this policy are those established by The School Board or Superintendent to provide recommendations on delegated areas of responsibility. The areas of responsibility, along with any prescribed committee goals and objectives, shall be specified within their individual establishing policies, resolutions, or the School District's strategic plan. (See Article IV) Department committees that are delegated to provide recommendations to the School Board or Superintendent and are not established by policy, shall be provided resources for conducting those meetings.	limited in scope only to fact-finding or information-gathering and if such workgroups only perform such limited functions." Ultimately the Task Force did not vote for a specific recommendation and leaves it to the Board to determine which changes would clarify applicability to all committees making recommendations, such as this current Superintendent Task Force, Calendar Committee, etc.	
I. Scope A. In the event of a conflict between the provisions of this policy and those contained within any other policy or within any advisory committee bylaws or within any other document related to any advisory committee, the provisions of this policy shall govern. All provisions of this policy, any other School Board		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
Policy or resolution, any advisory committee bylaws, or any other document shall be applied consistently to each committee to the extent applicable to its delegated responsibilities. Section 286.011 Fla. Stat.		
II. Definitions A. “Committees” refers to groups of persons to whom decision-making authority has been delegated and which review options available to the school district and narrow the range of options to be considered or recommend that one or more available options be considered by The School Board or the Superintendent and which perform functions other than mere information-gathering or fact-finding B. “Groups of persons” includes employees and non-employees/volunteers of the school district. C. Types of committees: Advisory committees, subcommittees, competitive solicitation evaluation committees, advisory councils, workgroups, and task forces (collectively "committees") created by policies, resolutions, Superintendent, or departments as required. D. Committees may be identified as, but not limited to, the following descriptions:		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
1. School Board Established Advisory committees with School Board appointees 2. Competitive solicitation evaluation committees, which is a committee that has been assembled to review, evaluate and make recommendations upon a competitive solicitation that has been publicly released by the school district pursuant to Section 120.57(3), Fla. Stat.; Section 6A-1.012, F.A.C., and School Board Policy 3320 – Purchasing Policies. 3. School Board Advisory committees without School Board appointees 4. School Board Advisory committees established by resolution 5. Committees Identified within School Board established policies that make recommendations for policy changes including workgroups 6. Refer to Section 286.011, Fla. Stat. Public meetings, and records; public inspection; criminal and civil penalties and Office of the General Counsel if uncertain your committee needs to follow this policy. 7. Subcommittees of full committees, which makes recommendations to the full committee E. Each member of a committee is a public officer. See Section V (C). F. Advisory committees other than those that have an establishing policy or resolution adopted	Suggestion for Subsection D Reorganize for coherency Move #7 into #6 position. Make Subsection F the new D.7. Move D.6 Florida statute reference to D.8 or into F. The language in the right column was approved by Task Force vote.	6. Subcommittees of full committees, which makes recommendations to the full committee. 7. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. Those committees do not require an establishing policy and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function.

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. Those committees do not require an establishing policy and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function.		E. Each member of a committee is a public officer. See Section V (C). F. Refer to Section 286.011, Fla. Stat. Public meetings, and records; public inspection; criminal and civil penalties and Office of the General Counsel if uncertain your committee needs to follow this policy.
III. Department Committees Delegated to Provide Recommendations to The School Board or the Superintendent A. Membership/Composition of Committee(s)		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
1. When a member of the staff is appointed to a committee that has been delegated authority that normally is exercised by The School Board, the staff member loses her/his identity as a staff member while participating as a committee member and is accordingly subject to the Sunshine Law. 2. A finite and set number of committee members must be specified in each committee's bylaws. 3. Membership may include committees with staff and/or stakeholder participation. 4. The department creating a committee shall identify in the committee's bylaws those department(s), advisory committee(s), teacher(s), principal(s), outside agency(ies) and/or any other stakeholder(s), that are to participate on the committee and their role. 5. All stakeholder groups having a representative as a committee member will be allowed to send a designee/alternate to ensure that each stakeholder group is represented.	Task Force discussion regarding Section III.A.2: The Task Force notes that this paragraph 2 language may require adjustment to accommodate advisories with different membership structures – i.e. ESOL, ESE, Gifted The alternative language suggested was as follows: 2. A finite and set number of committee members or membership structure must be specified in each committee's bylaws. Ultimately public input indicated change is not necessary and we did not vote on this item. The Board can still consider the language offered in this column.	
B. Each member must regularly communicate with his/her appointing stakeholder group to provide updates about committee discussions or motions and to exchange views upon relevant issues.		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
C. Annual Training – See Training Program for Members of Other Committees Article V (C. 5)		
D. Attendance 1. A committee member is strongly encouraged to attend all properly noticed meetings. 2. Attendance must be taken at each meeting to ensure that participation of the representatives on the committee is recorded, and that a quorum is present. 3. In the event a committee member is unable to attend, the member must notify the member's stakeholder group so that a designee/alternate may be sent.		
E. Committee Liaison and Facilitator(s) – See School District Liaisons, Facilitators and General Counsel (See Article VI (A)) 1. Each Director of a school district department who assigns a Facilitator will ensure that: a. committee meetings are publicly noticed in accordance with applicable laws and rules; b. supporting meeting materials are available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting; and c. notice of committee meetings should be submitted and placed on the district calendar.		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
F. Bylaws 1. If any administratively created committee is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law and adopt a basic template of Bylaws outlining the requirements of The Sunshine Law and adopting the current edition of Robert's Rules of Order.	The Task Force discussed the "decision-making function" language and that a number of committees are not public-facing (not following sunshine laws re public notice, option for public to attend, etc)	
2. Departments that convene committees to review and make recommendations to policies must have their bylaws approved by two-thirds (2/3) of the membership every two (2) years.	The Task Force discussed that 2 years is too often for review and recommends changing this to "at least every 5 years" which allows for review sooner than 5 years but does not require unnecessarily frequent review.	2. Departments that convene committees to review and make recommendations to policies must have their bylaws approved by two-thirds (2/3) of the membership at least every five (5) years.
IV. Establishment and Dissolution of School Board-Established Advisory Committees and Committees Established by School Board Resolution		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
A. The following procedures shall be used to establish and dissolve a School Board-Established Advisory Committee: 1. All School Board-Established Advisory Committees shall be established by adoption of a School Board Policy, passage of a resolution or statute. A School Board Member may place an item on the agenda of a Regular or Special School Board meeting to request the establishment of a new School Board-Established Advisory Committee in accordance with School Board Policy 1000, (RULE DEVELOPMENT AND RULEMAKING). The agenda item shall outline the intended purpose of said proposed advisory committee. 2. Prior to The School Board's approval of an agenda item proposing an establishing policy or resolution for a School Board-Established Advisory Committee or resolution forming a committee, the proposed policy or resolution will be timely placed upon a School Board Workshop agenda for discussion about the proposed advisory committee's composition, function, and other organizational features. 3. The proposed policy or resolution establishing the new School Board-Established Advisory Committee will thereafter be submitted to the Office of the General Counsel for review prior to its formal submission as an agenda item for School Board approval and adoption in	Superintendent Redline: 4. Any School Board Policy or resolution establishing an advisory committee must be in compliance with applicable law, rules and other School Board Policies and must be reviewed every ~~two~~ five (~~2~~ 5) years by the members of the School Board, advisory committee	4. Any School Board Policy or resolution establishing an advisory committee must be in compliance with applicable law, rules and other School Board Policies and must be reviewed every five (5) years by the members of the School Board, advisory committee itself, and department, if

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
accordance with its governing laws, rules, and policies. 4. Any School Board Policy or resolution establishing an advisory committee must be in compliance with applicable law, rules and other School Board Policies and must be reviewed every two (2) years by the advisory committee itself and department if applicable.	itself, and department, if applicable, in accordance with School Board Policy 1000. The Task Force agrees with the Superintendent's redline and recommends the same language in right column.	applicable, in accordance with School Board Policy 1000.
B. Dissolution of a School Board-Established Advisory Committee: 1. The Superintendent shall place an item on the agenda of a Regular or Special School Board Meeting recommending the School Board-Established Advisory Committee's dissolution if in her/his opinion the committee's purpose has been satisfied or if its function is being accomplished through other means. 2. If The School Board approves such a recommendation, it shall take any necessary action in accordance with School Board Policy 1001 and its governing laws and rules to repeal or amend any existing School Board policies concerning the advisory committee.		
V. APPLICATION OF LAW TO COMMITTEES. A. THE SUNSHINE LAW		

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1. Meetings of committees as defined above in Article II shall be conducted in accordance with the provisions of and exemptions from the Florida Sunshine Law (Section 286.011, Fla. Stat.) which includes: a. Requirements for public notices of meetings, b. Minutes of such meetings, (*including informal/workshop meetings),* and c. That such meetings be open to the public at all times. 2. The minutes of each committee meeting shall be promptly recorded, and such records shall be open to public inspection. 3. Each member of a committee as defined above in Article II is subject to The Sunshine Law and may not discuss with another committee member any matter or issue that may foreseeably come before the committee for its consideration except during a publicly noticed meeting conducted in compliance with The Sunshine Law. 4. If additional guidance is required upon the application of the Sunshine Law, a request for guidance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.	Task Force discussion regarding V.A. 4.: This should be included in future Liaison Training sessions.	
B. OPEN PUBLIC RECORDS LAWS		

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1. Records of committees as defined above in Article II and their committee members are subject to the provisions of and exemptions from the Florida Open Public Records Law (Section 119.07, Fla. Stat.). 2. Each committee member has a duty to retain such records and to forward such records to the committee's school district liaison or district facilitator for retention in accordance with applicable state records retention schedules. 3. All agendas, minutes, correspondence, documents, information, and emails sent or received regarding the conduct of the committee's business shall be transmitted to the committee's school district liaison or district facilitator for purposes of record retention. 4. A committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law. 5. If additional guidance is required upon the application of the Open Public Records Law or the applicable records retention schedules, a request for assistance should be made to the Office of the General Counsel through the	Discussion Note re V.B.2.: District-provided committee websites would assist in storing/organizing/archiving records. District-provided committee websites would also enable the District to access committee information, which staff have identified as an issue. Some committee chairs have been personally paying without reimbursement to set up and maintain their committee webpages and archives.	

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committee's school district liaison or district facilitator. 6. No fee shall be assessed for public records request made by committee chairs for documents related to the subject of the committees' responsibilities.		
C. CODE OF ETHICS 1. Each member of a committee as defined above in Article II, is a public officer as defined in Sections 112.313(1) and 112.3143(1), Fla. Stat., which are part of the Florida Code of Ethics for Public Officers and Employees.	The Task Force discussed that the word "training" is used in a vague manner. In addition to the required ethics training, committees have their own separate training for members. The Task Force believes that reorganizing this subsection would clarify the intention.	Recommendation to rename this Subsection C. from "Code of Ethics" to "Ethics and Training" 1. Code of Ethics 2. Training for Committee Members 3. Training for Liaisons/Facilitators
2. Each committee member will have access to an orientation package that includes: a. The committee's establishing Policy, b. The committee's Bylaws, c. A sample Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers (Commission on Ethics Form 8B*),* d. A sample Disclosure of Business Transaction, Relationship, or Interest (Commission on Ethics Form 4A), and e. Access to District Ethics Training.		
3. Ethics Training Program Content. a. Except as provided herein, each member of any committee shall complete a district ethics		

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training program. The training program will cover the following topics: i i. The Code of Ethics for Public Officers and Employees (which applies to advisory committee members), ii ii. The Sunshine Law, iii iii. The Open Public Records Law, and iv iv. Robert Rules of Order. This training program is not required for members of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers and Executive/Steering committee members of these specified exempt Committees are required to complete the training program. School district liaisons and district facilitators are required to complete the training program prior to commencement of their service to such committees so they will be enabled to provide appropriate guidance to committee members.		
4. Training Program a. Except as otherwise provided in this policy, each member of a School Board-Established Advisory Committee, or committee created by resolution are annually required to complete the		

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school district's training program for School Board-Established Advisory Committees. b. Such training must be completed prior to the second committee meeting following appointment/election to the committee. c. Members of any ad hoc bid protest committees assembled pursuant to School Board policy shall complete such training prior to the first bid protest committee meeting they attend each year.		
5. Training Program for Members of Other Committees. a. Each member of a committee other than (a) a School Board-Established Advisory Committee or (b) a committee assembled to evaluate, negotiate, and recommend the award or rejection of a competitive solicitation is annually required to complete the school district's training program prior to their committee service.		
6. Training Program for Committee Liaisons and Facilitators. a. Each district liaison to a committee and each district facilitator shall complete the ethics training prior to providing support to their committees.		
7. Exemption from Training Program for Elected Officials and Public Officers. a. Any committee member who is also an elected official or public officer and who has already completed training regarding The Sunshine Law,	Task Force discussed clarification of this section's use of the word "training," in line with the previous discussions about vague references to training.	

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Open Public Records Law and Code of Ethics for Public Officers and Employees due to the requirements of the member's other official positions is exempt from the school district's training program for committee members, provided that said committee member has completed the member's outside agency's required training by the second committee meeting of each year.		
8. Record of Completion of Training Program. a. Each committee member required to complete the school district's training program must execute an Acknowledgment of Ethics Training form which shall be submitted to the committee's school district liaison or district facilitator for record retention. b. A committee member must timely complete the school district's training program to maintain good standing. c. The district's training program is not required for members of School Advisory Forums, of the Exceptional Student Educational Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers/executive/steering committee appointees of such exempt committees must annually complete the district training program. d. The district liaison or district facilitator for each committee shall keep track of who has	The Task Force discussed the Acknowledgement of Ethics Form--suggests the process be automated and that the form along with the list of members who completed training be more readily available to committees. The end of section V.C.8(c) references "training" but does not specify the type of training. To clarify this point, the Task Force recommends adding to the end of subsection (c) "the District ethics training and committee trainings." This will be consistent with language and organization recommended by the Task Force elsewhere in Policy 1070.	c. The District's training program is not required for members of School Advisory Forums, of the Exceptional Student Educational Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers/executive/steering committee appointees of such exempt committees must annually complete the District ethics training and committee trainings.

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completed training and report to the committee chair the completion of district training by committee members and of those members not in good standing. (See Article VI, C. 3 Maintaining Good Standing)		
VI. MEMBERSHIP The School Board is committed to reflecting the diversity and community at large within the membership of the district's committees. A. School District Liaisons, District Facilitators and General Counsel. 1. School district designees serving as liaisons or facilitators to committees and members of the Office of the General Counsel shall only serve as support resources to committees and shall not be designated as non-voting members of any committee and shall not be counted toward achieving a quorum at any committee meeting. 2. The designation of such persons as non-voting members would subject them to the restrictions of the Sunshine Law and preclude their ability to consult with and provide guidance to individual committee members. In the event of any conflict between this subsection and any existing policy, this subsection shall govern.		

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3. Each School Board-Established Advisory Committee will be assigned a district liaison or district facilitator to facilitate the committee's activities. 4. Each Director of a school district department who assigns a facilitator will ensure that: a. committee meetings are publicly noticed in accordance with applicable laws and rules, b. supporting meeting materials are timely made available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting. 5. The Superintendent or her/his designee shall determine the appropriate extent of staff support necessary for each individual School Board-Established Advisory Committee, and 6. Notice of committee meetings should be submitted and placed on the district calendar for the upcoming school year.	5. The Task Force discussed attempting to build in a minimum "floor" of supports to be provided to committees to ensure they operate as intended. The Task Force declined to vote on the matter and said it would include findings in the final recommendations.	
B. School District Conflict of Interest Form. 1. Each member of a committee as defined in Article II is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.	The Task Force discussed that this is an error. The form that committees should use is called the "Acknowledgement of School Board Advisory Committee Members Responsibilities."	B. Acknowledgement of School Board Advisory Committee Members Responsibilities

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2. The form must be provided to the committee's district liaison or district facilitator for retention in accordance with applicable records retention schedules. 3. The foregoing provisions apply only to officers and executive/steering committee members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council. 4. The foregoing provisions do not preclude members of the public from attending and participating in meetings of those committees.	The Task Force recommends correcting the name in Policy 1070 and will include a recommendation that it be provided to committee members in the final report. The Task Force voted for the language in the column to the right.	1. Each member of a committee as defined in Article II is required to execute the school district's Acknowledgement of School Board Advisory Committee Member Responsibility form prior to serving on any advisory committee.
C. Composition of Advisory Committees. The following provisions do not apply to members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council or preclude members of the public from attending and participating in meetings of those committees. 1. Composition of School Board-Established Advisory Committees. a. A finite and set number of committee members must be specified in the establishing policy or resolution for each School Board-Established Advisory Committee. b. The number of committee members specified in the establishing policy or resolution for a School Board-Established Advisory Committee		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
shall include each person entitled to vote at any meeting of the committee. c. Voting requirements shall be identified in the committees' policies & bylaws.		
2. Composition of Other Advisory Committees. a. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. In addition, the Superintendent may create workgroups to perform fact-finding or information-gathering functions. Those committees and work groups do not require an establishing policy, or the adoption of by-laws and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function. b. If any such administratively created workgroup is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law.		
3. Maintaining Good Standing a. Each School Board-Established Advisory Committee's membership fluctuates, and the number of meetings conducted varies throughout the school year. b. Each School Board-Established Advisory Committee shall establish a minimum meeting		

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
attendance standard within its bylaws to ensure that a quorum (minimum number of attendees) of its members are in attendance at each meeting to enable the committee to conduct official business. c. A committee member must meet or exceed this minimum attendance standard to remain in good standing. One Hundred percent (100%) attendance at committee meetings is the goal. d. A committee member shall make a reasonable effort to notify the chair at least seven (7) calendar days prior to the scheduled meeting date as to whether they will or will not attend the committee meeting. e. Meeting Sign-in Sheets will be forwarded to the Office of Chief of Staff or her/his designee registering the attendance record of School Board Members' appointees. f. With the exception of officers and members of their executive/steering committees, the attendance requirements of this subsection shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council, or of ad hoc bid protest committees assembled pursuant to School Board policy. g. A committee member who has not completed the district's training program will not be considered a member in good standing.	Change "Chief of Staff" to "the Superintendent or his/her designee" The Task Force discussed adding Broward County residency requirement for committee members. We concluded that this issue is sufficiently covered by other	e. Meeting Sign-in Sheets will be forwarded to the Superintendent or her/his designee registering the attendance record of School Board Members' appointees.

CURRENT POLICY 1070	DISCUSSION/SUPT REDLINE	TASK FORCE RECOMMENDATION
	provisions of Policy 1070 and advisory bylaws.	
4. Term of Committee Membership. a. Unless otherwise provided by School Board policy, the term of membership for each member of a School Board-Established Advisory Committee shall be from July 1 to June 30 or until a successor committee member is elected/appointed/selected. b. The attendance requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.		
5. Committee Membership Vacancies. a. Committee member vacancies on committees other than School Board-Established Committees will be filled by the Superintendent or her/his designee. b. Vacancies on School Board-Established Advisory Committees will be filled pursuant to this policy and/or the establishing policy of that committee. c. In the event a School Board Member is unable to fill a vacancy within a committee, the committee may submit a name(s) for that School Board Member's consideration.		

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d. The names of potential appointees are to be forwarded to the School Board Member and also to the Chief of Staff or the latter's designee. e. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. Members of those committees will be designated by the Superintendent or her/his designee	Change "Chief of Staff" to "the Superintendent or his/her designee"	d. The names of potential appointees are to be forwarded to the School Board Member and also to the Superintendent or his/her designee.
VII. School Board Member Appointments to School Board-Established Advisory Committees. The following procedures shall be used by School Board Members when making their appointments to any School Board-Established Advisory Committee: A. School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter. 1. Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this policy or the committee's bylaws.	The Task Force discussed the issue of board appointees who do not/cannot attend committee meetings and/or are not interested in the advisory's subject matter. Suggestion from several members to adopt a similar method to that of municipalities for creating a pool of willing and specialized volunteers. Board members would not be required to appoint from the pool of volunteer applications, but would have the list made available to them. The Task Force believes this process will diversify public participation, fill vacancies, ease Board member's burden of making many appointments, and enhance the effectiveness of advisories.	A. The district shall maintain an Advisory Appointee Interest List. From the first day of March through the last day of May of each school year, the District shall open an application window whereby members of the public can express their desire to serve as a School Board Member Appointee to an advisory of interest. The application shall collect the following information: 1. The individual's full name and contact information 2. District of residence 3. Any relevant qualifications, including but not limited to

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	The Task Force voted to recommend the language in the column to the right.	education, experience, and prior appointments. 4. Any relationship to BCPS, including whether they are an employee, parent of an enrolled student, and 5. Reasons for interest. The application shall also indicate the approximate commitment level necessary for each advisory and state that submittal of the application represents a commitment by the applicant to attend and participate in the advisory, if selected.
B. A person may not be appointed to more than two (2) advisory committees by the same School Board Member. However, this does not preclude a School Board Member from appointing a person to serve on an advisory committee if that person is already serving on multiple advisory committees as the appointee of other School Board Members.	The Task Force recommends reducing this number from 2 to 1 advisory committee. This will promote diversification of public input and perspectives. We recommend adding the term "established by policy" so as to allow appointing the same person to a temporary committee, such as the instant task force.	B. A person may not be appointed to more than one (1) advisory committee established by policy by the same School Board Member. However, this does not preclude a School Board Member from appointing a person to serve on an advisory committee if that person is already serving on multiple advisory committees as the appointee of other School Board Members.
C. When appointing an individual to serve on a School Board-Established Advisory Committee, a School Board Member shall select an individual who will serve in the best interests of		

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the school district and its students and community. 1. An appointee should possess experience, qualifications, or interests that are aligned with the function and purpose of the respective advisory committee. 2. School Board Members are encouraged to appoint individuals residing within their representative district and not employed by Broward County Schools. However, a School Board Member may appoint individuals who physically reside and maintain their prime residency within Broward County, Florida, but reside outside of the appointing School Board Member's representative district. 3. Persons who previously served as committee appointees who are not currently in good standing may not be reappointed. 4. Each School Board-Established Advisory Committee appointee must regularly communicate with her/his appointing School Board Member to provide updates about advisory committee activities and to exchange views upon relevant issues. The means of this communication shall be specified by the respective School Board Member. 5. Appointees to the Audit Committee shall be independent of the school district. No appointee to the Audit Committee shall receive any compensation, including any consulting, advisory, or other compensatory fees from or on behalf of the school district or The School Board.	The Task Force discussed the following language change: 1. An appointee ~~should~~ **shall** possess experience, qualifications, or interests that are aligned with the function and purpose of the respective advisory committee. Ultimately the Task Force concluded it was a subjective issue and not appropriate for policy. The Task Force discussed the following: 3. Suggestion to add language about pattern of non attendance or lack of regular communication. We voted to recommend the addition of a sentence to the end of subsection 3. See the language in column to the right. Task Force Discussed the following: 4. Each School Board-Established Advisory Committee appointee must ~~regularly~~ communicate **at least monthly** with her/his appointing School Board Member to provide updates about advisory committee activities and to	3. Persons who previously served as committee appointees who are not currently in good standing may not be reappointed. Someone who is removed for not being in good standing cannot be appointed to any committee within the same year for the following year.

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	exchange views upon relevant issues. The means of this communication shall be specified by the respective School Board Member. The Task Force decided that there is too much variation in committee meeting schedules to have a blanket rule. The Task Force included consistent communication between Board members and appointees in its final recommendations.	
D. School Board Members shall notify the Chief of Staff of any appointments to School Board-Established Advisory Committees and of any reappointments filling any vacancies that occur during the school year. 1. An appointing School Board Member may also officially recognize her/his new committee appointee(s) during the Reports section of a regular School Board meeting. 2. If a committee appointee does not complete the term of her/his appointment for any reason and the appointing School Board Member's office is also vacant, a replacement appointee shall be named by the Superintendent. 3. The Chief of Staff will maintain a record of the appointees to each School Board-Established Advisory Committee and share it with the Chair of each committee	Change "Chief of Staff" to "the Superintendent or his/her designee" Change "Chief of Staff" to "the Superintendent or his/her designee"	D. School Board Members shall notify the Superintendent or his/her designee of any appointments to School Board-Established Advisory Committees and of any reappointments filling any vacancies that occur during the school year. 3. The Superintendent or his/her designee will maintain a record of the appointees to each School Board-Established Advisory

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		Committee and share it with the Chair of each committee
E. Removal of School Board Member Committee Appointees. 1. If an appointee of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of applicable law, rules, or School Board Policy, or for other material reasons as determined by the appointing School Board Member or Superintendent, as appropriate, her/his appointment may be rescinded at any time by that appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member). 2. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the committee appointee of the effective date of the conclusion of the appointee's committee service. 3. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff and to the committee's district liaison or district facilitator. In addition to the other appointee replacement procedures within this policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to committees		

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made by the new School Board Member's predecessor.		
F. Removal of Committee Members Other than School Board Appointees 1. The Superintendent has the authority to rescind the membership of a committee member who is in direct violation with applicable law, rules, School Board policies and/or committee bylaws.	Many advisory chairs, committee members, and Task Force members expressed concerns regarding the lack of due process in the context of removal from a committee. The Task Force discussed at length the following language developed by the 1.7 workgroup in collaboration with BCPS General Counsel (August 2021-May 2022): *F. Removal of Committee Members Other than School Board Appointees.* *1. In the event that the actions, conduct or circumstances of a committee member other than a School Board Member appointee are found to conflict with applicable law, rules, School Board Policies and/or committee bylaws, the Superintendent may recommend the removal of that committee member from office for the current year and/or one additional year.* *2. The Superintendent shall provide the committee member, any entity represented by the committee member, and the Chair of that*	F. Removal of Committee Members Other than School Board Appointees. 1. In the event, that the actions, conduct or circumstances of a committee member other than a School Board Member appointee are found to conflict with applicable law, rules, School Board Policies and/or committee bylaws, the Superintendent may recommend the removal of that committee member from office for the current year and/or one additional year. 2. The Superintendent shall provide the committee member, any entity represented by the committee member, and the Chair of that committee with written notice of such proposed committee member removal. 3. The notice shall specify all grounds for which removal of membership is proposed. 4. The member up for removal can appeal the Superintendent's decision. 5. The proposed member up for removal shall be placed on a public School Board agenda that is advertised to the public where all sides shall be heard upon the proposed removal. 6. The School Board will hear the case and vote whether the member will remain or be removed from the

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	committee with written notice of such proposed committee member removal. *3. The notice shall specify all grounds for which removal of membership is proposed.* *4. The proposed member removal shall be placed upon an agenda of the committee and all sides shall be heard upon the prosed removal.* *5. By an affirmative vote of two-thirds of all the committee members, the committee may choose to suspend or remove a member.* The Task Force voted unanimously to recommend the language in the right column:	advisory. 7. During the due process period, the committee member will remain on the committee unless their removal was due to physical harm to another member or they have been arrested and accused of a crime, in this instance they will be suspended from the committee until the due process is completed.
VIII. COMMITTEE BYLAWS. A. Each School Board-Established Advisory Committee will establish bylaws utilizing the current standard template approved by The School Board. School Board-Established Advisory Committees may only modify those areas of the bylaws template that are not restricted by the provisions of this policy or by the committee's establishing policy.		

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B. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by the membership of the committee. Upon approval of the membership, the bylaws will be forwarded to the committee's district liaison/ or district facilitator, to be transmitted to the Chief of Staff and placed on a School Board agenda for approval.		
C. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by The School Board.	The Task Force voted to add language to the end of this subsection to encourage timely approval of bylaws and ensure uninterrupted operation of committees.	C. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by The School Board. The School Board shall vote on bylaws within three (3) months of submission for vote by a committee.
D. Bylaws must specify an effective date and be reviewed every two (2) years by the committee and conform to applicable law, rules, and School Board policies.	The Task Force discussed that every 2 years is too often. Voted to recommend 5 year intervals.	D. Bylaws must specify an effective date and be reviewed at least every five (5) years by the committee and conform to applicable law, rules, and School Board policies.
E. The bylaw requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to the School Board's purchasing policy.		

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IX. Committee Meetings A. Public Attendance at Committee Meetings. All meetings of decision-making committees are open to the public pursuant to Section 286.011, Fla. Stat. (The Sunshine Law) and shall be conducted in accordance with the current edition of Robert's Rules of Order, newly revised, and in accordance with any adaptations that are appropriate under the committee's establishing policy and bylaws. 1. Except for any committee meetings that are permitted by applicable law, rule, emergency order, or School Board Policy to be conducted remotely, each committee meeting at which official business is to be conducted shall be held at an appropriate physical location in Broward County, Florida that is open to the general public with a quorum of its members present at the physical location.	Recommendation to correct the structure of the first sentence of Section IX. A. by creating a new paragraph A containing information about the application of Robert's Rules of Order and moving the subject of Public Attendance at Committee Meetings to a new paragraph B and re-lettering subsequent subsections.	A. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, newly revised, and in accordance with any adaptations that are appropriate under the committee's establishing policy and bylaws. B. Public Attendance at Committee Meetings. All meetings of decision-making committees are open to the public pursuant to Section 286.011, Fla. Stat. (The Sunshine Law). 1. Except for any committee meetings that are permitted by applicable law, rule, emergency order, or School Board Policy to be conducted remotely, each committee meeting at which official business is to be conducted shall be held at an appropriate physical location in Broward County, Florida that is open to the general public with a quorum of its members present at the physical location.
B. Public Comment at Committee Meetings- Committee meetings are not required to provide members of the public with an opportunity to be heard upon matters before the committee. Such an opportunity to be heard will be provided to the public as required by Section 286.0014, Fla. Stat., within reasonable proximity in time prior		

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to action by The School Board at the meeting at which it will take official action upon any matters that were earlier considered by a committee.		
C. Publication of Committee Meeting Notices – Generally. The schedule of committee meetings for the year will be determined and published on the district calendar. Except as otherwise provided herein or permitted by applicable law and rules, public notices of committee meetings shall be published in a newspaper of general circulation at least three (3) calendar days in advance of the scheduled meeting in accordance with Section 1001.372, Fla. Stat. 1. Sub-committee and/or executive/steering committees of Advisory Committees needs to be published in the newspaper and on the District's website calendar. 2. Notices of meetings of competitive solicitation evaluation committees and of the Bid Protest Committee existing under School Board Policy 3320 are not subject to the requirements of Section 1001.372, Fla. Stat., but instead shall be electronically posted in accordance with Section 120.57(3), Fla. Stat.		
D. Publication of Meeting Notices – School Advisory Councils. Notice of meetings of a school advisory council do not require newspaper publication, but instead shall be communicated to members of that school community through reasonable means that are		

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normally used to communicate matters of importance to the community regarding that particular school. Section 1001.452(1)(d)2, Fla. Stat., requires that all members of a school advisory council be provided at least three (3) days' advance written notice of any matter that is scheduled to come before the council for a vote. (See School Board Policy 1403)		
E. Publication of Meeting Notices – Competitive Solicitation Committees. 1. Meetings of committees that are assembled solely for the purpose of evaluating, negotiating, and making recommendations for the award or rejection of a competitive solicitation shall be published or posted in accordance with the district's governing laws and rules. 2. Notices of meetings of committees that also perform other decision-making functions in addition to serving a competitive solicitation function must be published or posted in accordance with the district's governing laws and rules.		
F. Scheduling of Meetings of School Board-Established Advisory Committees. Each Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September except as		

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specified in the committees' governing documents. School Board-Established Advisory Committees may not conduct any meetings in July unless one of the following conditions are met: 1. The need for the committee to meet in July is described in the committee's governing policy. 2. The Superintendent or her/his designee approves in advance a request from the committee's Chair and one other committee officer for the conduct of a meeting in July. 3. Committee members are exempt from any attendance requirements for any July special meetings provided that they notify the chair in advance of their inability to attend the special meeting. However, the committee's normal quorum requirements shall remain applicable to the conduct of any July meeting. 4. The requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.		
G. Quorum for the Conduct of Committee Business. The presence at the meeting's physical location of a majority of the number of committee members specified in the establishing policy or bylaws of a School Board-Established Advisory Committee shall constitute a quorum for the transaction of business; provided, however, that		

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the members constituting a quorum are all in good standing. 1. Whenever for any reason a vacancy exists in the committee membership, a quorum shall consist of a majority of the remaining filled committee membership positions until such time as the vacancy has been filled. 2. Unless otherwise provided by applicable law, rule, emergency order or School Board policy; a physical quorum must be present at the physical meeting location identified in the meeting notice in order for the committee to conduct any business or to vote upon any matter. 3. The quorum requirements of this subsection shall be identified in individual policy and bylaws and shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, and of the Gifted Advisory Council. 4. If the committee fails to establish a physical quorum at a properly noticed meeting, the meeting may be adjourned or may become an informational meeting only. Member attendance will be recorded, but no motions will be considered, or votes taken. (See Article IX, G)		
H. Use of Technology for Committee Meetings. Any technology used in conducting a meeting must allow all participating committee members to be heard by one another and to be heard by the public at the same time. Provision also may		

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be made for the use of additional collaborative technology to aid in the conduct of a committee meeting. Physical quorum requirements must be met in order for an advisory committee to conduct business. Advisory committee members who are participating remotely using technology can and must vote unless they have a voting conflict. Advisory committee members participating remotely cannot be counted towards meeting the quorum requirements unless otherwise authorized by applicable law, rules, or emergency orders.		
X. APPROVED COMMITTEE MOTIONS. A. Approved motions requiring a response by assigned staff/department(s) shall be sent in writing by the committee chair to the committee's district liaison or district facilitator and also to the Chief of Staff or her/his designee. B. Approved motions shall be catalogued by district staff. Appropriate district staff shall respond in writing to such approved motions within twenty-one (21) business days after their receipt to the Chief of Staff/designee, copied to committee's liaison/facilitator and committee's chair. C. The Chief of Staff or her/his designee will provide School Board Members with a quarterly	**Superintendent Redline:** **X. APPROVED COMMITTEE ~~MOTIONS~~ RECOMMENDATIONS.** A. Approved ~~motions~~ recommendations requiring ~~a response by assigned staff/department(s)~~ a review and consideration by the members of the School Board shall by presented to the School Board within their respective committee reports in accordance with School Board Policy 1020, Art. VII., Section A (3). ~~shall be sent in writing by the committee chair to the committee's district liaison or district facilitator~~	X. APPROVED COMMITTEE RECOMMENDATIONS A. Approved recommendations shall be sent to the committee's district liaison. The district liaison shall forward approved recommendations to all School Board Members, the Superintendent of Schools, and the relevant Department Director, copied to the committee Chair. B. Appropriate district staff shall confirm receipt within two (2) business days and respond in writing to such approved motions within twenty-one (21) business days after their receipt to the

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summary of school district responses to approved committee motions.	~~and also to the Chief of Staff or her/his designee~~ ~~B. Approved motions shall be catalogued by district staff.~~ ~~Appropriate district staff shall respond in writing to such approved motions within twenty-one (21) business days after their receipt to the Chief of Staff /designee, copied to committee's liaison/facilitator and committee's chair.~~ ~~C. The Chief of Staff or her/his designee will provide School Board Members with a quarterly summary of school district responses to approved committee motions.~~ Committee chairs have overwhelmingly found the current 1070 process to be inadequate. The above Redline would go further, to remove motion/recommendation procedures altogether. The Task Force spent considerable time discussing the issue and formulating a recommendations process aimed at enhancing accountability, responsiveness, and transparency. The Task Force's Recommendation is in the column to the right:	Superintendent of Schools or their designee, copied to the committee's liaison, the committee's Chair, and each School Board Member. Written responses shall include the following: 1. The name and contact information of the department responsible for the response. 2. A clear indication of whether the District supports the recommendation. 3. A specific explanation and reasoning for supporting or not supporting the recommendation. C. Approved motions and corresponding responses shall be catalogued by district staff and be made available on a district webpage.
XI. Election of Officers		

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A. Officers of each School Board-Established Advisory Committee shall be elected by the membership. 1. At a minimum, each such advisory committee shall annually elect a Chair, Vice Chair and Recording Secretary, or someone designated to record minutes unless that function is being performed for the committee by support staff provided by the school district. 2. All officer positions shall be defined in each School Board-Established Advisory Committee's policy. 3. Each advisory committee shall have the authority to annually elect their officers to serve up to four (4) one-year terms , Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.	**Superintendent Redline:** 3. Each advisory committee shall have the authority to annually elect their officers to serve up to ~~four~~ two (42) one-year terms. ~~Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.~~ No individual may serve in the capacity of Chair, Vice Chair, Recording Secretary, or their equivalent for more than a combined period of two (2) consecutive years without a break of at least two (2) years. If an individual has served in one of	3. Each advisory committee shall have the authority to annually elect their officers to serve up to four (4) one-year terms in each position. Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.

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	these positions for two (2) consecutive years, their term will conclude on June 30 of that respective academic year. The Task Force found a need to build leadership and plan for succession within committees. To do so, the Task Force recommends the language in the column to the right:	
4. A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in Section XI, A (3).	4. ~~A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in Section XI, A (3)~~ In the subsequent committee election cycle, individuals who have served two (2) consecutive years as Chair, Vice Chair, or Recording Secretary will not be eligible for recommendation for the next academic year. Committee elected officers to School Board-Established Advisory Committees may not serve as chair/vice chair on more than one (1) committee at the same time.	4. A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in Section XI, A (3).

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5. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. A chair will be designated at the beginning of each meeting of a bid protest committee. B. Removal of Officers: Officer(s) may be removed from office on any School Board-Established Advisory Committee upon a two-thirds (2/3) vote by the committee membership. C. Duties of the Officers will be outlined in the committee's policy & bylaws.	The Task Force recommends to retain current language of Section XI.A.4:	
XII. COMMITTEE CHAIR CONSULTATION WITH SUPERINTENDENT. A. The Chair of each School Board-Established Advisory Committee may meet annually with the Superintendent or her/his designee to collaborate upon any issues, matters and concerns for the school year that are not outlined in the committee's establishing policy 1. The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.	The Task Force discussed several suggestions that committee chairs have scheduled meetings with Superintendent and/or appropriate cabinet-level department to gather insights and direction to aid in planning their committee's business. The Task Force voted on the language in the column to the right:	A. The Superintendent and/or the appropriate cabinet-level department head shall meet with the Chair of each School Board-Established Advisory Committee once in September and once in January of each academic school year to collaborate upon any issues, matters, and concern that may or may not be outlined in the committee's establishing policy.

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2. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.		
XIII. OPINIONS OF THE COMMITTEE ARE NOT BINDING A. All public documentation, electronic and social media containing the opinions and recommendations of any School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding upon The School Board or the Superintendent and do not necessarily represent the views and opinions of The School Board or those of any individual School Board Member or of the Superintendent. B. An individual committee member may not represent her/his personal positions as those of the committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting. C. Additionally, an advisory committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.		

ADVISORY COMMITTEES TRAINING SERIES

DRAFT RECOMMENDATIONS

Tuesday, August 12, 2025

Prepared by Department of Legislative Affairs



Advisory committees serve as collaborative partners to the School Board (in a non-regulatory or supervisory capacity), providing constructive feedback, identifying needs and opportunities, and offering practical solutions that help inform and support the work of the elected body.

When creating training courses, it is essential that the content is aligned with Florida public meeting laws, applicable School Board policies and procedures, and incorporates practical, role-specific guidance.

Training sessions should be tailored to address the unique responsibilities of two key stakeholder groups:

- **Committee Chairs**, who are responsible for presiding over meetings, setting agendas, fostering effective discussions focused on BCPS mission goals, ensuring compliance, and communicating with staff liaisons, among other responsibilities.

- **Staff Liaisons**, who play a critical role in coordinating logistics for meetings, ensuring meetings are compliant, consult inquiries with departments, assist with action items, and report to the Office of the Chief of Staff/Communications and designee(s).

The training sessions should emphasize transparency, accountability, and the advisory committee's purpose in supporting the decision-making of the elected School Board.

TRAINING FOR ADVISORY COMMITTEE CHAIRS	
Roles and Responsibilities	• Overview of the advisory committee's purpose and establishing policy • Role of the chair vs. members vs. staff liaison • Committee's scope of review and recommendations to the School Board • Ensuring bylaws and establishing policies are reviewed, approved and presented to the School Board in accordance with School Board Policies 1070 and 1000 • Transmit committee recommendations to the School Board, in accordance to Policy 1020
Leadership and Meeting Management	• Setting agendas (in collaboration with the staff liaison) • Facilitating discussions fairly and efficiently • Encouraging participation and managing dominant voices • Policy 1010, conflicts, and off-topic conversations • Keeping the group mission-focused • Creating and finalizing committee records (including membership directory and attendance, agendas, minutes, and recommendations)
Legal and Ethical Requirements	• Florida Sunshine Law compliance (open meetings, notice, minutes, etc.) • Parliamentary procedures • Public comment procedures • Record-keeping and transparency • Avoiding conflicts of interest and ex parte communication • ADA and accessibility considerations
Communication and Operations Protocols	• Communicating with staff liaisons, School Board office, and other departments • Speaking as a representative of the committee (when and how) • Handling media inquiries or public concerns • Prompting appointees to provide periodic updates to their respective appointing officials in accordance to Policy 1070
Tools and Resources	• Meeting templates: agendas, minutes, sign-in sheets • Access to an official BCPS email address (subject to public record) • Marcomm support, including graphic design, social media, communications with schools, principals, media, and community – by request ONLY via dedicated link • Overview of virtual/hybrid meeting platforms if applicable • Where to find policies, bylaws, or relevant documents
Training Packet	• School Board Policies 1000, 1010, 1020, and 1070 • Establishing Committee Policy • Statute, if applicable • Bylaws • Templates • Committee Recommendations Process • Robert's Rules of Order • Acknowledgement of Roles and Responsibilities • Acknowledgement of Ethics Training

TRAINING FOR STAFF LIAISONS	
Roles and Responsibilities	• Function as an administrator and compliance officer • Supporting chair and committee members • Serving as a communication bridge between the committee and district staff
Meeting Preparation and Documentation	• Scheduling meetings in the district calendar and setting up virtual meeting links • Posting public notices • Distributing agendas provided by the Chairs • Uploading meeting materials on dedicated webpages (the district is not required to provide printed material)
Meeting Logistics	• Coordinating the use of BCPS facilities for meetings • Ensuring the use of IT equipment, as needed and upon availability • Attending monthly or special committee meetings to provide on-site support (overtime, compensatory time, or other to be allocated, if permissible) • Confirming speakers and/or presenters upon committees' requests • Assisting in facilitating any meetings between the Superintendent and committee Chairs, in accordance with Policy 1070
Legal Compliance and Ethics	• Overview of Florida Sunshine Law and Public Records Law • ADA accessibility and accommodations • Tracking attendance and quorum requirements • Handling records requests or legal inquiries
Committee Operations	• Onboarding new members (with chair input) • Assisting elections of committee officers (if applicable) • Maintaining bylaws and operating procedures • Monitoring compliance with Board policy or committee mandates
Communication and Reporting	• Maintain dedicated committee website with all corresponding documents, including agenda, minutes, recommendations • Responding to public inquiries about committee work • Coordinating with departments for staff presentations or responses • Archiving materials in accordance with retention schedules
Tools and Resources	• Templates: notices, agendas, minutes, reports • Recommended software or platforms for scheduling and document sharing • Points of contact in Legal, IT, and School Board Offices
Training Packet	• School Board Policies 1000, 1010, 1020, and 1070 • Committee Policy • Statute, if applicable • Bylaws • Templates • Committee Recommendations Process • Robert's Rules of Order • Acknowledgement of School Board Advisory Committee Liaison's Roles and Responsibilities • Acknowledgement of Ethics Training Completion

CONTINUOUS DEVELOPMENT OPPORTUNITIES

It is recommended that the Board consider establishing a new training series aimed at ensuring ongoing compliance with applicable laws and policies, while also enhancing operational effectiveness throughout the academic year.

This training series would align professional development with the District's governance framework, the timing of committee appointments, and the School Board meeting calendar—promoting greater consistency, preparedness, and informed participation in advisory committee operations.

Initial Annual Training (Fall – August to October)	*Train newly appointed chairs and staff liaisons at the start of the school year or advisory term.* • Recommended Timing: Within the first 4–6 weeks after committee appointments are finalized. • Audience: All new and returning committee chairs and staff liaisons (required or strongly encouraged). • Format: In-person, virtual, or hybrid; provide handouts and recordings for reference.
Mid-Year Refresher or Check-in (January or February)	*Address questions, reinforce compliance (Sunshine Law, public records), share updated procedures or policies, and discuss lessons learned.* • Audience: All chairs and liaisons; particularly helpful for new staff mid-year or committees that meet irregularly. • Format: Brief refresher session or open office hours/Q&A format.
Onboarding for New Appointments (As Needed, Rolling Basis)	*Address questions, reinforce compliance (Sunshine Law, public records), share updated procedures or policies, and discuss lessons learned.* • Audience: New chairs or liaisons appointed mid-year or after the initial training. • Format: One-on-one or small group sessions; provide handbook or training packet.
End-of-Year Debrief (May or June)	*Gather feedback from chairs and liaisons on what worked, what challenges they faced, and recommendations for improving support and operations.* • Audience: Optional, but valuable for continuous improvement and preparing for the next cycle. • Format: Survey or roundtable discussion; include a summary to inform training updates for the following year.

2025/26 SCHOOL BOARD APPOINTMENTS TO ADVISORY COMMITTEES

DISTRICT	AUDIT COMMITTEE	DISTRICT ADVISORY COMMITTEE	DIVERSITY COMMITTEE	ESE ADVISORY COMMITTEE	FACILITIES TASK FORCE	HUMAN RELATIONS COMMITTEE	MULTILINGUAL COMMITTEE	PARENT COMMUNITY INVOLVEMENT TASK FORCE	SMALL BUSINESS ADVISORY COMMITTEE	TECHNOLOGY ADVISORY COMMITTEE	GREEN ADVISORY COMMITTEE
DISTRICT 1 M. Bulman	✓		✓	✓		✓					✓
DISTRICT 2 R. Thompson		✓	✓					✓			
DISTRICT 3 S. Leonardi	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
DISTRICT 4 L. Alhadeff											
DISTRICT 5 J. Holness	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
DISTRICT 6 A. Cervera		✓	✓	✓	✓	✓		✓	✓	✓	✓
DISTRICT 7 N. Rupert	✓		✓		✓	✓			✓		✓
SEAT 8 AT-LARGE A. Zeman	✓	✓	✓	✓		✓		✓			
SEAT 9 AT-LARGE D. Hixon	✓		✓	✓	✓	✓		✓	✓	✓	✓

ADVISORY COMMITTEE BYLAWS INQUIRY

Committee	Does your assigned Advisory / Committee have approved bylaws?	Has your assigned Advisory / Committee submitted bylaws and are currently pending Board approval?
Audit Committee	N/A	N/A
Bond Oversight Committee	--	--
Council of PTAs/PTSAs	**Yes**	**No**
District Advisory Council	N/A	N/A
Diversity Committee	**Yes**	**No**
ESOL Leadership Council	**Yes**	**No**
Exceptional Student Educational Advisory Council	**No**	**No**
Facilities Task Force	**Yes**	**No**
Gifted Advisory Council	**Yes**	**No**
Green Advisory Committee	N/A	**Yes**
Human Relations Committee	**Yes**	**Yes**
Multilingual Advisory Committee	**Yes**	**No**
Parent & Community Involvement Task Force	**No**	**No**
Quality Selection & Evaluation Committee	N/A	N/A
Small Business Advisory Committee	**Yes**	**Yes**
Superintendent's Insurance & Wellness Advisory Committee	**No**	**No**
Teacher Advisory Committee	N/A	N/A
Technology Advisory Committee	**Yes**	**No**
Wellness & Learning Supports Committee	**Yes**	N/A


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Advisory Committee Leadership

Onboarding & Training Guide

2025-2026

Key Responsibilities, Procedures, And Best Practices For Chairs Of School District Advisory Committees, Which Play A Crucial Role In Advising The School Board Within Legal, Ethical, And Procedural Frameworks

Advisory committees are a vital component of the School District's governance framework, providing informed guidance and community perspectives to the School Board on a range of educational matters. These committees serve as a structured platform for collaboration between district stakeholders and decision-makers, helping to shape policy, improve transparency, and strengthen public trust.





The effectiveness of these committees depends heavily on strong leadership, particularly from the Committee Chair. This guide is designed to support advisory committee Chairs by outlining their key responsibilities, applicable procedures, and best practices. It also ensures alignment with state laws, district policies, and ethical standards essential for effective and compliant committee operations.



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OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

This onboarding and training manual serves as a comprehensive guide for individuals appointed to serve as Chairs of School Board-Established Advisory Committees within Broward County Public Schools. Advisory committees play a critical role in shaping district policies and initiatives through informed recommendations and community engagement.

To support this important work, this manual outlines the key responsibilities, ethical obligations, and procedural requirements for Committee Chairs. It also provides practical tools, reporting expectations, legal compliance guidance, and communication protocols—all grounded in School Board Policies 1010, 1020, and 1070. Whether facilitating meetings, representing the committee's consensus to the School Board, or navigating public-facing responsibilities, this resource is designed to ensure that Chairs are equipped to lead with integrity, professionalism, and purpose in alignment with district standards and Florida law.

Thank you

Dr. Howard Hepburn

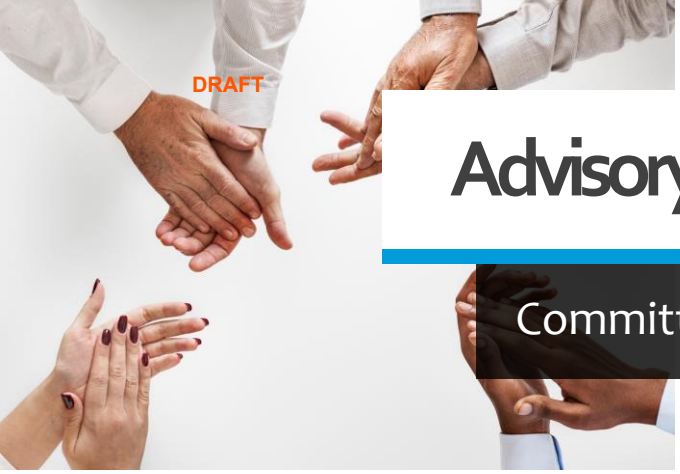
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Advisory Committee Leadership

Committee Chair: Roles and Responsibilities

In a public school district setting, advisory committees established to support the School Board typically operate under formal bylaws or procedural guidelines. The Chair of such a committee plays a critical leadership and facilitation role to ensure the committee functions effectively, maintains compliance with public meeting laws, and fulfills its advisory purpose. Below are the key roles and responsibilities of a committee Chair:

1. Meeting Facilitation and Oversight

- Preside over all meetings of the advisory committee in an organized, impartial, and professional manner.
- Ensure that meetings follow the established agenda, remain on topic, and respect time constraints.
- Maintain order and decorum, encouraging participation from all members while adhering to public meeting protocols (e.g., Robert's Rules of Order, if adopted).

2. Compliance and Procedural Leadership

- Ensure the committee complies with Florida's Government in the Sunshine Law, including:
- Proper notice of meetings
- Open meetings accessible to the public
- Accurate meeting minutes
- Verify that all public records and transparency obligations are met in collaboration with staff support.

3. Communication and Reporting

- Serve as the primary spokesperson for the committee when presenting recommendations or reports to the School Board.
- Facilitate the development and delivery of committee recommendations, ensuring they reflect the consensus or majority opinion of the committee.
- Communicate with the School Board liaison or designated district staff on behalf of the committee.

4. Leadership and Member Engagement

- Encourage full participation from all committee members, ensuring diverse viewpoints are considered.
- Lead efforts to maintain focus on the committee's mission, goals, and deliverables.
- Address any attendance or participation concerns in coordination with district staff and according to the committee's bylaws.

5. Coordination with Staff and Stakeholders

- Work closely with assigned district staff liaisons, legal counsel (if needed), and board-appointed members to ensure the committee receives necessary support and information.
- Help foster productive collaboration between the committee and the broader school district community.

Advisory Committee Structures

COMMITTEE CHAIR vs. COMMITTEE MEMBER vs. STAFF LIAISON

As a committee chair, you serve a pivotal function in guiding your committee's work, facilitating meaningful discussions, and ensuring compliance with district policies and state laws. The success of each advisory committee relies on a clear understanding of the unique, yet interconnected roles of the **Chair**, the **committee members**, and the **district staff liaison**.

Committee Position	Responsibilities
Committee Chair	As Chair, you are responsible for leading meetings and maintaining focus on the committee's charge.
Committee Member	Committee members contribute valuable insights and diverse perspectives to inform collective decision-making.
Staff Liaison	The staff liaison provides the necessary administrative and procedural support to keep the committee functioning effectively and within legal boundaries.

Together, these roles form a balanced structure that supports transparency, accountability, and productive collaboration in service to the School Board and the community. This onboarding guide is designed to equip you with the foundational knowledge, tools, and best practices needed to lead with confidence and integrity.





Advisory Committee Structures

COMMITTEE CHAIR vs. COMMITTEE MEMBER

Role	Chair	Committee Members
Leadership	Provides leadership and direction to the committee.	Participate actively under the guidance of the Chair.
Meeting Facilitation	Presides over and facilitates meetings, ensuring order and adherence to agenda.	Attend and contribute to meetings; may lead subcommittees or specific initiatives.
Agenda Development	Works with staff to set the meeting agenda and ensure relevance.	May propose agenda items but generally respond to agendas set by Chair/staff.
Representation	Acts as spokesperson for the committee, particularly when reporting to the School Board. Encourage members meet with their respective appointing Board member.	Share insights and perspectives; defer to Chair for formal communications. Share all updates to their appointing Board member in accordance with Policy 1070.
Decision-Making Role	Guides discussions and supports consensus-building.	Equally participate in discussions and voting (unless bylaws designate otherwise).
Procedural Oversight	Ensures rules, bylaws, and public meeting laws are followed.	Comply with rules and actively contribute within those boundaries.





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Advisory Committee Structures

COMMITTEE CHAIR vs. STAFF LIAISON

Role	Chair	District Staff Liaison
Governance Role	Provides committee leadership as a volunteer/community representative.	Serves as the district's official administrative support to the committee.
Meeting Facilitation	Runs meetings, manages member engagement, and upholds committee procedures.	Coordinates logistics (room reservations, technology); does not lead meetings or take minutes.
Agenda Setting	Leads agenda development with input from committee and liaison.	Assists in compiling background materials and formalizing agendas for public posting.
Sunshine Law Compliance	Ensures meetings are conducted in accordance with public meeting laws.	Manages public notice and recordkeeping to support Sunshine Law compliance.
Reporting	Finalize and presents committee recommendations to the School Board.	Assists with capturing documents for upload to the Board members.
Resource Support	Draws on expertise of committee members to inform discussions.	Provides technical, operational, or legal information to support committee deliberations.





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SCHOOL BOARD POLICIES

Policy 1070: Committee Operational Bylaws

As Chair of a School Board-Established Advisory Committee, you are responsible for ensuring that your committee operates according to approved bylaws. These bylaws serve as the governing document for your committee's structure, procedures, and accountability.

Below is an overview of what you need to know and do regarding your committee's bylaws:

Use the Official Bylaw Template

All School Board-Established Advisory Committees are required to use the standard bylaw template approved by the School Board.

- What you can modify: Only sections that are not restricted by Policy 1070 or your committee's establishing policy. Any areas directed by policy or law must remain unchanged.

Approval Process for Bylaws

Any new bylaws or updates must follow this approval process:

- Gain a two-thirds (2/3) vote of your committee's membership and submit the approved version to your district liaison or facilitator.
- The staff liaison will forward it to the Chief of Staff, who will place it on the School Board agenda for final approval.

Review Every Two Years

Your committee's bylaws must be reviewed at least once every two years.

- Include a clear effective date in the document. The review ensures ongoing compliance with current School Board policies, state statutes, and committee procedures.

What Your Bylaws Must Include

At minimum, your bylaws should clearly outline:

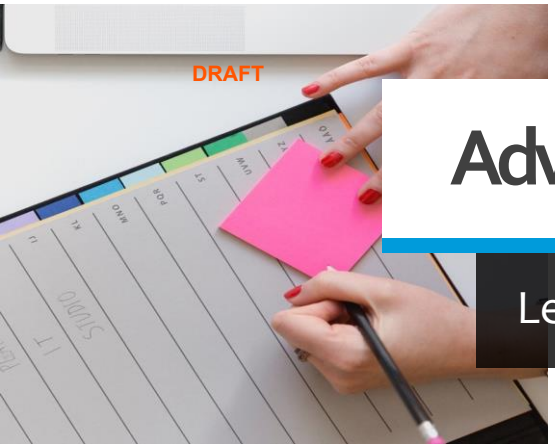
- the purpose and scope of the committee, membership structure, quorum, and voting rules
- officer roles, duties, and election procedures, attendance expectations and standards for maintaining good standing
- meeting protocols (aligned with Robert's Rules of Order)Procedures for public notices and open meetings under Florida's Sunshine Law

Special Note on Exemptions

These bylaw requirements do not apply to ad hoc bid protest committees created under the School Board's purchasing policy.

Pro Tip for Chairs:

Keep a current copy of your committee's bylaws on hand at every meeting. Refer to them regularly to guide discussions, decisions, and governance—and ensure your committee remains in compliance.



Advisory Committee Leadership

Legal and Ethical Compliance Requirements

Record-Keeping and Transparency

Committees must operate with full transparency, and all documents are considered public records under Chapter 119, F.S.

Key Responsibilities:

- Documentation: Agendas, minutes, reports, handouts, and correspondence must be preserved.
- Access to Records: Work with the staff liaison to ensure that all materials are retained and accessible per district protocols.
- Email Use: Avoid using personal email for committee business. Use official district email or designated channels to preserve transparency.

Avoiding Conflicts of Interest and Ex Parte Communication

Ethical conduct is critical for maintaining public trust and legal compliance.

Key Responsibilities:

- Disclosure: Committee members should disclose any financial interest or potential conflict related to a topic under discussion.
- Recusal: Members with a conflict should abstain from voting or attempting to influence others on the matter.
- Ex Parte Communication: Avoid discussing committee matters with stakeholders, board members, or others outside of public meetings, as this can undermine transparency and violate Sunshine Law principles.

ADA and Accessibility Considerations

Meetings and materials must be accessible to all participants, including individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA).

Key Responsibilities:

- Accessible Meetings: Ensure meeting locations are physically accessible and that virtual platforms are ADA-compliant. Coordinate with district staff to provide reasonable accommodations upon request (e.g., sign language interpreter, large print materials).

Legal and Ethical Compliance Requirements

Florida Sunshine Law Compliance

Florida's Government in the Sunshine Law (Chapter 286, F.S.) applies to public advisory committees if they are established by the School Board to advise on official matters.

Key Responsibilities:

- Open Meetings: All meetings must be open to the public. This includes in-person and virtual formats.
- Advance Notice: Public notice of each meeting must be given at least 7 days in advance (or as otherwise required), including time, date, location, and agenda topics.
- Minutes: Accurate, timely minutes must be recorded and retained. These must reflect motions, votes, and key discussions, and are subject to public inspection.
- No Private Discussions: Committee members may not privately discuss committee business outside of publicly noticed meetings, including via email, phone, or text.

Parliamentary Procedures

Committees often follow Robert's Rules of Order or a simplified form to ensure fairness, order, and efficiency.

Key Responsibilities:

- Quorum: Ensure a quorum is present before taking any action.
- Motions and Voting: Use motions (e.g., "I move to...") to structure decisions. The Chair recognizes speakers and manages the vote.
- Respectful Debate: Facilitate balanced discussion and ensure all voices are heard while staying on topic.
- Chair's Role: Remain impartial during discussion but may vote if bylaws permit.

Public Comment Procedures

Committee meetings are not required to provide members of the public with an opportunity to speak on matters before the committee. Pursuant to Section 286.0114, Florida Statutes, the opportunity for public input will be provided prior to any official action taken by The School Board, and within a reasonable proximity in time to when such action occurs.

Chairs may:

- Clarify at the beginning of the meeting that public comment is not required at the committee level and will be provided at the Board level as required by law.
- Refer any public inquiries about speaking opportunities to the School Board's meeting schedule or Board Office.

This approach helps maintain committee focus while preserving the public's statutory rights at the appropriate stage in the decision-making process.



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Advisory Committee Leadership

Committee Chair: Agenda Setting

As Chair, you are responsible for working with the staff liaison to develop meeting agendas that align with the committee's purpose as outlined in its establishing policy. Agendas should focus on topics within the committee's defined scope of review and incorporate any subjects or directives assigned by the School Board. This ensures that committee discussions remain purposeful, policy-aligned, and supportive of the Board's broader goals.

- Collaborate with district staff (staff liaison) and other committee members to develop meeting agendas that align with the committee's charge and responsibilities.
- Ensure the release of the agenda at least **7 days** prior to the meeting, accompanied with all exhibits for review by the committee members. Ensure that agenda items support the committee's advisory role to the School Board and that adequate background information is provided in advance.

School Board Direction of Topics to Advisory Committees

1. During Workshops, Meetings, or Retreats, School Board Members may identify areas where advisory committee input is needed. This direction to a committee should come through a Board vote or consensus
2. The School Board will specify the topic or issue to be reviewed, the desired scope (e.g., research, recommendations, stakeholder feedback), and a timeline or deadline for response.
3. Topics approved or agreed upon by the Board shall be communicated through the Superintendent or designee for appropriate routing to the respective staff liaison. The staff liaison will coordinate with the committee chair assigned to the relevant committee on the directives of the School Board.
4. The committee Chair, in collaboration with the staff liaison, shall (a) Place the directed topic on an upcoming meeting agenda (b) Provide any necessary background materials or context (c) Clarify expectations from the Board (e.g., discussion only, recommendation, written report)
5. The committee may discuss the topic in one or more meetings, develop findings or formal recommendations, and vote on a response to be reported to the Board
6. The Chair, with support from the staff liaison, shall prepare a summary or recommendations and present findings at a scheduled workshop in accordance with School Board Policy 1020

Policy 1020: Committee Reports and Recommendations

As a committee chair, you play a critical role in ensuring that your advisory group's work is communicated effectively to the School Board. Regular reporting fosters transparency, promotes collaboration, and ensures your committee's voice is part of the broader decision-making process. Below are key guidelines to help you prepare and submit your committee's reports in accordance with School Board Policy 1020:

Monthly Presentation at School Board Workshops

- Committee chairs (or their designees) are invited to present reports at the first School Board Workshop (SBW) of each month, during a time scheduled by the School Board Chair.
- Presenting at SBW promotes open dialogue, encourages diverse perspectives, and supports collective problem-solving among committees and Board members.

Verbal Report Requirements

- Verbal reports must reflect the official meeting minutes of the committee and follow the formatting outlined in Attachment A of Policy 1020.
- Presentations are limited to five (5) minutes, unless additional time is granted by the School Board Chair.
- Reports may be presented in person or via media technology.
- Personal opinions or commentary are not permitted during this time. Any such remarks should be reserved for the general public comment portion of the meeting.
- If you are unable to attend, you may request the Chair to allow another committee member to present the report on your behalf.

Written Report Requirements

- Committees are encouraged to submit a typed written report formatted according to Attachment B of Policy 1020.
- If a committee will not be presenting in person, the written report and any formal recommendations must be submitted at least three (3) business days before the SBW to: ADVISORY.COMMITTEECORRESPONDENT@browardschools.com
- Submitted reports will be shared with the School Board and published for public access prior to the SBW.

Scope and Alignment

- All committee business, recommendations, and reports must remain within the scope of the committee as defined in its founding policy or formal resolution.
- The role of advisory committees is to provide community-based recommendations on specified areas of focus as directed by the School Board or Superintendent.





Advisory Committee Situational Duties



Committee Chairs play an essential leadership role within the advisory structure of the School Board. As the public face and presiding officer of your committee, you are entrusted with organizing meetings, guiding discussions, and ensuring that your committee's work aligns with its established purpose. However, it is equally important to recognize that the chair's authority is limited to the advisory capacity defined in School Board policy.

Committee Chairs do not speak on behalf of the School Board or the Superintendent and must operate within the legal and procedural boundaries of the advisory system. Chairs are expected to uphold transparency, neutrality, and collaboration in all aspects of their role—especially when communicating with the public, the media, elected officials, or district staff. Missteps in representation or communication can undermine the committee's work and compromise its standing.

Here are some helpful guidance on how Committee Chairs should approach specific scenarios professionally, compliantly, and in coordination with appropriate district channels

Communicating with Staff Liaisons, School Board Office, and Other Departments

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Use the Staff Liaison as the Primary Point of Contact

Why it matters: Staff liaisons serve as the official bridge between the committee, School Board office, and other district departments to ensure coordination, accuracy, and accountability.

Best Practices:

All communications with district departments or Board staff should be routed through the assigned staff liaison.

Chairs may collaborate directly with the liaison on:

- Agenda preparation
- Scheduling and logistics
- Requesting data or presentations from departments
- Clarifying procedures or protocols
- Avoid reaching out independently to departments on official committee-related matters, unless explicitly established by the liaison or in alignment with committee protocol.
- Maintain professional, respectful, and focused communication that supports the committee's scope and objectives.

Speak Only When Authorized and on Behalf of Official Committee Actions

Why it matters: Individual members or the Chair cannot speak on behalf of the full committee unless there is an approved consensus or vote on a position or recommendation.

Best Practices:

The Chair may represent the committee in:

- Presenting formal reports or recommendations to the School Board (usually during workshops or public meetings)
- Providing approved updates to district staff via the liaison
- Responding to procedural questions related to meetings or agendas
- Do not speak on behalf of the committee on personal opinions or in public forums unless officially authorized by a committee vote or consensus.
- When clarification is needed, always consult with the staff liaison.



Handling Media Inquiries or Public Concerns

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Redirect to District Communications and Avoid Independent Statements

Why it matters: Only designated district personnel (e.g., Communications Department or School Board Chair) are authorized to speak to the media or the public on behalf of the district or its advisory committees.

Best Practices:

Do not provide statements or interviews to the media on behalf of the committee or district.

If contacted by media:

- Politely redirect them to the District's Communications Department.
- Notify the staff liaison immediately so proper channels can be informed.
- For community member concerns:
- Acknowledge receipt respectfully but do not engage in issue resolution.
- Refer the individual to the appropriate department or staff liaison.
- Avoid informal discussion of committee matters via personal email or social media.

Example Language for Referrals and Boundaries

Media Inquiry Response:

"Thank you for reaching out. As a volunteer advisory committee chair, I'm not authorized to speak on behalf of the district. I recommend contacting the District's Communications Office for an official response."

Redirecting Public Concerns:

"I appreciate your input. To ensure your concern is properly addressed, I will forward this to our staff liaison who supports the committee's work and can direct it to the appropriate department."

Clarifying Committee Representation:

"Any official statements or recommendations from our committee are made only after full discussion and agreement during our public meetings. I am happy to present those formally through our established process."



Policy 1010: Respect And Civility In Broward County Public Schools

Policy 1010 aims to promote respectful, civil, and socially conscious behavior among all individuals—staff, students, parents, and community members—who engage in School Board-sponsored activities or are present on District-owned property. It encourages constructive communication without limiting freedom of expression.

Key Components

1.Core Values:
The policy aligns with the District's five core values—Student Focus, Teaching Excellence, Accountability, Respect, and Safety—which are essential to fostering positive environments that support student success.

2.Objective:
Broward County Public Schools (BCPS) expects civil interactions from all community members, especially during school events or while on District property. Individuals should avoid behavior that could incite violence or disrupt peace.

3.Character Traits:
All individuals are expected to model eight-character traits: Cooperation, Responsibility, Citizenship, Kindness, Respect, Honesty, Self-control, and Tolerance.

4.Prohibited Conduct:
Disruptive, intimidating, aggressive, or destructive behavior between adults is prohibited. This includes any conduct, in-person or electronic, that disturbs the orderly operations of schools or events.

5.Remedies for Violations:

1. **Step 1:** Calmly address the offending individual, referring to this policy.
2. **Step 2:** If unresolved, seek administrator intervention. Continued misconduct may lead to removal from property or event.
3. **Step 3:** If non-compliance continues, law enforcement may be contacted.
4. **Step 4:** Repeated violations may result in restricted access to future events or property.
5. **Step 5:** All complaints will be promptly addressed.
6. **Step 6:** Retaliation for reporting misconduct is prohibited.

Continued violations of this policy may result in a formal investigation initiated by the Superintendent in accordance with School Board Policy 1070. Based on the outcome of such investigation, the individual may be subject to removal from the advisory committee. [16]



As a Committee Chair, you are not expected to navigate your leadership role alone. Broward County Public Schools (BCPS) is committed to equipping each advisory committee with the tools and support needed to function effectively, stay in compliance, and engage the community professionally. Below is an overview of the core resources and supports available to you and your committee.

Advisory Committee Leadership

Committee Operational Tools and Resources

Meeting Management Templates

To help streamline the planning and documentation of your meetings, you will have access to standardized templates, including:

- **Meeting Agendas** – to organize topics and guide discussion.
- **Meeting Minutes** – to accurately record decisions and maintain transparency.
- **Sign-In Sheets** – to track attendance and meet Sunshine Law requirements.

Templates will be provided by your assigned District Liaison and may be used consistently for all official meetings.

Official BCPS Email Address *(subject to Florida's Public Records Law)*

Each committee will be assigned a dedicated @browardschools.com email address to:

- Distribute agendas and materials
- Communicate with committee members and stakeholders
- Receive inquiries related to committee business

Virtual & Hybrid Meeting Platforms

If your committee conducts virtual or hybrid meetings, your facilitator will provide:

- An overview of available BCPS-approved platforms (e.g., Microsoft Teams, Zoom)
- Instructions on how to host, moderate, and record meetings
- Tips to ensure full participation and public access

Accessing Policies, Bylaws, and Supporting Documents

To operate effectively within your committee's scope, it's important to stay informed. You can access key governing documents through the following channels:

- Your Committee's Bylaws – provided during onboarding and stored with your district liaison
- Relevant School Board Policies – available at www.browardschools.com under the School Board section
- Meeting Records & Historical Documents – maintained by your liaison or available upon request

Use Your Support Network

Remember that your assigned District Liaison or Facilitator is your primary point of contact for questions, guidance, and resource access. Lean on them to help you stay compliant and effective in your role.



Advisory Committee Leadership

Onboarding & Training Guide

School Board Member Districts

- District 1- Maura McCarthy Bulman
- District 2- Rebecca Thompson
- District 3- Sarah Leonardi
- District 4- Lori Alhadeff
- District 5- Dr. Jeff Holness
- District 6- Adam Cervera, Esq.
- District 7- Nora Rupert
- At-Large (Seat 8)- Dr. Allen Zeman
- At-Large 2 (Seat 9)- Debra Hixon
- Superintendent of Schools: Dr. Howard Hepburn





Created by the Office of Communications
For more information, please contact 754-321-2616

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Advisory Committee Leadership

Onboarding & Training Guide

APPENDIX

- **Policy 1010: Respect And Civility In Broward County Public Schools**
- **Policy 1020 and Templates: School Board Meetings And Rules Of Order**
- **Policy 1070: District Committees and Their Membership**

POLICY NO. 1010

RESPECT AND CIVILITY IN BROWARD COUNTY PUBLIC SCHOOLS

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (HEREINAFTER REFERRED TO AS "THE BOARD") IS COMMITTED TO PROVIDING NURTURING AND ORDERLY ENVIRONMENTS WHERE STUDENTS, STAFF, AND THE COMMUNITY MAY GROW, LEARN, AND WORK. THE PURPOSE OF THIS POLICY IS TO ENCOURAGE SOCIALLY CONSCIOUS ATMOSPHERES AND CULTURES WHILE PARTICIPATING IN SCHOOL BOARD SPONSORED ACTIVITIES OR ON DISTRICT-OWNED PROPERTIES. THIS POLICY IS NOT INTENDED TO DEPRIVE ANY PERSON OF THEIR RIGHT TO FREEDOM OF EXPRESSION. IT IS THE INTENT OF THE BOARD TO STIMULATE CONSTRUCTIVE AND CIVIL DISCOURSE BY PROMOTING CONSIDERATION AND POLITENESS WHEN INTERACTING WITH TWO OR MORE ADULTS. AS A SUPPLEMENTAL DEVICE, THIS POLICY IS ESTABLISHED TO AUGMENT OTHER SIMILAR POLICIES THE BOARD HAS PREVIOUSLY ADOPTED.

ARTICLE I. Core Values

The District has established five (5) Core Values - **Student Focus, Teaching Excellence, Accountability, Respect, and Safety**. Through the commitment to these core values, our vision is realized, to create ideal environments that inspire, energize, and motivate our students to succeed in tomorrow's world. When our District models the Core Values, it creates a better environment for our students and the individuals we serve.

ARTICLE II. Objective

Broward County Public Schools ("BCPS") values all members of the community and recognizes that respectful and caring surroundings are vital in safeguarding the health and well-being of our community. BCPS expects all parents or guardians, and any member of the public who are participating in school-board sponsored activities or while on District-owned property, to interact with each other in a civil manner through positive communication and actions. In such settings, all individuals are expected to avoid situations that may incite violence or create a breach of peace. A community that works and acts together is crucial in guiding our students to reaching their highest potential.

ARTICLE III. Character Traits

Under this policy, we ask that all persons model the district's eight-character traits: **Cooperation, Responsibility, Citizenship, Kindness, Respect, Honesty, Self-control, and Tolerance**. In the interest of exhibiting as positive role models for tomorrow's leaders, all persons shall remain professional and display proper decorum while participating in school-board sponsored activities or while on District-owned property. In times of opposition, we shall draw strength from our differences and build on our similarities. These character traits and practices are permanent and fundamental virtues of BCPS.

ARTICLE IV. Prohibited Conduct

It shall be prohibited for any interactions between two or more adults to engage in, or to encourage others to participate in, conduct that is disruptive, intimidating, and aggressive, while on District-owned property or participating in a school-board sponsored activity. Conduct resulting in the damage of personal or District-owned property is strictly forbidden. Any conduct (either in-person or electronically) that disrupts any orderly operations of a school, or school-board sponsored activity is unacceptable.

ARTICLE V. Remedying Policy Violations

It is the intent of this policy to cordially address and resolve conduct outlined in Article IV in a progressive and mature manner. To gradually remedy a policy infraction, individuals shall pursue the following progressive actions if they perceive they have witnessed or been subjected to such offending conduct:

A. Provide notice to the offending party by first calmly having a conversation with the individual(s) involved, referring to this policy, and explain that their action(s) are inappropriate and request that they cease the inappropriate behavior.
B. If the inappropriate behavior persists, then any available administrator should be contacted and asked to intervene. The administrator will explain to the offending party that their conduct violates school board policy and that if the offending party does not cease the inappropriate behavior, they will be asked to leave the District-owned property, meeting, or the school-board sponsored activity. If the offending party continues to engage in an uncivil or non-respectful manner, they will be asked to leave the District-owned property, meeting, or the District sponsored event. If an individual refuses to leave as requested or returns before the applicable period of time, the administrator may terminate the meeting or request that the District's Special Investigative Unit or a law enforcement official intervene.
C. Retaliation will not be tolerated against individuals for working in good faith under this policy and its related actions to remedy a violation.

D. Repeated violations may result in additional actions, such as prohibiting the offending party from participating in future school-sponsored activities for a defined period of time or limiting their access to District-owned properties.
E. All complaints, whether reported orally or in writing, will be acted upon in real-time, immediately following receipt of the complaint.
F. Principals, or other appropriate administrators, may report violations of this policy to the Superintendent, through their respective regional office. After review of any reported violations, regional offices may take appropriate action, up to and including referral to law enforcement for the filing of criminal charges.

Policy Custodian: Chief of Staff

Authority: F.S. §1001.32, §1001.41.

Former Policy Number: N/A

Policy Status [Active/Inactive]: Active

History: Adopted 12/13/2022

Policy 1020

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (the "School Board); serves as the corporate body of the School District, conducting board meetings only within the confines of the laws of Florida, including the Florida Sunshine Law (Chapter 286) and the public meetings and records laws (Section 447.605, Florida Statutes). As a corporate body, the School Board may transact business at official meetings of the School Board. An individual School Board member has no authority to act in an official capacity absent the delegation of authority by the School Board at an official meeting. It is the policy of the School Board that this Policy shall govern all official meetings of the School Board.

I. GENERAL RULES

A. All official actions by the School Board shall be taken only at Regular or Special meetings of the School Board and these meetings shall be open to the public.

B. The School Board shall hold not less than one (1) Regular meeting each month for the transaction of business according to a schedule arranged by the School Board.

C. School Board Workshops and Retreats shall be held publicly, in accordance with the School Board's governing laws, at a time and place open to the public.

D. Regular and Special School Board meetings shall be held at the Kathleen C. Wright Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida., However, Regular, and Special meetings of the School Board may also be held at any appropriate public place in Broward County with proper public notice.

E. All School Board meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and School Board policies. If any conflict arises between Robert's Rules of Order, Newly Revised, and a School Board policy, the policy shall supersede.

F. Five (5) School Board members physically present at the meeting constitutes a quorum.

G. Regular and Special meetings shall have a maximum duration of eight (8) hours and may only be extended with a simple majority vote. A School Board

Workshop is limited to eight (8) hours unless a consensus is reached to extend.

H. If the School Board Chair is absent, the Vice Chair will commence the meeting or workshop. If both the Chair and Vice Chair are absent, then the Superintendent of Schools shall preside over the process for selecting a Chair Pro Tempore by a majority vote of the School Board members.

II. TYPES OF MEETINGS DEFINED

A. Regular School Board Meetings (RSBM) are official business meetings of the School Board. The purpose of which is to advance the official business of the School District. During RSBM, the School Board will dedicate its focus to the operational agenda, including committee reports.

B. Special School Board Meetings (SSBM) are emergency or special sessions of the School Board, which can be called by the District School Superintendent; or by the District School Superintendent on request of the Chair of the School Board; or by a majority of the School Board Members, provided written notice of the time and purpose of the meeting was publicized two (2) days in advance. The scheduling and agenda for these sessions shall be approved by the Chair. There are no committee reports given at these meetings and speakers may only address the agenda items.

C. School Board Workshops (SBW) are explorations of matters concerning the business of the School District. Workshops are for the sole purposes of communicating information and engaging in general discussion on operational and policy topics. A majority of the Workshop agenda will focus on students, progressive monitoring, and learning-centered topics. The School Board will take no official action in a workshop. The chair will seek input from fellow School Board members regarding future agenda items. If consensus is gained, then the topic shall be scheduled for a future workshop. At the conclusion of each workshop, the agenda topics for the next two scheduled workshops will be presented to the Board Members, this would allow for collaborative input on the topics to be addressed in those sessions.

D. Closed Door Sessions are sessions of the School Board that are generally scheduled as needed or requested by staff and are closed due the exempt status of the subject matter, pursuant to the Sunshine Law. School Board members will be notified no later than 48 hours prior to the session. These general types of Sunshine Law-exempt meetings include collective bargaining discussions between the Superintendent and the School Board (Section 447.605, Florida Statutes); cybersecurity information meetings (Section 119.0725, Florida Statutes); security or fire safety system plan meetings; competitive solicitation negotiations with a vendor; oral presentations by a vendor during a competitive solicitation, vendor answers to questions during a competitive solicitation; and discussions of negotiation

strategies for a competitive solicitation. Public officers or employees are prohibited from disclosing any information not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes

Attorney Client Session is a meeting, regarding pending litigation, requested pursuant to Section 286.011 of the Florida Statutes, by legal counsel employed or retained by the School Board. Public officers or employees are prohibited from disclosing information related to an Attorney Client Session that is not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes.

III. AGENDAS

A. School Board meeting agendas shall be publicly released at least seven (7) days in advance of each RSBM. The agenda for a SSBM conducted under authority of Section 1001.372(1) of the Florida Statutes shall be publicly released not less than forty- eight (48) hours preceding the meeting.

B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation. After the distribution of the agenda, no changes, deletions, or additions shall be made except for good cause as permitted by Section 120.525(2), Florida Statutes. Good cause is determined by the Board Chair and stated on the record.

C. RSBM agendas will be divided into two sections: the Consent items and the Open items. The Chair shall move on the "Consent" items which permits all consent items to be moved and voted upon together except for those consent items that are pulled as set forth herein, starting with non-instructional appointments and leaves. All items with a financial impact, policies, resolutions, proclamation, all items for reduction of retainage, and for receipt of audits shall be placed as Open items. Consent items will be noted by a single letter, and Open items will be noted by double letters. Open items will be organized together.

D. A roll call upon a matter may be made at any time during a RSBM or SSBM upon request of any School Board member. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or the Supervisor's designee. At the request of a School Board member, the Chair shall rotate alphabetically the order of the roll call vote.

E. School Board Reports shall be part of the RSBM agenda and may be made at the request of School Board members.

F. After receipt of a meeting or workshop agenda, School Board members shall review all agenda items and submit any inquiries to the Office of Communications and Legislative Affairs for follow-up by first business day of the following week. Board members shall identify the agenda item number for each inquiry and forward all requests to the BCPSBoardMemberRequest mailbox. To assist the Board with meeting preparation, the Office of Communications and Legislative Affairs shall poll the Board of any agenda item they wish to address in advance of the meeting. Board members will be asked to identify any agenda items they would like to pull for discussion and forward their requests to the same electronic mailbox for processing no later than 10 a.m. the day prior to the meeting. All completed follow-up responses and the complete list of pulled agenda items will be sent to the Board as one complete packet within 24 hours of the meeting. While staff will make every attempt to respond fully and accurately in advance to requests received after the deadlines mentioned in this section; these answers may be provided to the Board during the School Board meeting. Completed responses will also be attached to the appropriate agenda item and published online for public view.

G. To reduce workshop-type discussions and expedite the conducting of business at Regular/Special School Board Meetings and Public Hearings, School Board members shall take full advantage of the BCPSBoardMemberRequest mailbox and schedule direct meetings with the Superintendent and appropriate Executive Leaders to ensure that their inquiries and comments are shared in advance of the meetings.

IV. SUBMISSION OF MEETING AGENDA ITEMS BY SCHOOL BOARD MEMBERS

A. The Superintendent shall establish the agenda for School Board meetings.

B. A School Board member may add agenda items for action according to the provisions set forth in the sections below. However, the agenda item cannot recommend actions, duties or responsibilities reserved solely for the Superintendent.

C. Items submitted by Board members may include:

1. Electing School Board Officers (§ Section 1001.371, Florida Statutes);
2. Setting boundaries of any School Board member residence area (Section, 1001.36 (2), Florida Statutes);
3. Proposing single-member representation for each member residence area covering the entire district before the voters (Section 1001.362 (3)(a), Florida Statutes);
4. Setting School Board member compensation and being reimbursed for official travel expenses (Sections 1001.395 and 1001.39, Florida Statutes);
5. Making alternate employment selections under the strict provisions of (Section 1012.22 (1)(a)3, Florida Statutes);

6. Selecting, evaluating, and directing the School Board's direct reports and positions that are established by statute or School Board rules for those reporting directly to the School Board, such as an appointed Superintendent, Chief Auditor, and General Counsel (Sections 1001.50 and 112.313, Florida Statutes);
7. Establishing and disestablishing advisory committees to the School Board Sections 1001.371 and 1001.43(10), Florida Statutes).;
8. Initiating the rulemaking process by bringing forth agenda items for the establishment of School Board policy (Chapter 120 and Section 1001.43, Florida Statutes.); and
9. Proposing budgetary items regarding the School District's annual budget (Section 1001.42(12)(b), Florida Statutes
10. Any other matters related to statutory responsibility of Florida school board members.

D. For the purposes of proper notice and public access to the agenda, School Board members will adhere to the Superintendent's Planning Calendar when adding items to the agenda. School Board items are to be set as Board items on the agenda by collaboration with the Superintendent or designee for placement on the agenda. Items submitted by the School Board member will be addressed during a RSBM or SSBM.

E. For School Board agenda items addressed in subsection "B and C" above, these items, inclusive of attachments, should be brought at least seven (7) days in advance for the purposes of proper notice and public access to the agenda item. Prior to adding the item to the agenda, all B/BB items must go through the legal counsel for review and consultation.

F. Individual School Board members may also request that items related to any School Board business be presented for discussion during formalized Board Reports, Workshops or School Board Meetings.

G. Individual School Board members may propose a rule by contacting the Office of Communications and Legislative Affairs and following the procedure pursuant to School Board Policy 1000(1)(A).

H. Co-sponsoring of agenda items- After reviewing the agenda items, the School Board member will send a notification by email to the Office of Communications and Legislative Affairs and copy Official School Board Records, indicating their sponsorship for the respective agenda item(s) within five (5) business days of receiving the agenda delivery.

1. The Office of Communications and Legislative Affairs will make the appropriate notations on the respective agenda item(s) and deliver a revised agenda to the School Board within seven (7) days of the scheduled meeting/workshop. The District website will be updated simultaneously with the revised agenda to inform the public of the co-sponsorships.

V. RULES GOVERNING DEBATE

A. If an agenda item has been acted upon by the School Board during a meeting, at that same meeting, new information or a changed situation makes it appear that a different result might reflect the true will of the assembly, a motion for reconsideration of the agenda item may only be made by a School Board member who voted on the prevailing side when the School Board originally acted upon the agenda item. Although this motion must be seconded, the seconding can be done by any Board member regardless of how he/she originally voted on the motion to be reconsidered. Reconsideration of an agenda item acted upon at an adjourned or past meeting may be brought to the Board as a new agenda item for reconsideration.

B. A School Board member having obtained the floor while debating a motion at a School Board Meeting or Public Hearing can speak no longer than an initial five (5) minutes and three (3) minutes for rebuttal per motion. For School Board Workshops, a School Board member having obtained the floor while debating an agenda item can speak no longer than an initial ten (10) minutes and three (3) minutes for each additional round of discussion. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired. The understanding of the agenda item is essential, thus the response time from staff of all questions posed by a Board member shall not be deducted from the Board member's debate time. School Board members shall not speak again until the other School Board members have had the opportunity to be heard. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired.

C. A School Board member reading a report is not considered debating, but the member is bound by the time limitations when speaking in support or against the motion.

D. A School Board member cannot yield any unexpired portion of their time to another member. No member can speak more than twice on any agenda item on the same day. Contingent upon the sum of business before the Board or subject matter of the agenda item, the number of speaking rounds may be extended at the discretion of the Chair or majority of the School Board. If the agenda item is discussed again on another day, all School Board members have a right to debate again. Merely asking a question or making a secondary motion is not considered debate.

E. Each debatable motion is a separate question with respect to a School Board member's right to speak. Thus, the member can speak for five (5 minutes) on the main motion and any subsequent motion based on the same agenda item.

F. All matters not covered by School Board Policies, Florida Statutes, or other governing documents, shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

VI. SCHOOL BOARD'S ROLE IN PERSONNEL NOMINATIONS

A. The School Board may reject employment nominations of the Superintendent only for good cause, pursuant to Section 1012.229(1)(a)(2), Florida Statutes.

B. In the event a School Board Member rejects a Superintendent's nomination, the name of the individual and specific facts that would constitute good cause must be clearly expressed during the School Board meeting and made part of the record.

VII. PUBLIC PARTICIPATION

A. The public may participate during School Board meetings and workshops, as follows:

1. A single speaker may not exceed twelve (12) minutes in total per meeting or workshop, not including their general-public speaking comment. If any motion is introduced, the speaker is allowed one (1) additional minute to speak on that motion. Time spent delivering committee reports does not count towards the 12-minute total.

2. General Rules Governing Public Speaking at Regular School Board Meetings

a) There shall be a maximum of ten (10) speakers, or a total of 30 minutes reserved on each RSBM agenda for public speakers. This time shall be known as the General Public Speakers section. This section of the agenda may be split between A.M and P.M. sessions and shall provide an opportunity for any member of the public to reserve time to address the School Board regarding matters of relevance to public education. Members of the public who would like to speak prior to the start of the meeting must register to speak in-person and the Board Chair will only recognize registered participants. Speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action. Persons desiring to make a presentation as a general public speaker shall register electronically, via an online portal on the School District's website at least five (5) calendar days prior to the School Board meeting. Access to the platform is incorporated herein by reference as part of this Policy and can be found at: browardschools.com/publicparticipation. This will enable the

School District to place the public speaker on the School Board agenda to conduct an administrative review of the topic in advance of the meeting. Those persons not registered at least five (5) calendar days in advance of the meeting, but who wish to address the School Board on topics pertaining to the School District, shall contact Official School Board Records to be placed on a waiting list to be heard if time permits during the thirty (30) minute -time period reserved for public speakers; or at the discretion of the Chair, to be heard at the end of the School Board meeting. School Board members will not engage in dialogue with the public speakers. No action shall be taken on a speaker's topic unless otherwise included on the meeting's agenda.

b) During the General Public Speakers segment of a meeting, a member of the public who has registered to speak shall be allowed, and not to exceed, a total of three (3) minutes (or the time remaining pursuant to subsection VII(A)(1) of this policy) to speak on non-agenda items that pertain to the general business or operations of the School Board or School District.

3. General Rules Governing Committee Reports

a) Committee representatives may present committee reports at the first School Board Workshop (SBW) of each month, during the time designated by the School Board Chair. Presenting committee reports during SBW will significantly enhance collaboration and foster open dialogue by providing a flexible platform for shared insights, encouraging diverse perspectives, and facilitating constructive discussions. Committee report agenda items at SBW shall comprise of a verbal (or written) presentation of the committee reports, a collaborative exchange of ideas, a joint discussion that promotes collective problem-solving and innovation among participants, and a means for the members of the School Board to provide guidance, through consensus, to their direct reports. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record.

b) All verbal committee reports shall represent an account of the committee's respective meeting minutes and should include the specifications referenced in **Attachment A,** which is included at the end of this policy and incorporated herein by reference. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology.

c) The representative shall refrain from making any personal observations or comments during this time. Any such personal

remarks shall only be made by the speaker during the opportunity for general public comments.

d) The written reports of the committee should be typed to include the specifications referenced in **ATTACHMENT B**, which is included at the end of this policy, and incorporated herein by reference.

e) Three (3) business days prior to the scheduled SBW, each advisory committee shall electronically submit their written committee reports if they will not be present at the School Board workshop and associated formal recommendations to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following email: ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM.

f) Written committee reports will be shared with the School Board three (3) business day prior to the scheduled SBW and published for public view.

g) Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

4. Public Agenda Comments on Items at Regular or Special School Board Meetings, Public Hearings or School Board Workshops:

a) An electronic portal shall be developed at https://www.browardschools.com/publicparticipation for the public to register to provide in-person comments to any of the agenda items. Registration for in-person comments on any agenda item may be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Members of the public must access the portal to register to speak. Anonymous or guest profiles are not an option. The speaker's name, city, and email must be included in the profile to register to speak. Any person who failed to pre-register by 1:00 p.m. the day before, may present public comments by appearing at the meeting location and completing the Comment Request Card before the scheduled time of the School Board Meeting. Once a motion to place the consent agenda on the floor is made by the School Board, the submission of any additional comment cards will be closed by the Board Chair. As to comment cards for the open agenda, the motion to place an individual item from the open agenda on the

floor will mark the end of the submission period for any further comment cards related all open items on the agenda.

b) A member of the public shall be allotted up to three (3) minutes to speak on any agenda item at any RSBM, SSBM, Public Hearings or School Board Workshop. Public comments may also be received on motions and amendments relating to agenda items for a time up to one (1) minute. A speaker's total time to speak shall not exceed the total time pursuant to subsection VII(A)(1) of this policy in a single meeting.

c) Designated Spokesperson for Several Speakers – When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions with a shared position on a proposition or item to designate a spokesperson. This approach facilitates a comprehensive and organized presentation of the groups' or faction's position on the issue while minimizing repetitive comments. Any one speaker or spokesperson for a group shall be permitted to speak no more than five (5) minutes on any one agenda item, nor more than a total of ten (10) minutes during the Board meeting, including speaking time during the public hearing. Additional comments may be submitted in writing.

d) Comments by the public on an agenda item must pertain to the specifics of the topic. Speakers on agenda items may not use their time to speak on issues that are tangential or only slightly connected to the agenda item.

e) The Chair may interrupt, notify, and warn a speaker at such time that the speakers' comments: (1) have gone beyond the subject matter of the agenda item; (2) addressing matters that are unrelated to the business of the School Board; (3) are obscene, personally directed, or abusive; or (4) that otherwise violate this policy. Defamatory remarks or personal insults against individuals are not permitted. Speakers are asked to demonstrate proper decorum and model the District's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or the breach of the peace. Persons in the audience may also be notified and warned that their conduct violates this policy.

B. Written Agenda Comments:

1. In lieu of presenting in-person comments, members of the public may provide written agenda comments to any of the agenda items. An electronic portal shall be developed on the district website at

https://www.browardschools.com/publicparticipation to assist the public in providing such written agenda comments. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board meeting or workshop. Anonymous comments or guest profiles will not be accepted. The submitting person's name, city of residence, and email fields must be provided and made available for public inspection. Written agenda comments should be a maximum of 2250.

2. If an item is added to the agenda within twenty-four (24) hours of the published time of the School Board meeting, Workshop, or Public Hearing, the public must submit any written agenda comments on such added agenda item no later than two (2) hours prior to the start of the meeting or workshop.
3. All submitted written agenda public comments will be distributed to all School Board members and shall be attached to the meeting and workshop minutes.
4. Public written comments shall be limited to one comment, per person, per agenda item.
5. Members of the public are encouraged to use the School District's good character traits when submitting comments. If any inappropriate language is expressed, the submitters account will be notated with a warning and will be disabled for one (1) month. If these offenses occur a second time, the system will disable the person's account permanently.

C. If ten (10) or more public speakers register to speak on any single agenda item or speaking session, the Chair has the discretion to separate that agenda item or speaking session and reduce each individual speaker's allotted time limit or set a maximum collective speaking time that will be made available for all public speakers upon the agenda item. This discretion does not include the ability to remove the names of speakers from the list and each speaker shall be afforded the opportunity to present comments. Following each public speaker's allotted time, the podium and microphone will be reset for the next public speaker.

D. No public comments will be permitted when the School Board is participating in a Board Training or when the School Board is acting in its quasi-judicial function during bid protests, employee discipline proceedings, or other administrative proceeding being conducted pursuant to Chapters 120 and 447, Florida Statutes.

E. Public speakers shall not engage in political campaigning during their public speaking time, including making statements regarding any candidacy. Public speakers shall not wear any buttons, caps, shirts, or items of clothing that could constitute political activity.

F. Public speakers shall not engage in solicitation or discussion on pending litigation, or any pending administrative proceedings being conducted

pursuant to Chapter 120, Florida Statutes. Any lobbying must comply with the rules set forth in School Board Policy 1100B and the Purchasing Policy.

G. Public speakers shall identify themselves by stating their name, city of residence, and if they are a lobbyist. If they fail to do so, the Chair shall request that the speaker states these items for the record.

H. Speakers' remarks should be directed to the Chair or the School Board as whole, and not to individual School Board members. Any speaker violating this prohibition may be ruled out of order by the Chair and be directed to yield the podium. School Board members will not engage in dialogue with speakers.

I. Public speakers may not refuse to yield the podium when the Chair has advised that their time has expired.

VIII. DECORUM

A. In advance of receiving comments from public speakers, the Chair shall read, the rules for expected decorum which are as follows:

1. The audience may not make any verbal outburst or engage in other disruptive behavior during a meeting.
2. Heckling, shouting, or making comments from the audience shall not be permitted.
3. No signs or placards shall be allowed in the School Board meeting.
4. Personal accusatory, slanderous, or defamatory comments, made against individual Board members, the Superintendent, or District staff are prohibited as unrelated to Board business.
5. To maintain order and ensure that each meeting is accessible and appropriate for its intended audience, including students in grades K-12, speakers and audience members may not use any form of profanity, engage in disorderly behavior, or make abusive comments or threats. Comments that are pornographic in nature or otherwise depict or describe sexual conduct are also prohibited. For purposes of this policy:
    a. abusive comments include, but are not limited to, those that a reasonable person would determine: (i) are intended to cause intimidation, humiliation, or distress; (ii) would result in substantial physical harm or substantial psychological harm as a result of intimidation, humiliation, or distress; or (iii) exploit someone's known physical or psychological disability; and
    b. b. threats include, but are not limited to, comments meant to frighten or intimidate one or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest

6. Persons exiting the School Board meeting shall do so quietly and in an orderly fashion without disrupting the function of the meeting.

B. The Chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of leaving the meeting or fails to conform their remarks to the requirements of this policy after being duly warned that said behavior would result in removal. Alternatively, after a warning, the Chair may direct any law enforcement official or sergeant-at-arms to remove the speaker or audience member from the meeting room and restricted access from further appearance before the School Board for the balance of the meeting. (Section 1001.372(3), Florida Statutes.

C. Any conversations including on cell phones are not permitted while in the room where the School Board meeting is being conducted. Such personal conversations within the meeting room are only permitted during meeting breaks or periods of recess called by the Chair. Cellular telephones or other portable electronic devices must be set to silent mode to avoid disruption of the meeting. All individuals must quietly exit the meeting room to answer incoming phone calls.

IX. PUBLIC RECORDS REQUEST

A. Any member of the public who desires to review or inspect public records that are maintained by the School District shall be permitted to do so within a reasonable time period and under reasonable conditions, and under the supervision of the custodian of the public record or their designee pursuant to the requirements of Section 119.07, Florida Statutes, subject to any applicable exemptions including those contained in Section 119.071, Florida Statutes, and any other applicable state and federal laws. Although a request is not required to be in writing, it is recommended that all public records requests be sent to recordrequests@browardschools.com to ensure the request is logged in, acknowledged, expressly conveyed, and responded to in an appropriate manner.

B. Any member of the public who desires to obtain a copy of a public record will be provided with an estimate of the cost of locating and copying the document. Payment for the expense shall be provided by the requesting party prior to receiving the requested documents.

X. USE OF COMMUNICATIONS MEDIA TECHNOLOGY

A. If a quorum of the School Board members is physically present at the location of a RSBM, SSBM, or School Board Workshop exists, a School Board member may attend and participate such meetings through the use of communications media technology and must verbally announce each of their comments and votes.

B. School Board members are not permitted to attend Closed Door Meetings or Attorney Client Sessions through the use of communications media technology.

XI. ADA ACCOMMODATIONS FOR MEETINGS

A. The School Board complies with the Americans with Disabilities Act of 1990 (ADA) in the conduct of its meetings and workshops. Any person requiring an accommodation to attend a School Board Meeting or Workshop should contact Equal Educational Opportunities / ADA Compliance**,** 600 SE Third Avenue, Fort Lauderdale, Florida 33301; Phone: 754-321-2150; Fax: 754-321-2714; TTL: 754-321-2158.

Policy Custodian: Office of Communications and Legislative Affairs

Previous Policy Number: 1100A

Policy Status: Active

Authority Chapters 112, 120 and 447, Florida Statutes; Sections § 119.07, 286.011, 447.605, 839.26; 1001.36, 1001.371, 1001.372, 1001.395, 1001.42, 1001.43, 1001.50; 1012.22, Florida Statutes

History: Policy Adopted: 8/15/74 **Policy Amended:** 1/6/77; 5/1/80; 2/18/82; 1/24/85; 3/14/89; 5/17/94; 4/7/98, 5/19/98, 10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11; 12/04/12, 7/23/19; 8/20/19, 4/20/2021, 5/29/2024, 2/19/2025

VERBAL COMMITTEE REPORT ORDER OF SPECIFICATION

Committee representatives may present a verbal committee report at School Board Workshops, during the time designated by the School Board Chair. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

All verbal committee reports should include specifications of the following information when applicable, when presented to the members of the School Board.

1. Committee Name
2. Committee Chair Name
3. Committee Meeting Date(s)
4. Meeting(s) Attendance
5. Brief Synopsis of Meeting Highlights
6. Details of Site Visits
7. Committee Meeting Special Guests/Presentations
8. Areas of Interest and/or Concern
9. Official Recommendations to the School Board, including a one-page summary (per recommendation)

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.



OPTIONAL SPECIFICATIONS FOR WRITTEN COMMITTEE MEETING SUMMARY REPORTS

Three (3) business days prior to the scheduled school board workshop, each advisory committee shall electronically submit this written committee report, if they will not be present at the School Board workshop, to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following school district email inbox: ***ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM****.*

Committee Information

Chair		SBBC Division Dept Support	
Liaison		Report Date	

Brief Synopsis of Meeting Highlights

I.	Enter Highlight Item 1
II.	Enter Highlight Item 2
III.	Enter Highlight Item 3
IV.	Enter Highlight Item 4
V.	Enter Highlight Item 5

Attendance History

Present Committee Members:	
Absent Committee Members:	
Quorum Meeting in accordance with School Board Policy 1070 (Yes/No)	

*Recommendations to the School Board

*Including one page summary

Recommendation 1 (including vote results):
Recommendation 2 (including vote results):
Recommendation 3 (including vote results):

Committee Minutes

Pursuant to School Board Policy 1070- the minutes of each committee meeting shall be recorded, and open to public inspection. All such agendas, minutes, correspondence, documents, information, and emails regarding the conduct of the committee's business shall be transmitted to the committee's school district/facilitator for purposes of record retention.

Directions: For every committee meeting, minutes must be captured. Fill out each section below. Be as detailed and concise as possible. If you need further direction, contact the committee liaison assigned to the Committee.

Actions Taken on Agenda Items

I. Call to order (Include Time)
II. Roll Call
III. Approval of minutes from last meeting (ie: as is, with revisions, with amendments, etc.)

Meeting Date	Approval Status

IV. Old Business & Actions

Meeting Date

V. New Business
   a.
   b.
   c.
VI. Adjournment (Include Time 00:00 AM/PM)

Next Meeting: Date – Time – Location

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

POLICY NO. 1070

District Committees and Their Membership

Except as otherwise provided herein, all school advisory and evaluation committees to whom decision-making authority have been delegated are governed by the provisions of this policy. "Decision-making authority" is defined as the ability to review options available to the school district and to narrow the range of options to be considered or to recommend that one or more options be considered by The School Board or the Superintendent. This policy does not apply to workgroups created by the Superintendent to which no decision-making authority has been delegated and whose functions are limited in scope only to fact-finding or information-gathering and if such workgroups only perform such limited functions.

The purpose of this policy is to identify the roles and responsibilities of School Board of Broward County committees as it pertains to Florida's Government in the Sunshine Law.

Committees subject to this policy are those established by The School Board or Superintendent to provide recommendations on delegated areas of responsibility. The areas of responsibility, along with any prescribed committee goals and objectives, shall be specified within their individual establishing policies, resolutions, or the School District's strategic plan. (See Article IV)

Department committees that are delegated to provide recommendations to the School Board or Superintendent and are not established by policy, shall be provided resources for conducting those meetings.

I. Scope

A. In the event of a conflict between the provisions of this policy and those contained within any other policy or within any advisory committee bylaws or within any other document related to any advisory committee, the provisions of this policy shall govern. All provisions of this policy, any other School Board Policy or resolution, any advisory committee bylaws, or any other document shall be applied consistently to each committee to the extent applicable to its delegated responsibilities. Section 286.011 Fla. Stat.

II. Definitions

A. "Committees" refers to groups of persons to whom decision-making authority has been delegated and which review options available to the school district and narrow

the range of options to be considered or recommend that one or more available options be considered by The School Board or the Superintendent and which perform functions other than mere information-gathering or fact-finding

B. “Groups of persons” includes employees and non-employees/volunteers of the school district.

C. Types of committees: Advisory committees, subcommittees, competitive solicitation evaluation committees, advisory councils, ~~workgroups~~, and task forces (collectively "committees") created by policies, resolutions, Superintendent, or departments as required.

D. Committees may be identified as, but not limited to, the following descriptions:

1. School Board Established Advisory committees with School Board appointees
2. Competitive solicitation evaluation committees, which is a committee that has been assembled to review, evaluate and make recommendations upon a competitive solicitation that has been publicly released by the school district pursuant to Section 120.57(3), Fla. Stat.; Section 6A-1.012, F.A.C., and School Board Policy 3320 – Purchasing Policies.
3. School Board Advisory committees without School Board appointees
4. School Board Advisory committees established by resolution
5. Committees Identified within School Board established policies that make recommendations for policy changes including workgroups
6. Refer to Section 286.011, Fla. Stat. Public meetings, and records; public inspection; criminal and civil penalties and Office of the General Counsel if uncertain your committee needs to follow this policy.
7. Subcommittees of full committees, which makes recommendations to the full committee

E. Each member of a committee is a public officer. See Section V (C).

F. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. Those committees do not require an establishing policy and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function.

III. Department Committees Delegated to Provide Recommendations to The School Board or the Superintendent

A. Membership/Composition of Committee(s)

1. When a member of the staff is appointed to a committee that has been delegated authority that normally is exercised by The School Board, the staff

member loses her/his identity as a staff member while participating as a committee member and is accordingly subject to the Sunshine Law.

2. A finite and set number of committee members must be specified in each committee's bylaws.
3. Membership may include committees with staff and/or stakeholder participation.

4. The department creating a committee shall identify in the committee's bylaws those department(s), advisory committee(s), teacher(s), principal(s), outside agency(ies) and/or any other stakeholder(s), that are to participate on the committee and their role.

5. All stakeholder groups having a representative as a committee member will be allowed to send a designee/alternate to ensure that each stakeholder group is represented.

B. Each member must regularly communicate with his/her appointing stakeholder group to provide updates about committee discussions or motions and to exchange views upon relevant issues.

C. Annual Training – See Training Program for Members of Other Committees Article V (C. 5)

D. Attendance

1. A committee member is strongly encouraged to attend all properly noticed meetings.

2. Attendance must be taken at each meeting to ensure that participation of the representatives on the committee is recorded, and that a quorum is present.

3. In the event a committee member is unable to attend, the member must notify the member's stakeholder group so that a designee/alternate may be sent.

E. Committee Liaison and Facilitator(s) – See School District Liaisons, Facilitators and General Counsel (See Article VI (A))

1. Each Director of a school district department who assigns a Facilitator will ensure that:
    a. committee meetings are publicly noticed in accordance with applicable laws and rules;
    b. supporting meeting materials are available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting; and
    c. notice of committee meetings should be submitted and placed on the district calendar.

F. Bylaws

1. If any administratively created committee is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law and adopt a basic template of Bylaws outlining the requirements of The Sunshine Law and adopting the current edition of Robert's Rules of Order.

2. Departments that convene committees to review and make recommendations to policies must have their bylaws approved by two-thirds (2/3) of the membership every two (2) years.

IV. Establishment and Dissolution of School Board-Established Advisory Committees and Committees Established by School Board Resolution

A. The following procedures shall be used to establish and dissolve a School Board-Established Advisory Committee:

1. All School Board-Established Advisory Committees shall be established by adoption of a School Board Policy, passage of a resolution or statute. A School Board Member may place an item on the agenda of a Regular or Special School Board meeting to request the establishment of a new School Board-Established Advisory Committee in accordance with School Board Policy 1000, (RULE DEVELOPMENT AND RULEMAKING). The agenda item shall outline the intended purpose of said proposed advisory committee.

2. Prior to The School Board's approval of an agenda item proposing an establishing policy or resolution for a School Board-Established Advisory Committee or resolution forming a committee, the proposed policy or resolution will be timely placed upon a School Board Workshop agenda for discussion about the proposed advisory committee's composition, function, and other organizational features.

3. The proposed policy or resolution establishing the new School Board-Established Advisory Committee will thereafter be submitted to the Office of the General Counsel for review prior to its formal submission as an agenda item for School Board approval and adoption in accordance with its governing laws, rules, and policies.

4. Any School Board Policy or resolution establishing an advisory committee must be in compliance with applicable law, rules and other School Board Policies and must be reviewed every two (2) years by the advisory committee itself and department if applicable.

B. Dissolution of a School Board-Established Advisory Committee:

1. The Superintendent shall place an item on the agenda of a Regular or Special School Board Meeting recommending the School Board-Established Advisory Committee's dissolution if in her/his opinion the committee's purpose has been satisfied or if its function is being accomplished through other means.

2. If The School Board approves such a recommendation, it shall take any necessary action in accordance with School Board Policy 1001 and its governing laws and rules to repeal or amend any existing School Board policies concerning the advisory committee.

V. APPLICATION OF LAW TO COMMITTEES.

A. THE SUNSHINE LAW

1. Meetings of committees as defined above in Article II shall be conducted in accordance with the provisions of and exemptions from the Florida Sunshine Law (Section 286.011, Fla. Stat.) which includes:

    a. Requirements for public notices of meetings,
    b. Minutes of such meetings, (*including informal/workshop meetings),* and
    c. That such meetings be open to the public at all times.

2. The minutes of each committee meeting shall be promptly recorded, and such records shall be open to public inspection.

3. Each member of a committee as defined above in Article II is subject to The Sunshine Law and may not discuss with another committee member any matter or issue that may foreseeably come before the committee for its consideration except during a publicly noticed meeting conducted in compliance with The Sunshine Law.

4. If additional guidance is required upon the application of the Sunshine Law, a request for guidance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.

B. OPEN PUBLIC RECORDS LAWS

1. Records of committees as defined above in Article II and their committee members are subject to the provisions of and exemptions from the Florida Open Public Records Law (Section 119.07, Fla. Stat.).

2. Each committee member has a duty to retain such records and to forward such records to the committee's school district liaison or district facilitator for retention in accordance with applicable state records retention schedules.

3. All agendas, minutes, correspondence, documents, information, and emails sent or received regarding the conduct of the committee's business shall be transmitted to the committee's school district liaison or district facilitator for purposes of record retention.

4. A committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.

5. If additional guidance is required upon the application of the Open Public Records Law or the applicable records retention schedules, a request for assistance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.

6. No fee shall be assessed for public records request made by committee chairs for documents related to the subject of the committees' responsibilities.

C. CODE OF ETHICS

1. Each member of a committee as defined above in Article II, is a public officer as defined in Sections 112.313(1) and 112.3143(1), Fla. Stat., which are part of the Florida Code of Ethics for Public Officers and Employees.
2. Each committee member will have access to an orientation package that includes:
    a. The committee's establishing Policy,
    b. The committee's Bylaws,
    c. A sample Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers (Commission on Ethics Form 8B*),*
    d. A sample Disclosure of Business Transaction, Relationship, or Interest (Commission on Ethics Form 4A), and
    e. Access to District Ethics Training.

3. Ethics Training Program Content.

    a. Except as provided herein, each member of any committee shall complete a district ethics training program. The training program will cover the following topics:

        i. The Code of Ethics for Public Officers and Employees (which applies to advisory committee members),
        ii. The Sunshine Law,
        iii. The Open Public Records Law, and
        iv. Robert Rules of Order.

    This training program is not required for members of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers and Executive/Steering committee members of these specified exempt Committees are required to complete the training program. School

district liaisons and district facilitators are required to complete the training program prior to commencement of their service to such committees so they will be enabled to provide appropriate guidance to committee members.

4. Training Program

    a. Except as otherwise provided in this policy, each member of a School Board-Established Advisory Committee, or committee created by resolution are annually required to complete the school district's training program for School Board-Established Advisory Committees.

    b. Such training must be completed prior to the second committee meeting following appointment/election to the committee.

    c. Members of any ad hoc bid protest committees assembled pursuant to School Board policy shall complete such training prior to the first bid protest committee meeting they attend each year.

5. Training Program for Members of Other Committees.

    a. Each member of a committee other than (a) a School Board-Established Advisory Committee or (b) a committee assembled to evaluate, negotiate, and recommend the award or rejection of a competitive solicitation is annually required to complete the school district's training program prior to their committee service.

6. Training Program for Committee Liaisons and Facilitators.

    a. Each district liaison to a committee and each district facilitator shall complete the ethics training prior to providing support to their committees.

7. Exemption from Training Program for Elected Officials and Public Officers.

    a. Any committee member who is also an elected official or public officer and who has already completed training regarding The Sunshine Law, Open Public Records Law and Code of Ethics for Public Officers and Employees due to the requirements of the member's other official positions is exempt from the school district's training program for committee members, provided that said committee member has completed the member's outside agency's required training by the second committee meeting of each year.

8. Record of Completion of Training Program.

    a. Each committee member required to complete the school district's training program must execute an Acknowledgment of Ethics Training

form which shall be submitted to the committee's school district liaison or district facilitator for record retention.

b. A committee member must timely complete the school district's training program to maintain good standing.

c. The district's training program is not required for members of School Advisory Forums, of the Exceptional Student Educational Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers/executive/steering committee appointees of such exempt committees must annually complete the district training program.

d. The district liaison or district facilitator for each committee shall keep track of who has completed training and report to the committee chair the completion of district training by committee members and of those members not in good standing. (See Article VI, C. 3 Maintaining Good Standing)

VI. MEMBERSHIP

The School Board is committed to reflecting the diversity and community at large within the membership of the district's committees.

A. School District Liaisons, District Facilitators and General Counsel.

1. School district designees serving as liaisons or facilitators to committees and members of the Office of the General Counsel shall only serve as support resources to committees and shall not be designated as non-voting members of any committee and shall not be counted toward achieving a quorum at any committee meeting.

2. The designation of such persons as non-voting members would subject them to the restrictions of the Sunshine Law and preclude their ability to consult with and provide guidance to individual committee members. In the event of any conflict between this subsection and any existing policy, this subsection shall govern.

3. Each School Board-Established Advisory Committee will be assigned a district liaison or district facilitator to facilitate the committee's activities.

4. Each Director of a school district department who assigns a facilitator will ensure that:
   a. committee meetings are publicly noticed in accordance with applicable laws and rules,
   b. supporting meeting materials are timely made available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting.

5. The Superintendent or her/his designee shall determine the appropriate extent of staff support necessary for each individual School Board-Established Advisory Committee, and

6. Notice of committee meetings should be submitted and placed on the district calendar for the upcoming school year.

B. School District Conflict of Interest Form.

1. Each member of a committee as defined in Article II is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.

2. The form must be provided to the committee's district liaison or district facilitator for retention in accordance with applicable records retention schedules.

3. The foregoing provisions apply only to officers and executive/steering committee members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council.

4. The foregoing provisions do not preclude members of the public from attending and participating in meetings of those committees.

C. Composition of Advisory Committees.

The following provisions do not apply to members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council or preclude members of the public from attending and participating in meetings of those committees.

1. Composition of School Board-Established Advisory Committees.
    a. A finite and set number of committee members must be specified in the establishing policy or resolution for each School Board-Established Advisory Committee.
    b. The number of committee members specified in the establishing policy or resolution for a School Board-Established Advisory Committee shall include each person entitled to vote at any meeting of the committee.
    c. Voting requirements shall be identified in the committees' policies & bylaws.

2. Composition of Other Advisory Committees.
    a. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. In addition, the Superintendent may create workgroups to perform fact-finding or information-gathering functions. Those

committees and work groups do not require an establishing policy, or the adoption of by-laws and their function and membership composition will be determined administratively by the Superintendent and~~/or~~ her/his designees based upon their function.

b. If any such administratively created workgroup is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law.

3. Maintaining Good Standing
   a. Each School Board-Established Advisory Committee's membership fluctuates, and the number of meetings conducted varies throughout the school year.
   b. Each School Board-Established Advisory Committee shall establish a minimum meeting attendance standard within its bylaws to ensure that a quorum (minimum number of attendees) of its members are in attendance at each meeting to enable the committee to conduct official business.
   c. A committee member must meet or exceed this minimum attendance standard to remain in good standing. One Hundred percent (100%) attendance at committee meetings is the goal.
   d. A committee member shall make a reasonable effort to notify the chair at least seven (7) calendar days prior to the scheduled meeting date as to whether they will or will not attend the committee meeting.
   e. Meeting Sign-in Sheets will be forwarded to the Office of Chief of Staff or her/his designee registering the attendance record of School Board Members' appointees.
   f. With the exception of officers and members of their executive/steering committees, the attendance requirements of this subsection shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council, or of ad hoc bid protest committees assembled pursuant to School Board policy.
   g. A committee member who has not completed the district's training program will not be considered a member in good standing.

4. Term of Committee Membership.
   a. Unless otherwise provided by School Board policy, the term of membership for each member of a School Board-Established Advisory Committee shall be from July 1 to June 30 or until a successor committee member is elected/appointed/selected.
   b. The attendance requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

5. Committee Membership Vacancies.

a. Committee member vacancies on committees other than School Board-Established Committees will be filled by the Superintendent or her/his designee.
b. Vacancies on School Board-Established Advisory Committees will be filled pursuant to this policy and/or the establishing policy of that committee.
c. In the event a School Board Member is unable to fill a vacancy within a committee, the committee may submit a name(s) for that School Board Member's consideration.
d. The names of potential appointees are to be forwarded to the School Board Member and also to the Chief of Staff or the latter's designee.
e. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. Members of those committees will be designated by the Superintendent or her/his designee

VII. School Board Member Appointments to School Board-Established Advisory Committees.

The following procedures shall be used by School Board Members when making their appointments to any School Board-Established Advisory Committee:

A. School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter.

1. Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this policy ~~or the committee's bylaws~~.

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B. A person may not be appointed to more than two (2) advisory committees by the same School Board Member. However, this does not preclude a School Board Member from appointing a person to serve on an advisory committee if that person is already serving on multiple advisory committees as the appointee of other School Board Members.

C. When appointing an individual to serve on a School Board-Established Advisory Committee, a School Board Member shall select an individual who will serve in the best interests of the school district and its students and community.

1. An appointee should possess experience, qualifications, or interests that are aligned with the function and purpose of the respective advisory committee.

2. School Board Members are encouraged to appoint individuals residing within their representative district and not employed by Broward County Schools. However, a School Board Member may appoint individuals who physically

reside and maintain their prime residency within Broward County, Florida, but reside outside of the appointing School Board Member's representative district.

3. Persons who previously served as committee appointees who are not currently in good standing may not be reappointed.

4. Each School Board-Established Advisory Committee appointee must regularly communicate with her/his appointing School Board Member to provide updates about advisory committee activities and to exchange views upon relevant issues. The means of this communication shall be specified by the respective School Board Member.

5. Appointees to the Audit Committee shall be independent of the school district. No appointee to the Audit Committee shall receive any compensation, including any consulting, advisory, or other compensatory fees from or on behalf of the school district or The School Board.

D. School Board Members shall notify the Chief of Staff of any appointments to School Board-Established Advisory Committees and of any reappointments filling any vacancies that occur during the school year.

1. An appointing School Board Member may also officially recognize her/his new committee appointee(s) during the Reports section of a regular School Board meeting.

2. If a committee appointee does not complete the term of her/his appointment for any reason and the appointing School Board Member's office is also vacant, a replacement appointee shall be named by the Superintendent.

3. The Chief of Staff will maintain a record of the appointees to each School Board-Established Advisory Committee and share it with the Chair of each committee

E. Removal of School Board Member Committee Appointees.

1. If an appointee of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of applicable law, rules, or School Board Policy, or for other material reasons as determined by the appointing School Board Member or Superintendent, as appropriate, her/his appointment may be rescinded at any time by that appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member).

2. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the committee appointee of the effective date of the conclusion of the appointee's committee service.

3. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff and to the committee's district liaison or district facilitator. In addition to the other appointee replacement procedures within this policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to committees made by the new School Board Member's predecessor.

F. Removal of Committee Members Other than School Board Appointees

1. The Superintendent has the authority to rescind the membership of a committee member who is in direct violation with applicable law, rules, School Board policies and/or committee bylaws.

VIII. COMMITTEE BYLAWS.

A. Each School Board-Established Advisory Committee will establish bylaws utilizing the current standard template approved by The School Board. School Board-Established Advisory Committees may only modify those areas of the bylaws template that are not restricted by the provisions of this policy or by the committee's establishing policy.

B. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by the membership of the committee. Upon approval of the membership, the bylaws will be forwarded to the committee's district liaison/ or district facilitator, to be transmitted to the Chief of Staff and placed on a School Board agenda for approval.

C. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by The School Board.

D. Bylaws must specify an effective date and be reviewed every two (2) years by the committee and conform to applicable law, rules, and School Board policies.

E. The bylaw requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to the School Board's purchasing policy.

IX. Committee Meetings

A. Public Attendance at Committee Meetings. All meetings of decision-making committees are open to the public pursuant to Section 286.011, Fla. Stat. (The Sunshine Law) and shall be conducted in accordance with the current edition of Robert's Rules of Order, newly revised, and in accordance with any adaptations that are appropriate under the committee's establishing policy and bylaws.

1. Except for any committee meetings that are permitted by applicable law, rule, emergency order, or School Board Policy to be conducted remotely, each

committee meeting at which official business is to be conducted shall be held at an appropriate physical location in Broward County, Florida that is open to the general public with a quorum of its members present at the physical location.

B. Public Comment at Committee Meetings- Committee meetings are not required to provide members of the public with an opportunity to be heard upon matters before the committee. Such an opportunity to be heard will be provided to the public as required by Section 286.0014, Fla. Stat., within reasonable proximity in time prior to action by The School Board at the meeting at which it will take official action upon any matters that were earlier considered by a committee.

C. Publication of Committee Meeting Notices – Generally. The schedule of committee meetings for the year will be determined and published on the district calendar. Except as otherwise provided herein or permitted by applicable law and rules, public notices of committee meetings shall be published in a newspaper of general circulation at least three (3) calendar days in advance of the scheduled meeting in accordance with Section 1001.372, Fla. Stat.

1. Sub-committee and/or executive/steering committees of Advisory Committees needs to be published in the newspaper and on the District's website calendar.

2. Notices of meetings of competitive solicitation evaluation committees and of the Bid Protest Committee existing under School Board Policy 3320 are not subject to the requirements of Section 1001.372, Fla. Stat., but instead shall be electronically posted in accordance with Section 120.57(3), Fla. Stat.

D. Publication of Meeting Notices – School Advisory Councils. Notice of meetings of a school advisory council do not require newspaper publication, but instead shall be communicated to members of that school community through reasonable means that are normally used to communicate matters of importance to the community regarding that particular school. Section 1001.452(1)(d)2, Fla. Stat., requires that all members of a school advisory council be provided at least three (3) days' advance written notice of any matter that is scheduled to come before the council for a vote. (See School Board Policy 1403)

E. Publication of Meeting Notices – Competitive Solicitation Committees.

1. Meetings of committees that are assembled solely for the purpose of evaluating, negotiating, and making recommendations for the award or rejection of a competitive solicitation shall be published or posted in accordance with the district's governing laws and rules.

2. Notices of meetings of committees that also perform other decision-making functions in addition to serving a competitive solicitation function must be published or posted in accordance with the district's governing laws and rules.

F. Scheduling of Meetings of School Board-Established Advisory Committees.

Each Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September except as specified in the committees' governing documents. School Board-Established Advisory Committees may not conduct any meetings in July unless one of the following conditions are met:

1. The need for the committee to meet in July is described in the committee's governing policy.
2. The Superintendent or her/his designee approves in advance a request from the committee's Chair and one other committee officer for the conduct of a meeting in July.
3. Committee members are exempt from any attendance requirements for any July special meetings provided that they notify the chair in advance of their inability to attend the special meeting. However, the committee's normal quorum requirements shall remain applicable to the conduct of any July meeting.
4. The requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

G. Quorum for the Conduct of Committee Business**.**

The presence at the meeting's physical location of a majority of the number of committee members specified in the establishing policy or bylaws of a School Board-Established Advisory Committee shall constitute a quorum for the transaction of business; provided, however, that the members constituting a quorum are all in good standing.

1. Whenever for any reason a vacancy exists in the committee membership, a quorum shall consist of a majority of the remaining filled committee membership positions until such time as the vacancy has been filled.

2. Unless otherwise provided by applicable law, rule, emergency order or School Board policy; a physical quorum must be present at the physical meeting location identified in the meeting notice in order for the committee to conduct any business or to vote upon any matter.

3. The quorum requirements of this subsection shall be identified in individual policy and bylaws and shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, and of the Gifted Advisory Council.

4. If the committee fails to establish a physical quorum at a properly noticed meeting, the meeting may be adjourned or may become an informational meeting only. Member attendance will be recorded, but no motions will be considered, or votes taken. (See Article IX, G)

H. Use of Technology for Committee Meetings**.**

Any technology used in conducting a meeting must allow all participating committee members to be heard by one another and to be heard by the public at the same time. Provision also may be made for the use of additional collaborative technology to aid in the conduct of a committee meeting.

Physical quorum requirements must be met in order for an advisory committee to conduct business. Advisory committee members who are participating remotely using technology can and must vote unless they have a voting conflict. Advisory committee members participating remotely cannot be counted towards meeting the quorum requirements unless otherwise authorized by applicable law, rules, or emergency orders.

X. APPROVED COMMITTEE MOTIONS.

A. Approved motions requiring a response by assigned staff/department(s) shall be sent in writing by the committee chair to the committee's district liaison or district facilitator and also to the Chief of Staff or her/his designee.

B. Approved motions shall be catalogued by district staff. Appropriate district staff shall respond in writing to such approved motions within twenty-one (21) business days after their receipt to the Chief of Staff/designee, copied to committee's liaison/facilitator and committee's chair.

C. The Chief of Staff or her/his designee will provide School Board Members with a quarterly summary of school district responses to approved committee motions.

XI. Election of Officers

A. Officers of each School Board-Established Advisory Committee shall be elected by the membership.

1. At a minimum, each such advisory committee shall annually elect a Chair, Vice Chair and Recording Secretary, or someone designated to record minutes unless that function is being performed for the committee by support staff provided by the school district.

2. All officer positions shall be defined in each School Board-Established Advisory Committee's policy.

3. Each advisory committee shall have the authority to annually elect their officers to serve up to four (4) one-year terms., Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.

4. A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in Section XI, A (3).

5. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. A chair will be designated at the beginning of each meeting of a bid protest committee.

B. Removal of Officers: Officer(s) may be removed from office on any School Board-Established Advisory Committee upon a two-thirds (2/3) vote by the committee membership.

C. Duties of the Officers will be outlined in the committee's policy & bylaws.

XII. COMMITTEE CHAIR CONSULTATION WITH SUPERINTENDENT.

A. The Chair of each School Board-Established Advisory Committee may meet annually with the Superintendent or her/his designee to collaborate upon any issues, matters and concerns for the school year that are not outlined in the committee's establishing policy

1. The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.

2. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

XIII. OPINIONS OF THE COMMITTEE ARE NOT BINDING

A. All public documentation, electronic and social media containing the opinions and recommendations of any School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding upon The School Board or the Superintendent and do not necessarily represent the views and opinions of The School Board or those of any individual School Board Member or of the Superintendent.

B. An individual committee member may not represent her/his personal positions as those of the committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting.

C. Additionally, an advisory committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.

Policy Custodian: Office of the Chief of Staff

Former Policy Number: 1.7

Policy Status: Active

AUTHORITY: Florida Statutes: Section 112; 286; 768.1355; 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27),

Case Law: AGO73-223; AGO84-16; AGO84-70; AGO98-28; AGO99-55; AGO2005-59; Cf. Turner v. Wainwright, 379 So. 2d 148, 155 (Fla. 1st DCA 1980), affirmed and remanded, 389 So. 2d 1181 (Fla. 1980); Sarasota Citizens for Responsible Government v. City of Sarasota, 48 So. 3d 755, 762(Fla. 2010)

History: Policy Adopted: 10/7/2003; Policy Amended: 4/15/2014, 6/14/2022, 10/11/2022

Inclusive of Policies 5.9, 1007, 1164, 1400.1, 2409

Addendum

Align with District Strategic Goals: High-Quality Instruction, Safe & Supportive Environment, and Effective Communication.

The district's six campaigns:

1. Student Experience
2. Support Services for All
3. Retain, Develop, & Recruit
4. Refresh, Redesign, & Reduce Risk
5. Let's Connect
6. Our Data, Our Tools

These are only a subset of the full list of leading activities and tasks identified, which can be found within the detailed Project Plans housed separately.

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BROWARD County Public Schools



Advisory Committee Liaisons

Onboarding & Training Guide

2025-2026

Key Responsibilities, Procedures, And Best Practices For Staff Liaisons to School District Advisory Committees, Which Play A Crucial Role In Advising The School Board Within Legal, Ethical, And Procedural Frameworks

Advisory committees are a vital component of the School District's governance framework, providing informed guidance and community perspectives to the School Board on a range of educational matters. These committees serve as a structured platform for collaboration between district stakeholders and decision-makers, helping to shape policy, improve transparency, and strengthen public trust.





The effectiveness of these committees depends heavily on effective guidance, particularly from the Staff Liaisons. This guide is designed to support advisory Staff Liaisons by outlining their key responsibilities, applicable procedures, and best practices. It also ensures alignment with state laws, district policies, and ethical standards essential for effective and compliant committee operations.

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County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

This training manual serves as a comprehensive guide for individuals selected to serve as District Liaisons to School Board-Established Advisory Committees within Broward County Public Schools. Advisory committees play a critical role in shaping district policies and initiatives through informed recommendations and community engagement.

To support this important work, this manual outlines the key responsibilities, ethical obligations, and procedural requirements for Liaisons. It also provides practical tools, reporting expectations, legal compliance guidance, and communication protocols—all grounded in School Board Policies 1010, 1020, and 1070. Whether coordinating logistics for meetings, ensuring meetings are compliant, consult inquiries with departments, assisting with action items, and reporting, this resource is designed to ensure that Liaisons are equipped to support with integrity, professionalism, and purpose in alignment with district standards and Florida law.

Thank you,

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Advisory Committee Liaisons

Staff Liaisons: Roles and Responsibilities

In a public school district setting, advisory committees established to support the School Board typically operate under formal bylaws or procedural guidelines. The Staff Liaisons play a critical role to ensure effective support staff, including administrative and compliance duties, meeting coordination, technical and logistical support, member onboarding, officer elections, policy and bylaw maintenance, and ensuring adherence to Board directives. Below are the key roles and responsibilities of a Staff Liaison:

1. Meeting Preparation and Documentation

- Scheduling meetings in the district calendar and setting up virtual meeting links
- Posting public notices
- Distributing agendas provided by the Chairs
- Uploading meeting materials on committee website (printed material is not required to be provide)
- Coordinating the use of facilities for meetings
- Ensuring the use of IT equipment, as needed and upon availability
- Attending monthly or special meetings of the main committee to provide on-site support (overtime, compensatory time, or other to be allocated, if permissible)
- Confirming speakers and/or presenters for meetings, upon committee request
- Assisting in facilitating any meetings between the Superintendent and committee Chairs, in accordance with Policy 1070

2. Compliance and Committee Operations

- Ensure the committee complies with Florida's Government in the Sunshine Law, including:
- Proper notice of meetings
- Retaining attendance and quorum records
- Handling records requests or legal inquiries
- Onboarding new members (with chair input)
- Assisting in election of committee officers
- Maintaining bylaws and operating procedures
- Monitoring compliance with Board policy or committee mandates

3. Communication and Reporting

- Maintain dedicated committee website with all corresponding documents, including agenda, minutes, recommendations
- Responding to public inquiries about committee work
- Coordinating with departments for staff presentations or responses
- Archiving materials in accordance with retention schedules
- Help foster productive collaboration between the committee and the broader school district communit

Advisory Committee Structures

COMMITTEE CHAIR vs. COMMITTEE MEMBER vs. STAFF LIAISON

As a Staff Liaison, you serve a pivotal function to support the committee's work, as they facilitate meaningful discussions, and ensuring compliance with district policies and state laws. The success of each advisory committee relies on a clear understanding of the unique, yet interconnected roles of the **Chair**, the **committee members**, and the **district staff liaison**.

Committee Position	Responsibilities
Committee Chair	As Chair, you are responsible for leading meetings and maintaining focus on the committee's charge.
Committee Member	Committee members contribute valuable insights and diverse perspectives to inform collective decision-making.
Staff Liaison	The staff liaison provides the necessary administrative and procedural support to keep the committee functioning effectively and within legal boundaries.

Together, these roles form a balanced structure that supports transparency, accountability, and productive collaboration in service to the School Board and the community. This onboarding guide is designed to equip you with the foundational knowledge, tools, and best practices needed to support with confidence and integrity.



Advisory Committee Structures

COMMITTEE MEMBERS vs. STAFF LIAISONS

Advisory committees are designed to bring together diverse community voices alongside district expertise. To function effectively, it's essential that both committee members and the district staff liaisons understand their distinct roles and responsibilities:

Role	Committee Members	Staff Liaisons
Leadership	Volunteer or community-based appointees who serve based on their expertise, stakeholder status, or interest in public education.	Appointed district employee who supports the administrative, operational, and compliance functions of the committee.
Meeting Facilitation	Provide input on policy, strategy, and educational priorities from a public and advisory perspective.	Ensure that the committee is equipped with timely, relevant, and accurate information aligned with district operations and priorities.
Agenda Development	May serve on subcommittees or task-specific workgroups to research or develop recommendations.	May assist in coordinating subcommittee logistics, timelines, and deliverables to ensure alignment with board expectations.
Representation	Actively participate in discussions, deliberations, and voting (if applicable), contributing to consensus or formal recommendations.	Do not vote or direct committee decisions, but may provide guidance on district policy, procedures, or legal compliance.

Key Distinction:

*Committee members shape the **content and recommendations** of advisory work, while the staff liaison ensures the **process and support infrastructure** are in place to do that work effectively and within district and legal boundaries.*

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Advisory Committee Structures

COMMITTEE CHAIR vs. STAFF LIAISON

Role	Chair	District Staff Liaison
Governance Role	Provides committee leadership as a volunteer/community representative.	Serves as the district's official administrative support to the committee.
Meeting Facilitation	Runs meetings, manages member engagement, and upholds committee procedures.	Coordinates logistics (room reservations, technology, etc.); does not lead meetings or take minutes.
Agenda Setting	Leads agenda development with input from committee and liaison.	Assists in compiling background materials and formalizing agendas for public posting.
Sunshine Law Compliance	Ensures meetings are conducted in accordance with public meeting laws.	Manages public notice, minutes, and recordkeeping to support Sunshine Law compliance.
Reporting	Finalize and present committee recommendations to the School Board.	Assists with capturing their documents for upload to the Board members.
Resource Support	Draws on expertise of committee members to inform discussions.	Provides technical, operational, or legal information to support committee deliberations.





Policy 1070: Committee Operational Bylaws

As Staff Liaison of a School Board-Established Advisory Committee, you are responsible for facilitating that your committee operates according to approved bylaws. These bylaws serve as the governing document for your committee's structure, procedures, and accountability.

Below is an overview of what you need to know and do regarding your committee's bylaws:

Use the Official Bylaw Template

All School Board-Established Advisory Committees are required to use the standard bylaw template approved by the School Board.

- What you can modify: Only sections that are not restricted by Policy 1070 or your committee's establishing policy. Any areas directed by policy or law must remain unchanged.

Approval Process for Bylaws

Any new bylaws or updates must follow this approval process:

- Gain a two-thirds (2/3) vote of your committee's membership and submit the approved version to your district liaison or facilitator.
- The staff liaison will forward it to the Chief of Staff, who will place it on the School Board agenda for final approval.

Review Every Two Years

Your committee's bylaws must be reviewed at least once every two years.

- Include a clear effective date in the document. The review ensures ongoing compliance with current School Board policies, state statutes, and committee procedures.

What the Bylaws Must Include

At minimum, your bylaws should clearly outline:

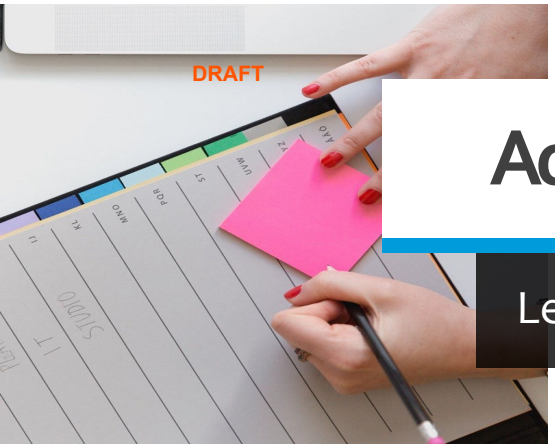
- the purpose and scope of the committee, membership structure, quorum, and voting rules
- officer roles, duties, and election procedures, attendance expectations and standards for maintaining good standing
- meeting protocols (aligned with Robert's Rules of Order)Procedures for public notices and open meetings under Florida's Sunshine Law

Special Note on Exemptions

These bylaw requirements do not apply to ad hoc bid protest committees created under the School Board's purchasing policy.

Pro Tip for Chairs:

Keep a current copy of your committee's bylaws on hand at every meeting. Refer to them regularly to guide discussions, decisions, and governance—and ensure your committee remains in compliance.



Advisory Committee Liaisons

Legal and Ethical Compliance Requirements

Record-Keeping and Transparency

Committees must operate with full transparency, and all documents are considered public records under Chapter 119, F.S.

Key Responsibilities:

- Documentation: Agendas, minutes, reports, handouts, and correspondence must be maintained on the committee website by upload of the Staff Liaison
- Access to Records: Work with the Committee Chairs to ensure that all materials are retained and accessible per district protocols.
- Use official district email or designated channels to preserve transparency.

Avoiding Conflicts of Interest

Staff liaisons attend committee meetings to provide necessary administrative and procedural support. However, they do not participate in the overall committee discussions or influence the committee's voting process.

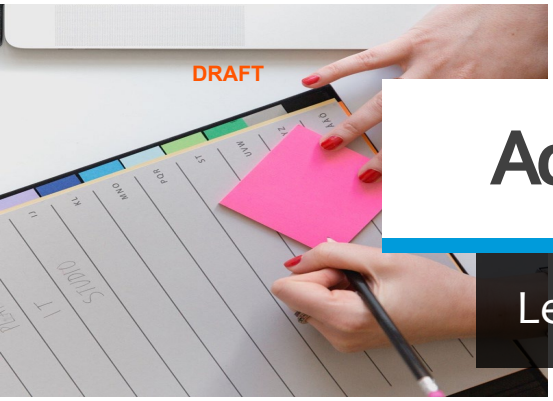
The role of staff liaisons is to ensure that their participation is understood as supportive rather than influential in decision-making.

ADA and Accessibility Considerations

Meetings and materials must be accessible to all participants, including individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA).

Key Responsibilities:

- Accessible Meetings: Ensure meeting locations are physically accessible and that virtual platforms are ADA-compliant. Coordinate to provide reasonable accommodations upon request (e.g., sign language interpreter, large print materials).



Advisory Committee Liaisons

Legal and Ethical Compliance Requirements

Florida Sunshine Law Compliance

Florida's Government in the Sunshine Law (Chapter 286, F.S.) applies to public advisory committees if they are established by the School Board to advise on official matters.

Key Responsibilities:

- Open Meetings: All meetings must be open to the public. This includes in-person and virtual formats.
- Advance Notice: Public notice of each meeting must be given at least 7 days in advance (or as otherwise required), including time, date, location, and agenda topics.
- Minutes: Accurate, timely minutes must be recorded and retained. These must reflect motions, votes, and key discussions, and are subject to public inspection.
- No Private Discussions: Staff Liaisons should promote that Committee members may not privately discuss committee business outside of publicly noticed meetings, including via email, phone, or text.

Parliamentary Procedures

Committees often follow Robert's Rules of Order or a simplified form to ensure fairness, order, and efficiency.

Key Responsibilities:

- Quorum: Review a quorum is present in order for the meeting to proceed.
- Meetings: Monitor that the Chair and members are conducting meetings following all applicable laws, policies, and procedures pertaining to Advisory Committee meetings.



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SCHOOL BOARD POLICIES

Policy 1020: Committee Reports and Recommendations

As a Staff Liaison, you play a critical role in ensuring that your advisory group's work is communicated effectively to the School Board. Regular reporting fosters transparency, promotes collaboration, and ensures your committee's voice is part of the broader decision-making process. Below are key guidelines to help Committee Chairs to prepare and submit their reports in accordance with School Board Policy 1020:

Monthly Presentation at School Board Workshops

- Committee chairs (or their designees) are invited to present reports at the first School Board Workshop (SBW) of each month, during a time scheduled by the School Board Chair.
- Presenting at SBW promotes open dialogue, encourages diverse perspectives, and supports collective problem-solving among committees and Board members.

Verbal Report Requirements

- Verbal reports must reflect the official meeting minutes of the committee and follow the formatting outlined in Attachment A of Policy 1020.
- Presentations are limited to five (5) minutes, unless additional time is granted by the School Board Chair.
- Reports may be presented in person or via media technology.
- Personal opinions or commentary are not permitted during this time. Any such remarks should be reserved for the general public comment portion of the meeting.
- If you are unable to attend, you may request the Chair to allow another committee member to present the report on your behalf.

Written Report Requirements

- Committees are encouraged to submit a typed written report formatted according to Attachment B of Policy 1020.
- If a committee will not be presenting in person, the written report and any formal recommendations must be submitted at least three (3) business days before the SBW to: ADVISORY.COMMITTEECORRESPONDENT@browardschools.com
- Submitted reports will be shared with the School Board and published for public access prior to the SBW.

Scope and Alignment

- All committee business, recommendations, and reports must remain within the scope of the committee as defined in its founding policy or formal resolution.
- The role of advisory committees is to provide community-based recommendations on specified areas of focus as directed by the School Board or Superintendent.





Communicating with Committee Chairs, School Board Office, and Other Departments

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Use the Staff Liaison as the Primary Point of Contact

Why it matters: Staff liaisons serve as the official bridge between the committee, School Board office, and other district departments to ensure coordination, accuracy, and accountability.

Best Practices:

All communications with district departments or Board staff should be routed through the assigned staff liaison.

Chairs may collaborate directly with the Liaisons on:

- Agenda preparation
- Scheduling and logistics
- Requesting data or presentations from departments
- Clarifying procedures or protocols
- Avoid reaching out independently to departments, unless explicitly authorized by the liaison or in alignment with committee protocol.
- Maintain professional, respectful, and focused communication that supports the committee's scope and objectives.

Speak Only When Authorized and On Behalf of Committee Actions

Why it matters: Individual members or the Chair cannot speak on behalf of the full committee unless there is an approved consensus or vote on a position or recommendation.

Best Practices:

The Chair may represent the committee in:

- Presenting formal reports or recommendations to the School Board (usually during workshops or public meetings)
- Providing approved updates to district staff via the liaison
- Responding to procedural questions related to meetings or agendas
- Do not speak on behalf of the committee on personal opinions or in public forums unless officially authorized by a committee vote or consensus.
- When clarification is needed, always consult with the staff liaison.



Receiving and Responding to Committee Requests

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As a staff liaison, you may receive committee requests from the committee chair via e-mail or at the conclusion of a committee meeting. Here are a list of procedures for capturing, tracking, and assigning those requests amongst the various district departments for response.

Timeline for request processing:

- Requests pertaining to a subsequent committee meeting agenda: receive at least 21 days prior to committee meetings.
- Requests for data and information: receive at least 14 days prior to committee meetings.

Capture Requests: Document requests received via email or at the conclusion of a committee meeting.

Track Requests: Maintain a log of all requests via a shared document with the Committee Chair, including details such as the date received, the nature of the request, and the requesting committee.

Assign Requests: Forward the requests to the appropriate district departments for response.

Follow Up: Monitor the progress of the requests and ensure timely responses from the assigned departments.

Report Back: Staff Liaisons shall upload responses and updates from the departments to the shared document for the review and consideration of the committee Chair.

Processing Special Requests

Committee liaisons may receive special requests for support beyond the standard scope defined in Policy 1070. The Superintendent or their designee will assess and determine the appropriate level of staff support required for each advisory committee.

Procedures for Handling Special Requests:

- **Acknowledge the Request**: Confirm receipt of the special request from the committee chair and document the details.
- **Assess the Request**: Evaluate the nature and scope of the request to determine if it falls within the standard responsibilities or requires additional support.
- **Consult with Leadership**: Seek guidance and next steps from the Superintendent or their designee to determine the appropriate level of support needed.
- **Communicate with the Committee**: Keep the committee chair informed about the status of the request and any actions taken to fulfill it.



Handling Media Inquiries or Public Concerns

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Redirect to District Communications and Avoid Independent Statements

Why it matters: Only designated district personnel (e.g., Communications Department or School Board Chair) are authorized to speak to the media or the public on behalf of the district or its advisory committees.

Best Practices:

Do not provide statements or interviews to the media on behalf of the committee or district.

If contacted by media:

- Politely redirect them to the District's Communications Department.
- Notify the staff liaison immediately so proper channels can be informed.
- For community member concerns:
- Acknowledge receipt respectfully but do not engage in issue resolution.
- Refer the individual to the appropriate department or staff liaison.
- Avoid informal discussion of committee matters via personal email or social media.

Handling Committee Inquiries and Discussion During Committee Meetings

Why it matters: Staff liaisons should not respond to committee inquiries and discussions during meetings to maintain objectivity, avoid conflicts of interest, and ensure compliance with legal and ethical standards. Their primary role is to provide administrative support, not to influence the committee's decision.

The Staff Liaisons shall:

- **Politely Decline**: Respectfully inform the committee that your role is to provide administrative support and not to engage in discussions or influence decisions.
- **Refer to Policies**: Remind the committee of the district's policies and procedures that outline the roles and responsibilities of staff liaisons.
- **Offer to Follow Up**: Suggest that you can follow up on any administrative or procedural questions after the meeting.
- **Maintain Objectivity**: Ensure that your actions and responses remain neutral and do not give the appearance of bias or influence.
- **Requests**: Keep a record of any requests for participation and how you responded to maintain transparency and accountability.



SCHOOL BOARD POLICIES

Policy 1010: Respect And Civility In Broward County Public Schools

Policy 1010 aims to promote respectful, civil, and socially conscious behavior among all individuals—staff, students, parents, and community members—who engage in School Board-sponsored activities or are present on District-owned property. It encourages constructive communication without limiting freedom of expression.

Key Components

1.Core Values:
The policy aligns with the District's five core values—Student Focus, Teaching Excellence, Accountability, Respect, and Safety—which are essential to fostering positive environments that support student success.

2.Objective:
Broward County Public Schools (BCPS) expects civil interactions from all community members, especially during school events or while on District property. Individuals should avoid behavior that could incite violence or disrupt peace.

3.Character Traits:
All individuals are expected to model eight-character traits: Cooperation, Responsibility, Citizenship, Kindness, Respect, Honesty, Self-control, and Tolerance.

4.Prohibited Conduct:
Disruptive, intimidating, aggressive, or destructive behavior between adults is prohibited. This includes any conduct, in-person or electronic, that disturbs the orderly operations of schools or events.

5.Remedies for Violations:

1. **Step 1:** Calmly address the offending individual, referring to this policy.
2. **Step 2:** If unresolved, seek administrator intervention. Continued misconduct may lead to removal from property or event.
3. **Step 3:** If non-compliance continues, law enforcement may be contacted.
4. **Step 4:** Repeated violations may result in restricted access to future events or property.
5. **Step 5:** All complaints will be promptly addressed.
6. **Step 6:** Retaliation for reporting misconduct is prohibited.

Continued violations of this policy may result in a formal investigation initiated by the Superintendent in accordance with School Board Policy 1070. Based on the outcome of such investigation, the individual may be subject to removal from the advisory committee. [15]



As a Staff Liaison, your role is to support Broward County Public Schools (BCPS) by ensuring that each advisory committee has the necessary tools and support to operate effectively, remain compliant, and engage the community professionally. Below is an overview of the core resources and supports available to you and your committee.

Advisory Staff Liaisons

Committee Operational Tools and Resources

Meeting Management Templates

To help streamline the planning and documentation of meetings, you and Committee Chairs will have access to standardized templates, including:

- **Meeting Agendas** – to organize topics and guide discussion.
- **Meeting Minutes** – to accurately record decisions and maintain transparency.
- **Sign-In Sheets** – to track attendance and meet Sunshine Law requirements.

Staff Liaisons should provide templates to Committee Chairs and may be used consistently for all official meetings.

Official BCPS Email Address *(subject to Florida's Public Records Law)*

Each committee will be assigned a dedicated @browardschools.com email address to:

- Distribute agendas and materials
- Communicate with committee members and stakeholders
- Receive inquiries related to committee business

Virtual & Hybrid Meeting Platforms

If your committee conducts virtual or hybrid meetings:

- Create the meeting link on Microsoft Teams where committee members may participate in such meetings
- Instructions to the Chairs on how to host, moderate, and record meetings
- For accountability and transparency, Staff Liaisons shall upload to the committee website the audio-visual files and transcripts of meetings

Accessing Policies, Bylaws, and Supporting Documents

To operate effectively within your committee's scope, it's important to stay informed. You can access key governing documents through the following channels:

- Committee's Bylaws – provided during onboarding and stored with your district liaison
- Relevant School Board Policies – available at www.browardschools.com under the School Board section
- Meeting Records & Historical Documents – maintained by Staff Liaisons or available upon request



Advisory Committee Liaisons

Onboarding & Training Guide

School Board Member Districts

- District 1- Maura McCarthy Bulman
- District 2- Rebecca Thompson
- District 3- Sarah Leonardi
- District 4- Lori Alhadeff
- District 5- Dr. Jeff Holness
- District 6- Adam Cervera, Esq.
- District 7- Nora Rupert
- At-Large (Seat 8)- Dr. Allen Zeman
- At-Large 2 (Seat 9)- Debra Hixon
- Superintendent of Schools: Dr. Howard Hepburn







Created by the Office of Communications
For more information, please contact 754-321-2616

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Advisory Committee Liaisons

Onboarding & Training Guide

APPENDIX

- **Policy 1010: Respect And Civility In Broward County Public Schools**
- **Policy 1020 and Templates: School Board Meetings And Rules Of Order**
- **Policy 1070: District Committees and Their Membership**

POLICY NO. 1010

RESPECT AND CIVILITY IN BROWARD COUNTY PUBLIC SCHOOLS

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (HEREINAFTER REFERRED TO AS "THE BOARD") IS COMMITTED TO PROVIDING NURTURING AND ORDERLY ENVIRONMENTS WHERE STUDENTS, STAFF, AND THE COMMUNITY MAY GROW, LEARN, AND WORK. THE PURPOSE OF THIS POLICY IS TO ENCOURAGE SOCIALLY CONSCIOUS ATMOSPHERES AND CULTURES WHILE PARTICIPATING IN SCHOOL BOARD SPONSORED ACTIVITIES OR ON DISTRICT-OWNED PROPERTIES. THIS POLICY IS NOT INTENDED TO DEPRIVE ANY PERSON OF THEIR RIGHT TO FREEDOM OF EXPRESSION. IT IS THE INTENT OF THE BOARD TO STIMULATE CONSTRUCTIVE AND CIVIL DISCOURSE BY PROMOTING CONSIDERATION AND POLITENESS WHEN INTERACTING WITH TWO OR MORE ADULTS. AS A SUPPLEMENTAL DEVICE, THIS POLICY IS ESTABLISHED TO AUGMENT OTHER SIMILAR POLICIES THE BOARD HAS PREVIOUSLY ADOPTED.

ARTICLE I. Core Values

The District has established five (5) Core Values - **Student Focus, Teaching Excellence, Accountability, Respect, and Safety**. Through the commitment to these core values, our vision is realized, to create ideal environments that inspire, energize, and motivate our students to succeed in tomorrow's world. When our District models the Core Values, it creates a better environment for our students and the individuals we serve.

ARTICLE II. Objective

Broward County Public Schools ("BCPS") values all members of the community and recognizes that respectful and caring surroundings are vital in safeguarding the health and well-being of our community. BCPS expects all parents or guardians, and any member of the public who are participating in school-board sponsored activities or while on District-owned property, to interact with each other in a civil manner through positive communication and actions. In such settings, all individuals are expected to avoid situations that may incite violence or create a breach of peace. A community that works and acts together is crucial in guiding our students to reaching their highest potential.

ARTICLE III. Character Traits

Under this policy, we ask that all persons model the district's eight-character traits: **Cooperation, Responsibility, Citizenship, Kindness, Respect, Honesty, Self-control, and Tolerance**. In the interest of exhibiting as positive role models for tomorrow's leaders, all persons shall remain professional and display proper decorum while participating in school-board sponsored activities or while on District-owned property. In times of opposition, we shall draw strength from our differences and build on our similarities. These character traits and practices are permanent and fundamental virtues of BCPS.

ARTICLE IV. Prohibited Conduct

It shall be prohibited for any interactions between two or more adults to engage in, or to encourage others to participate in, conduct that is disruptive, intimidating, and aggressive, while on District-owned property or participating in a school-board sponsored activity. Conduct resulting in the damage of personal or District-owned property is strictly forbidden. Any conduct (either in-person or electronically) that disrupts any orderly operations of a school, or school-board sponsored activity is unacceptable.

ARTICLE V. Remedying Policy Violations

It is the intent of this policy to cordially address and resolve conduct outlined in Article IV in a progressive and mature manner. To gradually remedy a policy infraction, individuals shall pursue the following progressive actions if they perceive they have witnessed or been subjected to such offending conduct:

A. Provide notice to the offending party by first calmly having a conversation with the individual(s) involved, referring to this policy, and explain that their action(s) are inappropriate and request that they cease the inappropriate behavior.
B. If the inappropriate behavior persists, then any available administrator should be contacted and asked to intervene. The administrator will explain to the offending party that their conduct violates school board policy and that if the offending party does not cease the inappropriate behavior, they will be asked to leave the District-owned property, meeting, or the school-board sponsored activity. If the offending party continues to engage in an uncivil or non-respectful manner, they will be asked to leave the District-owned property, meeting, or the District sponsored event. If an individual refuses to leave as requested or returns before the applicable period of time, the administrator may terminate the meeting or request that the District's Special Investigative Unit or a law enforcement official intervene.
C. Retaliation will not be tolerated against individuals for working in good faith under this policy and its related actions to remedy a violation.

D. Repeated violations may result in additional actions, such as prohibiting the offending party from participating in future school-sponsored activities for a defined period of time or limiting their access to District-owned properties.
E. All complaints, whether reported orally or in writing, will be acted upon in real-time, immediately following receipt of the complaint.
F. Principals, or other appropriate administrators, may report violations of this policy to the Superintendent, through their respective regional office. After review of any reported violations, regional offices may take appropriate action, up to and including referral to law enforcement for the filing of criminal charges.

Policy Custodian: Chief of Staff

Authority: F.S. §1001.32, §1001.41.

Former Policy Number: N/A

Policy Status [Active/Inactive]: Active

History: Adopted 12/13/2022

Policy 1020

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (the "School Board); serves as the corporate body of the School District, conducting board meetings only within the confines of the laws of Florida, including the Florida Sunshine Law (Chapter 286) and the public meetings and records laws (Section 447.605, Florida Statutes). As a corporate body, the School Board may transact business at official meetings of the School Board. An individual School Board member has no authority to act in an official capacity absent the delegation of authority by the School Board at an official meeting. It is the policy of the School Board that this Policy shall govern all official meetings of the School Board.

I. GENERAL RULES

A. All official actions by the School Board shall be taken only at Regular or Special meetings of the School Board and these meetings shall be open to the public.

B. The School Board shall hold not less than one (1) Regular meeting each month for the transaction of business according to a schedule arranged by the School Board.

C. School Board Workshops and Retreats shall be held publicly, in accordance with the School Board's governing laws, at a time and place open to the public.

D. Regular and Special School Board meetings shall be held at the Kathleen C. Wright Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida., However, Regular, and Special meetings of the School Board may also be held at any appropriate public place in Broward County with proper public notice.

E. All School Board meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and School Board policies. If any conflict arises between Robert's Rules of Order, Newly Revised, and a School Board policy, the policy shall supersede.

F. Five (5) School Board members physically present at the meeting constitutes a quorum.

G. Regular and Special meetings shall have a maximum duration of eight (8) hours and may only be extended with a simple majority vote. A School Board

Workshop is limited to eight (8) hours unless a consensus is reached to extend.

H. If the School Board Chair is absent, the Vice Chair will commence the meeting or workshop. If both the Chair and Vice Chair are absent, then the Superintendent of Schools shall preside over the process for selecting a Chair Pro Tempore by a majority vote of the School Board members.

II. TYPES OF MEETINGS DEFINED

A. Regular School Board Meetings (RSBM) are official business meetings of the School Board. The purpose of which is to advance the official business of the School District. During RSBM, the School Board will dedicate its focus to the operational agenda, including committee reports.

B. Special School Board Meetings (SSBM) are emergency or special sessions of the School Board, which can be called by the District School Superintendent; or by the District School Superintendent on request of the Chair of the School Board; or by a majority of the School Board Members, provided written notice of the time and purpose of the meeting was publicized two (2) days in advance. The scheduling and agenda for these sessions shall be approved by the Chair. There are no committee reports given at these meetings and speakers may only address the agenda items.

C. School Board Workshops (SBW) are explorations of matters concerning the business of the School District. Workshops are for the sole purposes of communicating information and engaging in general discussion on operational and policy topics. A majority of the Workshop agenda will focus on students, progressive monitoring, and learning-centered topics. The School Board will take no official action in a workshop. The chair will seek input from fellow School Board members regarding future agenda items. If consensus is gained, then the topic shall be scheduled for a future workshop. At the conclusion of each workshop, the agenda topics for the next two scheduled workshops will be presented to the Board Members, this would allow for collaborative input on the topics to be addressed in those sessions.

D. Closed Door Sessions are sessions of the School Board that are generally scheduled as needed or requested by staff and are closed due the exempt status of the subject matter, pursuant to the Sunshine Law. School Board members will be notified no later than 48 hours prior to the session. These general types of Sunshine Law-exempt meetings include collective bargaining discussions between the Superintendent and the School Board (Section 447.605, Florida Statutes); cybersecurity information meetings (Section 119.0725, Florida Statutes); security or fire safety system plan meetings; competitive solicitation negotiations with a vendor; oral presentations by a vendor during a competitive solicitation, vendor answers to questions during a competitive solicitation; and discussions of negotiation

strategies for a competitive solicitation. Public officers or employees are prohibited from disclosing any information not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes

Attorney Client Session is a meeting, regarding pending litigation, requested pursuant to Section 286.011 of the Florida Statutes, by legal counsel employed or retained by the School Board. Public officers or employees are prohibited from disclosing information related to an Attorney Client Session that is not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes.

III. AGENDAS

A. School Board meeting agendas shall be publicly released at least seven (7) days in advance of each RSBM. The agenda for a SSBM conducted under authority of Section 1001.372(1) of the Florida Statutes shall be publicly released not less than forty- eight (48) hours preceding the meeting.

B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation. After the distribution of the agenda, no changes, deletions, or additions shall be made except for good cause as permitted by Section 120.525(2), Florida Statutes. Good cause is determined by the Board Chair and stated on the record.

C. RSBM agendas will be divided into two sections: the Consent items and the Open items. The Chair shall move on the "Consent" items which permits all consent items to be moved and voted upon together except for those consent items that are pulled as set forth herein, starting with non-instructional appointments and leaves. All items with a financial impact, policies, resolutions, proclamation, all items for reduction of retainage, and for receipt of audits shall be placed as Open items. Consent items will be noted by a single letter, and Open items will be noted by double letters. Open items will be organized together.

D. A roll call upon a matter may be made at any time during a RSBM or SSBM upon request of any School Board member. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or the Supervisor's designee. At the request of a School Board member, the Chair shall rotate alphabetically the order of the roll call vote.

E. School Board Reports shall be part of the RSBM agenda and may be made at the request of School Board members.

F. After receipt of a meeting or workshop agenda, School Board members shall review all agenda items and submit any inquiries to the Office of Communications and Legislative Affairs for follow-up by first business day of the following week. Board members shall identify the agenda item number for each inquiry and forward all requests to the BCPSBoardMemberRequest mailbox. To assist the Board with meeting preparation, the Office of Communications and Legislative Affairs shall poll the Board of any agenda item they wish to address in advance of the meeting. Board members will be asked to identify any agenda items they would like to pull for discussion and forward their requests to the same electronic mailbox for processing no later than 10 a.m. the day prior to the meeting. All completed follow-up responses and the complete list of pulled agenda items will be sent to the Board as one complete packet within 24 hours of the meeting. While staff will make every attempt to respond fully and accurately in advance to requests received after the deadlines mentioned in this section; these answers may be provided to the Board during the School Board meeting. Completed responses will also be attached to the appropriate agenda item and published online for public view.

G. To reduce workshop-type discussions and expedite the conducting of business at Regular/Special School Board Meetings and Public Hearings, School Board members shall take full advantage of the BCPSBoardMemberRequest mailbox and schedule direct meetings with the Superintendent and appropriate Executive Leaders to ensure that their inquiries and comments are shared in advance of the meetings.

IV. SUBMISSION OF MEETING AGENDA ITEMS BY SCHOOL BOARD MEMBERS

A. The Superintendent shall establish the agenda for School Board meetings.

B. A School Board member may add agenda items for action according to the provisions set forth in the sections below. However, the agenda item cannot recommend actions, duties or responsibilities reserved solely for the Superintendent.

C. Items submitted by Board members may include:

1. Electing School Board Officers (§ Section 1001.371, Florida Statutes);
2. Setting boundaries of any School Board member residence area (Section, 1001.36 (2), Florida Statutes);
3. Proposing single-member representation for each member residence area covering the entire district before the voters (Section 1001.362 (3)(a), Florida Statutes);
4. Setting School Board member compensation and being reimbursed for official travel expenses (Sections 1001.395 and 1001.39, Florida Statutes);
5. Making alternate employment selections under the strict provisions of (Section 1012.22 (1)(a)3, Florida Statutes);

6. Selecting, evaluating, and directing the School Board's direct reports and positions that are established by statute or School Board rules for those reporting directly to the School Board, such as an appointed Superintendent, Chief Auditor, and General Counsel (Sections 1001.50 and 112.313, Florida Statutes);
7. Establishing and disestablishing advisory committees to the School Board Sections 1001.371 and 1001.43(10), Florida Statutes).;
8. Initiating the rulemaking process by bringing forth agenda items for the establishment of School Board policy (Chapter 120 and Section 1001.43, Florida Statutes.); and
9. Proposing budgetary items regarding the School District's annual budget (Section 1001.42(12)(b), Florida Statutes
10. Any other matters related to statutory responsibility of Florida school board members.

D. For the purposes of proper notice and public access to the agenda, School Board members will adhere to the Superintendent's Planning Calendar when adding items to the agenda. School Board items are to be set as Board items on the agenda by collaboration with the Superintendent or designee for placement on the agenda. Items submitted by the School Board member will be addressed during a RSBM or SSBM.

E. For School Board agenda items addressed in subsection "B and C" above, these items, inclusive of attachments, should be brought at least seven (7) days in advance for the purposes of proper notice and public access to the agenda item. Prior to adding the item to the agenda, all B/BB items must go through the legal counsel for review and consultation.

F. Individual School Board members may also request that items related to any School Board business be presented for discussion during formalized Board Reports, Workshops or School Board Meetings.

G. Individual School Board members may propose a rule by contacting the Office of Communications and Legislative Affairs and following the procedure pursuant to School Board Policy 1000(1)(A).

H. Co-sponsoring of agenda items- After reviewing the agenda items, the School Board member will send a notification by email to the Office of Communications and Legislative Affairs and copy Official School Board Records, indicating their sponsorship for the respective agenda item(s) within five (5) business days of receiving the agenda delivery.

1. The Office of Communications and Legislative Affairs will make the appropriate notations on the respective agenda item(s) and deliver a revised agenda to the School Board within seven (7) days of the scheduled meeting/workshop. The District website will be updated simultaneously with the revised agenda to inform the public of the co-sponsorships.

V. RULES GOVERNING DEBATE

A. If an agenda item has been acted upon by the School Board during a meeting, at that same meeting, new information or a changed situation makes it appear that a different result might reflect the true will of the assembly, a motion for reconsideration of the agenda item may only be made by a School Board member who voted on the prevailing side when the School Board originally acted upon the agenda item. Although this motion must be seconded, the seconding can be done by any Board member regardless of how he/she originally voted on the motion to be reconsidered. Reconsideration of an agenda item acted upon at an adjourned or past meeting may be brought to the Board as a new agenda item for reconsideration.

B. A School Board member having obtained the floor while debating a motion at a School Board Meeting or Public Hearing can speak no longer than an initial five (5) minutes and three (3) minutes for rebuttal per motion. For School Board Workshops, a School Board member having obtained the floor while debating an agenda item can speak no longer than an initial ten (10) minutes and three (3) minutes for each additional round of discussion. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired. The understanding of the agenda item is essential, thus the response time from staff of all questions posed by a Board member shall not be deducted from the Board member's debate time. School Board members shall not speak again until the other School Board members have had the opportunity to be heard. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired.

C. A School Board member reading a report is not considered debating, but the member is bound by the time limitations when speaking in support or against the motion.

D. A School Board member cannot yield any unexpired portion of their time to another member. No member can speak more than twice on any agenda item on the same day. Contingent upon the sum of business before the Board or subject matter of the agenda item, the number of speaking rounds may be extended at the discretion of the Chair or majority of the School Board. If the agenda item is discussed again on another day, all School Board members have a right to debate again. Merely asking a question or making a secondary motion is not considered debate.

E. Each debatable motion is a separate question with respect to a School Board member's right to speak. Thus, the member can speak for five (5 minutes) on the main motion and any subsequent motion based on the same agenda item.

F. All matters not covered by School Board Policies, Florida Statutes, or other governing documents, shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

VI. SCHOOL BOARD'S ROLE IN PERSONNEL NOMINATIONS

A. The School Board may reject employment nominations of the Superintendent only for good cause, pursuant to Section 1012.229(1)(a)(2), Florida Statutes.

B. In the event a School Board Member rejects a Superintendent's nomination, the name of the individual and specific facts that would constitute good cause must be clearly expressed during the School Board meeting and made part of the record.

VII. PUBLIC PARTICIPATION

A. The public may participate during School Board meetings and workshops, as follows:

1. A single speaker may not exceed twelve (12) minutes in total per meeting or workshop, not including their general-public speaking comment. If any motion is introduced, the speaker is allowed one (1) additional minute to speak on that motion. Time spent delivering committee reports does not count towards the 12-minute total.

2. General Rules Governing Public Speaking at Regular School Board Meetings

a) There shall be a maximum of ten (10) speakers, or a total of 30 minutes reserved on each RSBM agenda for public speakers. This time shall be known as the General Public Speakers section. This section of the agenda may be split between A.M and P.M. sessions and shall provide an opportunity for any member of the public to reserve time to address the School Board regarding matters of relevance to public education. Members of the public who would like to speak prior to the start of the meeting must register to speak in-person and the Board Chair will only recognize registered participants. Speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action. Persons desiring to make a presentation as a general public speaker shall register electronically, via an online portal on the School District's website at least five (5) calendar days prior to the School Board meeting. Access to the platform is incorporated herein by reference as part of this Policy and can be found at: browardschools.com/publicparticipation. This will enable the

School District to place the public speaker on the School Board agenda to conduct an administrative review of the topic in advance of the meeting. Those persons not registered at least five (5) calendar days in advance of the meeting, but who wish to address the School Board on topics pertaining to the School District, shall contact Official School Board Records to be placed on a waiting list to be heard if time permits during the thirty (30) minute -time period reserved for public speakers; or at the discretion of the Chair, to be heard at the end of the School Board meeting. School Board members will not engage in dialogue with the public speakers. No action shall be taken on a speaker's topic unless otherwise included on the meeting's agenda.

b) During the General Public Speakers segment of a meeting, a member of the public who has registered to speak shall be allowed, and not to exceed, a total of three (3) minutes (or the time remaining pursuant to subsection VII(A)(1) of this policy) to speak on non-agenda items that pertain to the general business or operations of the School Board or School District.

3. General Rules Governing Committee Reports

a) Committee representatives may present committee reports at the first School Board Workshop (SBW) of each month, during the time designated by the School Board Chair. Presenting committee reports during SBW will significantly enhance collaboration and foster open dialogue by providing a flexible platform for shared insights, encouraging diverse perspectives, and facilitating constructive discussions. Committee report agenda items at SBW shall comprise of a verbal (or written) presentation of the committee reports, a collaborative exchange of ideas, a joint discussion that promotes collective problem-solving and innovation among participants, and a means for the members of the School Board to provide guidance, through consensus, to their direct reports. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record.

b) All verbal committee reports shall represent an account of the committee's respective meeting minutes and should include the specifications referenced in **Attachment A,** which is included at the end of this policy and incorporated herein by reference. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology.

c) The representative shall refrain from making any personal observations or comments during this time. Any such personal

remarks shall only be made by the speaker during the opportunity for general public comments.

d) The written reports of the committee should be typed to include the specifications referenced in **ATTACHMENT B**, which is included at the end of this policy, and incorporated herein by reference.

e) Three (3) business days prior to the scheduled SBW, each advisory committee shall electronically submit their written committee reports if they will not be present at the School Board workshop and associated formal recommendations to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following email: ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM.

f) Written committee reports will be shared with the School Board three (3) business day prior to the scheduled SBW and published for public view.

g) Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

4. Public Agenda Comments on Items at Regular or Special School Board Meetings, Public Hearings or School Board Workshops:

a) An electronic portal shall be developed at https://www.browardschools.com/publicparticipation for the public to register to provide in-person comments to any of the agenda items. Registration for in-person comments on any agenda item may be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Members of the public must access the portal to register to speak. Anonymous or guest profiles are not an option. The speaker's name, city, and email must be included in the profile to register to speak. Any person who failed to pre-register by 1:00 p.m. the day before, may present public comments by appearing at the meeting location and completing the Comment Request Card before the scheduled time of the School Board Meeting. Once a motion to place the consent agenda on the floor is made by the School Board, the submission of any additional comment cards will be closed by the Board Chair. As to comment cards for the open agenda, the motion to place an individual item from the open agenda on the

floor will mark the end of the submission period for any further comment cards related all open items on the agenda.

b) A member of the public shall be allotted up to three (3) minutes to speak on any agenda item at any RSBM, SSBM, Public Hearings or School Board Workshop. Public comments may also be received on motions and amendments relating to agenda items for a time up to one (1) minute. A speaker's total time to speak shall not exceed the total time pursuant to subsection VII(A)(1) of this policy in a single meeting.

c) Designated Spokesperson for Several Speakers – When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions with a shared position on a proposition or item to designate a spokesperson. This approach facilitates a comprehensive and organized presentation of the groups' or faction's position on the issue while minimizing repetitive comments. Any one speaker or spokesperson for a group shall be permitted to speak no more than five (5) minutes on any one agenda item, nor more than a total of ten (10) minutes during the Board meeting, including speaking time during the public hearing. Additional comments may be submitted in writing.

d) Comments by the public on an agenda item must pertain to the specifics of the topic. Speakers on agenda items may not use their time to speak on issues that are tangential or only slightly connected to the agenda item.

e) The Chair may interrupt, notify, and warn a speaker at such time that the speakers' comments: (1) have gone beyond the subject matter of the agenda item; (2) addressing matters that are unrelated to the business of the School Board; (3) are obscene, personally directed, or abusive; or (4) that otherwise violate this policy. Defamatory remarks or personal insults against individuals are not permitted. Speakers are asked to demonstrate proper decorum and model the District's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or the breach of the peace. Persons in the audience may also be notified and warned that their conduct violates this policy.

B. Written Agenda Comments:

1. In lieu of presenting in-person comments, members of the public may provide written agenda comments to any of the agenda items. An electronic portal shall be developed on the district website at

https://www.browardschools.com/publicparticipation to assist the public in providing such written agenda comments. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board meeting or workshop. Anonymous comments or guest profiles will not be accepted. The submitting person's name, city of residence, and email fields must be provided and made available for public inspection. Written agenda comments should be a maximum of 2250.

2. If an item is added to the agenda within twenty-four (24) hours of the published time of the School Board meeting, Workshop, or Public Hearing, the public must submit any written agenda comments on such added agenda item no later than two (2) hours prior to the start of the meeting or workshop.
3. All submitted written agenda public comments will be distributed to all School Board members and shall be attached to the meeting and workshop minutes.
4. Public written comments shall be limited to one comment, per person, per agenda item.
5. Members of the public are encouraged to use the School District's good character traits when submitting comments. If any inappropriate language is expressed, the submitters account will be notated with a warning and will be disabled for one (1) month. If these offenses occur a second time, the system will disable the person's account permanently.

C. If ten (10) or more public speakers register to speak on any single agenda item or speaking session, the Chair has the discretion to separate that agenda item or speaking session and reduce each individual speaker's allotted time limit or set a maximum collective speaking time that will be made available for all public speakers upon the agenda item. This discretion does not include the ability to remove the names of speakers from the list and each speaker shall be afforded the opportunity to present comments. Following each public speaker's allotted time, the podium and microphone will be reset for the next public speaker.

D. No public comments will be permitted when the School Board is participating in a Board Training or when the School Board is acting in its quasi-judicial function during bid protests, employee discipline proceedings, or other administrative proceeding being conducted pursuant to Chapters 120 and 447, Florida Statutes.

E. Public speakers shall not engage in political campaigning during their public speaking time, including making statements regarding any candidacy. Public speakers shall not wear any buttons, caps, shirts, or items of clothing that could constitute political activity.

F. Public speakers shall not engage in solicitation or discussion on pending litigation, or any pending administrative proceedings being conducted

pursuant to Chapter 120, Florida Statutes. Any lobbying must comply with the rules set forth in School Board Policy 1100B and the Purchasing Policy.

G. Public speakers shall identify themselves by stating their name, city of residence, and if they are a lobbyist. If they fail to do so, the Chair shall request that the speaker states these items for the record.

H. Speakers' remarks should be directed to the Chair or the School Board as whole, and not to individual School Board members. Any speaker violating this prohibition may be ruled out of order by the Chair and be directed to yield the podium. School Board members will not engage in dialogue with speakers.

I. Public speakers may not refuse to yield the podium when the Chair has advised that their time has expired.

VIII. DECORUM

A. In advance of receiving comments from public speakers, the Chair shall read, the rules for expected decorum which are as follows:

1. The audience may not make any verbal outburst or engage in other disruptive behavior during a meeting.
2. Heckling, shouting, or making comments from the audience shall not be permitted.
3. No signs or placards shall be allowed in the School Board meeting.
4. Personal accusatory, slanderous, or defamatory comments, made against individual Board members, the Superintendent, or District staff are prohibited as unrelated to Board business.
5. To maintain order and ensure that each meeting is accessible and appropriate for its intended audience, including students in grades K-12, speakers and audience members may not use any form of profanity, engage in disorderly behavior, or make abusive comments or threats. Comments that are pornographic in nature or otherwise depict or describe sexual conduct are also prohibited. For purposes of this policy:
    a. abusive comments include, but are not limited to, those that a reasonable person would determine: (i) are intended to cause intimidation, humiliation, or distress; (ii) would result in substantial physical harm or substantial psychological harm as a result of intimidation, humiliation, or distress; or (iii) exploit someone's known physical or psychological disability; and
    b. b. threats include, but are not limited to, comments meant to frighten or intimidate one or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest

6. Persons exiting the School Board meeting shall do so quietly and in an orderly fashion without disrupting the function of the meeting.

B. The Chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of leaving the meeting or fails to conform their remarks to the requirements of this policy after being duly warned that said behavior would result in removal. Alternatively, after a warning, the Chair may direct any law enforcement official or sergeant-at-arms to remove the speaker or audience member from the meeting room and restricted access from further appearance before the School Board for the balance of the meeting. (Section 1001.372(3), Florida Statutes.

C. Any conversations including on cell phones are not permitted while in the room where the School Board meeting is being conducted. Such personal conversations within the meeting room are only permitted during meeting breaks or periods of recess called by the Chair. Cellular telephones or other portable electronic devices must be set to silent mode to avoid disruption of the meeting. All individuals must quietly exit the meeting room to answer incoming phone calls.

IX. PUBLIC RECORDS REQUEST

A. Any member of the public who desires to review or inspect public records that are maintained by the School District shall be permitted to do so within a reasonable time period and under reasonable conditions, and under the supervision of the custodian of the public record or their designee pursuant to the requirements of Section 119.07, Florida Statutes, subject to any applicable exemptions including those contained in Section 119.071, Florida Statutes, and any other applicable state and federal laws. Although a request is not required to be in writing, it is recommended that all public records requests be sent to recordrequests@browardschools.com to ensure the request is logged in, acknowledged, expressly conveyed, and responded to in an appropriate manner.

B. Any member of the public who desires to obtain a copy of a public record will be provided with an estimate of the cost of locating and copying the document. Payment for the expense shall be provided by the requesting party prior to receiving the requested documents.

X. USE OF COMMUNICATIONS MEDIA TECHNOLOGY

A. If a quorum of the School Board members is physically present at the location of a RSBM, SSBM, or School Board Workshop exists, a School Board member may attend and participate such meetings through the use of communications media technology and must verbally announce each of their comments and votes.

B. School Board members are not permitted to attend Closed Door Meetings or Attorney Client Sessions through the use of communications media technology.

XI. ADA ACCOMMODATIONS FOR MEETINGS

A. The School Board complies with the Americans with Disabilities Act of 1990 (ADA) in the conduct of its meetings and workshops. Any person requiring an accommodation to attend a School Board Meeting or Workshop should contact Equal Educational Opportunities / ADA Compliance**,** 600 SE Third Avenue, Fort Lauderdale, Florida 33301; Phone: 754-321-2150; Fax: 754-321-2714; TTL: 754-321-2158.

Policy Custodian: Office of Communications and Legislative Affairs

Previous Policy Number: 1100A

Policy Status: Active

Authority Chapters 112, 120 and 447, Florida Statutes; Sections § 119.07, 286.011, 447.605, 839.26; 1001.36, 1001.371, 1001.372, 1001.395, 1001.42, 1001.43, 1001.50; 1012.22, Florida Statutes

History: Policy Adopted: 8/15/74 **Policy Amended:** 1/6/77; 5/1/80; 2/18/82; 1/24/85; 3/14/89; 5/17/94; 4/7/98, 5/19/98, 10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11; 12/04/12, 7/23/19; 8/20/19, 4/20/2021, 5/29/2024, 2/19/2025

VERBAL COMMITTEE REPORT ORDER OF SPECIFICATION

Committee representatives may present a verbal committee report at School Board Workshops, during the time designated by the School Board Chair. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

All verbal committee reports should include specifications of the following information when applicable, when presented to the members of the School Board.

1. Committee Name
2. Committee Chair Name
3. Committee Meeting Date(s)
4. Meeting(s) Attendance
5. Brief Synopsis of Meeting Highlights
6. Details of Site Visits
7. Committee Meeting Special Guests/Presentations
8. Areas of Interest and/or Concern
9. Official Recommendations to the School Board, including a one-page summary (per recommendation)

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.



OPTIONAL SPECIFICATIONS FOR WRITTEN COMMITTEE MEETING SUMMARY REPORTS

Three (3) business days prior to the scheduled school board workshop, each advisory committee shall electronically submit this written committee report, if they will not be present at the School Board workshop, to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following school district email inbox: ***ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM****.*

Committee Information

Chair		SBBC Division Dept Support	
Liaison		Report Date	

Brief Synopsis of Meeting Highlights

I.	Enter Highlight Item 1
II.	Enter Highlight Item 2
III.	Enter Highlight Item 3
IV.	Enter Highlight Item 4
V.	Enter Highlight Item 5

Attendance History

Present Committee Members:	
Absent Committee Members:	
Quorum Meeting in accordance with School Board Policy 1070 (Yes/No)	

*Recommendations to the School Board

*Including one page summary

Recommendation 1 (including vote results):
Recommendation 2 (including vote results):
Recommendation 3 (including vote results):

Committee Minutes

Pursuant to School Board Policy 1070- the minutes of each committee meeting shall be recorded, and open to public inspection. All such agendas, minutes, correspondence, documents, information, and emails regarding the conduct of the committee's business shall be transmitted to the committee's school district/facilitator for purposes of record retention.

Directions: For every committee meeting, minutes must be captured. Fill out each section below. Be as detailed and concise as possible. If you need further direction, contact the committee liaison assigned to the Committee.

Actions Taken on Agenda Items

I. Call to order (Include Time)
II. Roll Call
III. Approval of minutes from last meeting (ie: as is, with revisions, with amendments, etc.)

Meeting Date	Approval Status

IV. Old Business & Actions

Meeting Date

V. New Business
   a.
   b.
   c.
VI. Adjournment (Include Time 00:00 AM/PM)

Next Meeting: Date – Time – Location

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.

POLICY NO. 1070

District Committees and Their Membership

Except as otherwise provided herein, all school advisory and evaluation committees to whom decision-making authority have been delegated are governed by the provisions of this policy. "Decision-making authority" is defined as the ability to review options available to the school district and to narrow the range of options to be considered or to recommend that one or more options be considered by The School Board or the Superintendent. This policy does not apply to workgroups created by the Superintendent to which no decision-making authority has been delegated and whose functions are limited in scope only to fact-finding or information-gathering and if such workgroups only perform such limited functions.

The purpose of this policy is to identify the roles and responsibilities of School Board of Broward County committees as it pertains to Florida's Government in the Sunshine Law.

Committees subject to this policy are those established by The School Board or Superintendent to provide recommendations on delegated areas of responsibility. The areas of responsibility, along with any prescribed committee goals and objectives, shall be specified within their individual establishing policies, resolutions, or the School District's strategic plan. (See Article IV)

Department committees that are delegated to provide recommendations to the School Board or Superintendent and are not established by policy, shall be provided resources for conducting those meetings.

I. Scope

A. In the event of a conflict between the provisions of this policy and those contained within any other policy or within any advisory committee bylaws or within any other document related to any advisory committee, the provisions of this policy shall govern. All provisions of this policy, any other School Board Policy or resolution, any advisory committee bylaws, or any other document shall be applied consistently to each committee to the extent applicable to its delegated responsibilities. Section 286.011 Fla. Stat.

II. Definitions

A. "Committees" refers to groups of persons to whom decision-making authority has been delegated and which review options available to the school district and narrow

the range of options to be considered or recommend that one or more available options be considered by The School Board or the Superintendent and which perform functions other than mere information-gathering or fact-finding

B. “Groups of persons” includes employees and non-employees/volunteers of the school district.

C. Types of committees: Advisory committees, subcommittees, competitive solicitation evaluation committees, advisory councils, ~~workgroups~~, and task forces (collectively "committees") created by policies, resolutions, Superintendent, or departments as required.

D. Committees may be identified as, but not limited to, the following descriptions:

1. School Board Established Advisory committees with School Board appointees
2. Competitive solicitation evaluation committees, which is a committee that has been assembled to review, evaluate and make recommendations upon a competitive solicitation that has been publicly released by the school district pursuant to Section 120.57(3), Fla. Stat.; Section 6A-1.012, F.A.C., and School Board Policy 3320 – Purchasing Policies.
3. School Board Advisory committees without School Board appointees
4. School Board Advisory committees established by resolution
5. Committees Identified within School Board established policies that make recommendations for policy changes including workgroups
6. Refer to Section 286.011, Fla. Stat. Public meetings, and records; public inspection; criminal and civil penalties and Office of the General Counsel if uncertain your committee needs to follow this policy.
7. Subcommittees of full committees, which makes recommendations to the full committee

E. Each member of a committee is a public officer. See Section V (C).

F. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. Those committees do not require an establishing policy and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function.

III. Department Committees Delegated to Provide Recommendations to The School Board or the Superintendent

A. Membership/Composition of Committee(s)

1. When a member of the staff is appointed to a committee that has been delegated authority that normally is exercised by The School Board, the staff

member loses her/his identity as a staff member while participating as a committee member and is accordingly subject to the Sunshine Law.

2. A finite and set number of committee members must be specified in each committee's bylaws.
3. Membership may include committees with staff and/or stakeholder participation.

4. The department creating a committee shall identify in the committee's bylaws those department(s), advisory committee(s), teacher(s), principal(s), outside agency(ies) and/or any other stakeholder(s), that are to participate on the committee and their role.

5. All stakeholder groups having a representative as a committee member will be allowed to send a designee/alternate to ensure that each stakeholder group is represented.

B. Each member must regularly communicate with his/her appointing stakeholder group to provide updates about committee discussions or motions and to exchange views upon relevant issues.

C. Annual Training – See Training Program for Members of Other Committees Article V (C. 5)

D. Attendance

1. A committee member is strongly encouraged to attend all properly noticed meetings.

2. Attendance must be taken at each meeting to ensure that participation of the representatives on the committee is recorded, and that a quorum is present.

3. In the event a committee member is unable to attend, the member must notify the member's stakeholder group so that a designee/alternate may be sent.

E. Committee Liaison and Facilitator(s) – See School District Liaisons, Facilitators and General Counsel (See Article VI (A))

1. Each Director of a school district department who assigns a Facilitator will ensure that:
    a. committee meetings are publicly noticed in accordance with applicable laws and rules;
    b. supporting meeting materials are available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting; and
    c. notice of committee meetings should be submitted and placed on the district calendar.

F. Bylaws

1. If any administratively created committee is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law and adopt a basic template of Bylaws outlining the requirements of The Sunshine Law and adopting the current edition of Robert's Rules of Order.

2. Departments that convene committees to review and make recommendations to policies must have their bylaws approved by two-thirds (2/3) of the membership every two (2) years.

IV. Establishment and Dissolution of School Board-Established Advisory Committees and Committees Established by School Board Resolution

A. The following procedures shall be used to establish and dissolve a School Board-Established Advisory Committee:

1. All School Board-Established Advisory Committees shall be established by adoption of a School Board Policy, passage of a resolution or statute. A School Board Member may place an item on the agenda of a Regular or Special School Board meeting to request the establishment of a new School Board-Established Advisory Committee in accordance with School Board Policy 1000, (RULE DEVELOPMENT AND RULEMAKING). The agenda item shall outline the intended purpose of said proposed advisory committee.

2. Prior to The School Board's approval of an agenda item proposing an establishing policy or resolution for a School Board-Established Advisory Committee or resolution forming a committee, the proposed policy or resolution will be timely placed upon a School Board Workshop agenda for discussion about the proposed advisory committee's composition, function, and other organizational features.

3. The proposed policy or resolution establishing the new School Board-Established Advisory Committee will thereafter be submitted to the Office of the General Counsel for review prior to its formal submission as an agenda item for School Board approval and adoption in accordance with its governing laws, rules, and policies.

4. Any School Board Policy or resolution establishing an advisory committee must be in compliance with applicable law, rules and other School Board Policies and must be reviewed every two (2) years by the advisory committee itself and department if applicable.

B. Dissolution of a School Board-Established Advisory Committee:

1. The Superintendent shall place an item on the agenda of a Regular or Special School Board Meeting recommending the School Board-Established Advisory Committee's dissolution if in her/his opinion the committee's purpose has been satisfied or if its function is being accomplished through other means.

2. If The School Board approves such a recommendation, it shall take any necessary action in accordance with School Board Policy 1001 and its governing laws and rules to repeal or amend any existing School Board policies concerning the advisory committee.

V. APPLICATION OF LAW TO COMMITTEES.

A. THE SUNSHINE LAW

1. Meetings of committees as defined above in Article II shall be conducted in accordance with the provisions of and exemptions from the Florida Sunshine Law (Section 286.011, Fla. Stat.) which includes:

    a. Requirements for public notices of meetings,
    b. Minutes of such meetings, (*including informal/workshop meetings),* and
    c. That such meetings be open to the public at all times.

2. The minutes of each committee meeting shall be promptly recorded, and such records shall be open to public inspection.

3. Each member of a committee as defined above in Article II is subject to The Sunshine Law and may not discuss with another committee member any matter or issue that may foreseeably come before the committee for its consideration except during a publicly noticed meeting conducted in compliance with The Sunshine Law.

4. If additional guidance is required upon the application of the Sunshine Law, a request for guidance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.

B. OPEN PUBLIC RECORDS LAWS

1. Records of committees as defined above in Article II and their committee members are subject to the provisions of and exemptions from the Florida Open Public Records Law (Section 119.07, Fla. Stat.).

2. Each committee member has a duty to retain such records and to forward such records to the committee's school district liaison or district facilitator for retention in accordance with applicable state records retention schedules.

3. All agendas, minutes, correspondence, documents, information, and emails sent or received regarding the conduct of the committee's business shall be transmitted to the committee's school district liaison or district facilitator for purposes of record retention.

4. A committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.

5. If additional guidance is required upon the application of the Open Public Records Law or the applicable records retention schedules, a request for assistance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.

6. No fee shall be assessed for public records request made by committee chairs for documents related to the subject of the committees' responsibilities.

C. CODE OF ETHICS

1. Each member of a committee as defined above in Article II, is a public officer as defined in Sections 112.313(1) and 112.3143(1), Fla. Stat., which are part of the Florida Code of Ethics for Public Officers and Employees.
2. Each committee member will have access to an orientation package that includes:
    a. The committee's establishing Policy,
    b. The committee's Bylaws,
    c. A sample Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers (Commission on Ethics Form 8B*),*
    d. A sample Disclosure of Business Transaction, Relationship, or Interest (Commission on Ethics Form 4A), and
    e. Access to District Ethics Training.

3. Ethics Training Program Content.

    a. Except as provided herein, each member of any committee shall complete a district ethics training program. The training program will cover the following topics:

        i. The Code of Ethics for Public Officers and Employees (which applies to advisory committee members),
        ii. The Sunshine Law,
        iii. The Open Public Records Law, and
        iv. Robert Rules of Order.

    This training program is not required for members of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers and Executive/Steering committee members of these specified exempt Committees are required to complete the training program. School

district liaisons and district facilitators are required to complete the training program prior to commencement of their service to such committees so they will be enabled to provide appropriate guidance to committee members.

4. Training Program

    a. Except as otherwise provided in this policy, each member of a School Board-Established Advisory Committee, or committee created by resolution are annually required to complete the school district's training program for School Board-Established Advisory Committees.

    b. Such training must be completed prior to the second committee meeting following appointment/election to the committee.

    c. Members of any ad hoc bid protest committees assembled pursuant to School Board policy shall complete such training prior to the first bid protest committee meeting they attend each year.

5. Training Program for Members of Other Committees.

    a. Each member of a committee other than (a) a School Board-Established Advisory Committee or (b) a committee assembled to evaluate, negotiate, and recommend the award or rejection of a competitive solicitation is annually required to complete the school district's training program prior to their committee service.

6. Training Program for Committee Liaisons and Facilitators.

    a. Each district liaison to a committee and each district facilitator shall complete the ethics training prior to providing support to their committees.

7. Exemption from Training Program for Elected Officials and Public Officers.

    a. Any committee member who is also an elected official or public officer and who has already completed training regarding The Sunshine Law, Open Public Records Law and Code of Ethics for Public Officers and Employees due to the requirements of the member's other official positions is exempt from the school district's training program for committee members, provided that said committee member has completed the member's outside agency's required training by the second committee meeting of each year.

8. Record of Completion of Training Program.

    a. Each committee member required to complete the school district's training program must execute an Acknowledgment of Ethics Training

form which shall be submitted to the committee's school district liaison or district facilitator for record retention.

b. A committee member must timely complete the school district's training program to maintain good standing.

c. The district's training program is not required for members of School Advisory Forums, of the Exceptional Student Educational Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers/executive/steering committee appointees of such exempt committees must annually complete the district training program.

d. The district liaison or district facilitator for each committee shall keep track of who has completed training and report to the committee chair the completion of district training by committee members and of those members not in good standing. (See Article VI, C. 3 Maintaining Good Standing)

VI. MEMBERSHIP

The School Board is committed to reflecting the diversity and community at large within the membership of the district's committees.

A. School District Liaisons, District Facilitators and General Counsel.

1. School district designees serving as liaisons or facilitators to committees and members of the Office of the General Counsel shall only serve as support resources to committees and shall not be designated as non-voting members of any committee and shall not be counted toward achieving a quorum at any committee meeting.

2. The designation of such persons as non-voting members would subject them to the restrictions of the Sunshine Law and preclude their ability to consult with and provide guidance to individual committee members. In the event of any conflict between this subsection and any existing policy, this subsection shall govern.

3. Each School Board-Established Advisory Committee will be assigned a district liaison or district facilitator to facilitate the committee's activities.

4. Each Director of a school district department who assigns a facilitator will ensure that:
   a. committee meetings are publicly noticed in accordance with applicable laws and rules,
   b. supporting meeting materials are timely made available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting.

5. The Superintendent or her/his designee shall determine the appropriate extent of staff support necessary for each individual School Board-Established Advisory Committee, and

6. Notice of committee meetings should be submitted and placed on the district calendar for the upcoming school year.

B. School District Conflict of Interest Form.

1. Each member of a committee as defined in Article II is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.

2. The form must be provided to the committee's district liaison or district facilitator for retention in accordance with applicable records retention schedules.

3. The foregoing provisions apply only to officers and executive/steering committee members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council.

4. The foregoing provisions do not preclude members of the public from attending and participating in meetings of those committees.

C. Composition of Advisory Committees.

The following provisions do not apply to members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council or preclude members of the public from attending and participating in meetings of those committees.

1. Composition of School Board-Established Advisory Committees.
    a. A finite and set number of committee members must be specified in the establishing policy or resolution for each School Board-Established Advisory Committee.
    b. The number of committee members specified in the establishing policy or resolution for a School Board-Established Advisory Committee shall include each person entitled to vote at any meeting of the committee.
    c. Voting requirements shall be identified in the committees' policies & bylaws.

2. Composition of Other Advisory Committees.
    a. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. In addition, the Superintendent may create workgroups to perform fact-finding or information-gathering functions. Those

committees and work groups do not require an establishing policy, or the adoption of by-laws and their function and membership composition will be determined administratively by the Superintendent and~~/or~~ her/his designees based upon their function.

b. If any such administratively created workgroup is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law.

3. Maintaining Good Standing
   a. Each School Board-Established Advisory Committee's membership fluctuates, and the number of meetings conducted varies throughout the school year.
   b. Each School Board-Established Advisory Committee shall establish a minimum meeting attendance standard within its bylaws to ensure that a quorum (minimum number of attendees) of its members are in attendance at each meeting to enable the committee to conduct official business.
   c. A committee member must meet or exceed this minimum attendance standard to remain in good standing. One Hundred percent (100%) attendance at committee meetings is the goal.
   d. A committee member shall make a reasonable effort to notify the chair at least seven (7) calendar days prior to the scheduled meeting date as to whether they will or will not attend the committee meeting.
   e. Meeting Sign-in Sheets will be forwarded to the Office of Chief of Staff or her/his designee registering the attendance record of School Board Members' appointees.
   f. With the exception of officers and members of their executive/steering committees, the attendance requirements of this subsection shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council, or of ad hoc bid protest committees assembled pursuant to School Board policy.
   g. A committee member who has not completed the district's training program will not be considered a member in good standing.

4. Term of Committee Membership.
   a. Unless otherwise provided by School Board policy, the term of membership for each member of a School Board-Established Advisory Committee shall be from July 1 to June 30 or until a successor committee member is elected/appointed/selected.
   b. The attendance requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

5. Committee Membership Vacancies.

a. Committee member vacancies on committees other than School Board-Established Committees will be filled by the Superintendent or her/his designee.
b. Vacancies on School Board-Established Advisory Committees will be filled pursuant to this policy and/or the establishing policy of that committee.
c. In the event a School Board Member is unable to fill a vacancy within a committee, the committee may submit a name(s) for that School Board Member's consideration.
d. The names of potential appointees are to be forwarded to the School Board Member and also to the Chief of Staff or the latter's designee.
e. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. Members of those committees will be designated by the Superintendent or her/his designee

VII. School Board Member Appointments to School Board-Established Advisory Committees.

The following procedures shall be used by School Board Members when making their appointments to any School Board-Established Advisory Committee:

A. School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter.

1. Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this policy ~~or the committee's bylaws~~.

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B. A person may not be appointed to more than two (2) advisory committees by the same School Board Member. However, this does not preclude a School Board Member from appointing a person to serve on an advisory committee if that person is already serving on multiple advisory committees as the appointee of other School Board Members.

C. When appointing an individual to serve on a School Board-Established Advisory Committee, a School Board Member shall select an individual who will serve in the best interests of the school district and its students and community.

1. An appointee should possess experience, qualifications, or interests that are aligned with the function and purpose of the respective advisory committee.

2. School Board Members are encouraged to appoint individuals residing within their representative district and not employed by Broward County Schools. However, a School Board Member may appoint individuals who physically

reside and maintain their prime residency within Broward County, Florida, but reside outside of the appointing School Board Member's representative district.

3. Persons who previously served as committee appointees who are not currently in good standing may not be reappointed.

4. Each School Board-Established Advisory Committee appointee must regularly communicate with her/his appointing School Board Member to provide updates about advisory committee activities and to exchange views upon relevant issues. The means of this communication shall be specified by the respective School Board Member.

5. Appointees to the Audit Committee shall be independent of the school district. No appointee to the Audit Committee shall receive any compensation, including any consulting, advisory, or other compensatory fees from or on behalf of the school district or The School Board.

D. School Board Members shall notify the Chief of Staff of any appointments to School Board-Established Advisory Committees and of any reappointments filling any vacancies that occur during the school year.

1. An appointing School Board Member may also officially recognize her/his new committee appointee(s) during the Reports section of a regular School Board meeting.

2. If a committee appointee does not complete the term of her/his appointment for any reason and the appointing School Board Member's office is also vacant, a replacement appointee shall be named by the Superintendent.

3. The Chief of Staff will maintain a record of the appointees to each School Board-Established Advisory Committee and share it with the Chair of each committee

E. Removal of School Board Member Committee Appointees.

1. If an appointee of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of applicable law, rules, or School Board Policy, or for other material reasons as determined by the appointing School Board Member or Superintendent, as appropriate, her/his appointment may be rescinded at any time by that appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member).

2. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the committee appointee of the effective date of the conclusion of the appointee's committee service.

3. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff and to the committee's district liaison or district facilitator. In addition to the other appointee replacement procedures within this policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to committees made by the new School Board Member's predecessor.

F. Removal of Committee Members Other than School Board Appointees

1. The Superintendent has the authority to rescind the membership of a committee member who is in direct violation with applicable law, rules, School Board policies and/or committee bylaws.

VIII. COMMITTEE BYLAWS.

A. Each School Board-Established Advisory Committee will establish bylaws utilizing the current standard template approved by The School Board. School Board-Established Advisory Committees may only modify those areas of the bylaws template that are not restricted by the provisions of this policy or by the committee's establishing policy.

B. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by the membership of the committee. Upon approval of the membership, the bylaws will be forwarded to the committee's district liaison/ or district facilitator, to be transmitted to the Chief of Staff and placed on a School Board agenda for approval.

C. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by The School Board.

D. Bylaws must specify an effective date and be reviewed every two (2) years by the committee and conform to applicable law, rules, and School Board policies.

E. The bylaw requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to the School Board's purchasing policy.

IX. Committee Meetings

A. Public Attendance at Committee Meetings. All meetings of decision-making committees are open to the public pursuant to Section 286.011, Fla. Stat. (The Sunshine Law) and shall be conducted in accordance with the current edition of Robert's Rules of Order, newly revised, and in accordance with any adaptations that are appropriate under the committee's establishing policy and bylaws.

1. Except for any committee meetings that are permitted by applicable law, rule, emergency order, or School Board Policy to be conducted remotely, each

committee meeting at which official business is to be conducted shall be held at an appropriate physical location in Broward County, Florida that is open to the general public with a quorum of its members present at the physical location.

B. Public Comment at Committee Meetings- Committee meetings are not required to provide members of the public with an opportunity to be heard upon matters before the committee. Such an opportunity to be heard will be provided to the public as required by Section 286.0014, Fla. Stat., within reasonable proximity in time prior to action by The School Board at the meeting at which it will take official action upon any matters that were earlier considered by a committee.

C. Publication of Committee Meeting Notices – Generally. The schedule of committee meetings for the year will be determined and published on the district calendar. Except as otherwise provided herein or permitted by applicable law and rules, public notices of committee meetings shall be published in a newspaper of general circulation at least three (3) calendar days in advance of the scheduled meeting in accordance with Section 1001.372, Fla. Stat.

1. Sub-committee and/or executive/steering committees of Advisory Committees needs to be published in the newspaper and on the District's website calendar.

2. Notices of meetings of competitive solicitation evaluation committees and of the Bid Protest Committee existing under School Board Policy 3320 are not subject to the requirements of Section 1001.372, Fla. Stat., but instead shall be electronically posted in accordance with Section 120.57(3), Fla. Stat.

D. Publication of Meeting Notices – School Advisory Councils. Notice of meetings of a school advisory council do not require newspaper publication, but instead shall be communicated to members of that school community through reasonable means that are normally used to communicate matters of importance to the community regarding that particular school. Section 1001.452(1)(d)2, Fla. Stat., requires that all members of a school advisory council be provided at least three (3) days' advance written notice of any matter that is scheduled to come before the council for a vote. (See School Board Policy 1403)

E. Publication of Meeting Notices – Competitive Solicitation Committees.

1. Meetings of committees that are assembled solely for the purpose of evaluating, negotiating, and making recommendations for the award or rejection of a competitive solicitation shall be published or posted in accordance with the district's governing laws and rules.

2. Notices of meetings of committees that also perform other decision-making functions in addition to serving a competitive solicitation function must be published or posted in accordance with the district's governing laws and rules.

F. Scheduling of Meetings of School Board-Established Advisory Committees.

Each Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September except as specified in the committees' governing documents. School Board-Established Advisory Committees may not conduct any meetings in July unless one of the following conditions are met:

1. The need for the committee to meet in July is described in the committee's governing policy.
2. The Superintendent or her/his designee approves in advance a request from the committee's Chair and one other committee officer for the conduct of a meeting in July.
3. Committee members are exempt from any attendance requirements for any July special meetings provided that they notify the chair in advance of their inability to attend the special meeting. However, the committee's normal quorum requirements shall remain applicable to the conduct of any July meeting.
4. The requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

G. Quorum for the Conduct of Committee Business**.**

The presence at the meeting's physical location of a majority of the number of committee members specified in the establishing policy or bylaws of a School Board-Established Advisory Committee shall constitute a quorum for the transaction of business; provided, however, that the members constituting a quorum are all in good standing.

1. Whenever for any reason a vacancy exists in the committee membership, a quorum shall consist of a majority of the remaining filled committee membership positions until such time as the vacancy has been filled.

2. Unless otherwise provided by applicable law, rule, emergency order or School Board policy; a physical quorum must be present at the physical meeting location identified in the meeting notice in order for the committee to conduct any business or to vote upon any matter.

3. The quorum requirements of this subsection shall be identified in individual policy and bylaws and shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, and of the Gifted Advisory Council.

4. If the committee fails to establish a physical quorum at a properly noticed meeting, the meeting may be adjourned or may become an informational meeting only. Member attendance will be recorded, but no motions will be considered, or votes taken. (See Article IX, G)

H. Use of Technology for Committee Meetings**.**

Any technology used in conducting a meeting must allow all participating committee members to be heard by one another and to be heard by the public at the same time. Provision also may be made for the use of additional collaborative technology to aid in the conduct of a committee meeting.

Physical quorum requirements must be met in order for an advisory committee to conduct business. Advisory committee members who are participating remotely using technology can and must vote unless they have a voting conflict. Advisory committee members participating remotely cannot be counted towards meeting the quorum requirements unless otherwise authorized by applicable law, rules, or emergency orders.

X. APPROVED COMMITTEE MOTIONS.

A. Approved motions requiring a response by assigned staff/department(s) shall be sent in writing by the committee chair to the committee's district liaison or district facilitator and also to the Chief of Staff or her/his designee.

B. Approved motions shall be catalogued by district staff. Appropriate district staff shall respond in writing to such approved motions within twenty-one (21) business days after their receipt to the Chief of Staff/designee, copied to committee's liaison/facilitator and committee's chair.

C. The Chief of Staff or her/his designee will provide School Board Members with a quarterly summary of school district responses to approved committee motions.

XI. Election of Officers

A. Officers of each School Board-Established Advisory Committee shall be elected by the membership.

1. At a minimum, each such advisory committee shall annually elect a Chair, Vice Chair and Recording Secretary, or someone designated to record minutes unless that function is being performed for the committee by support staff provided by the school district.

2. All officer positions shall be defined in each School Board-Established Advisory Committee's policy.

3. Each advisory committee shall have the authority to annually elect their officers to serve up to four (4) one-year terms., Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.

4. A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in Section XI, A (3).

5. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. A chair will be designated at the beginning of each meeting of a bid protest committee.

B. Removal of Officers: Officer(s) may be removed from office on any School Board-Established Advisory Committee upon a two-thirds (2/3) vote by the committee membership.

C. Duties of the Officers will be outlined in the committee's policy & bylaws.

XII. COMMITTEE CHAIR CONSULTATION WITH SUPERINTENDENT.

A. The Chair of each School Board-Established Advisory Committee may meet annually with the Superintendent or her/his designee to collaborate upon any issues, matters and concerns for the school year that are not outlined in the committee's establishing policy

1. The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.

2. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

XIII. OPINIONS OF THE COMMITTEE ARE NOT BINDING

A. All public documentation, electronic and social media containing the opinions and recommendations of any School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding upon The School Board or the Superintendent and do not necessarily represent the views and opinions of The School Board or those of any individual School Board Member or of the Superintendent.

B. An individual committee member may not represent her/his personal positions as those of the committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting.

C. Additionally, an advisory committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.

Policy Custodian: Office of the Chief of Staff

Former Policy Number: 1.7

Policy Status: Active

AUTHORITY: Florida Statutes: Section 112; 286; 768.1355; 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27),

Case Law: AGO73-223; AGO84-16; AGO84-70; AGO98-28; AGO99-55; AGO2005-59; Cf. Turner v. Wainwright, 379 So. 2d 148, 155 (Fla. 1st DCA 1980), affirmed and remanded, 389 So. 2d 1181 (Fla. 1980); Sarasota Citizens for Responsible Government v. City of Sarasota, 48 So. 3d 755, 762(Fla. 2010)

History: Policy Adopted: 10/7/2003; Policy Amended: 4/15/2014, 6/14/2022, 10/11/2022

Inclusive of Policies 5.9, 1007, 1164, 1400.1, 2409

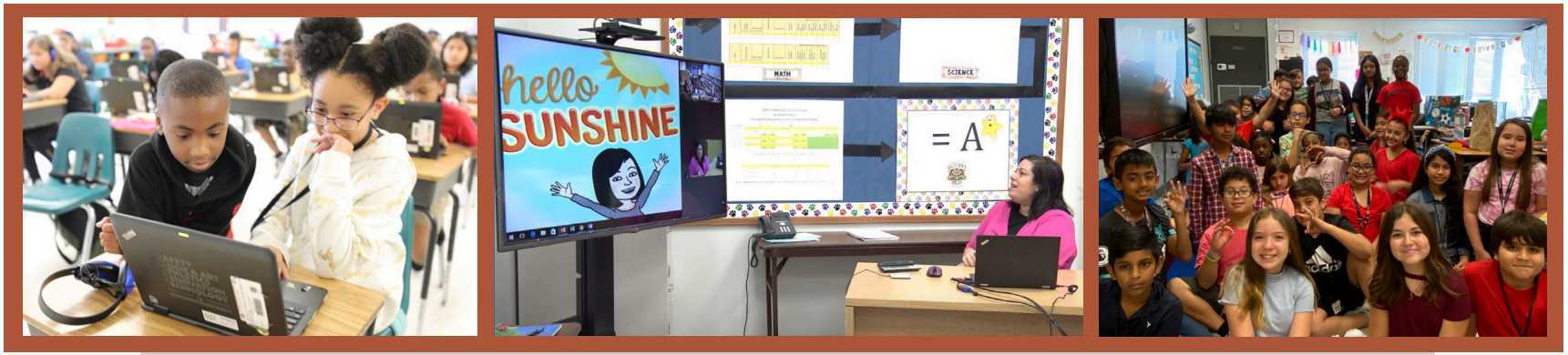
Addendum

Align with District Strategic Goals: High-Quality Instruction, Safe & Supportive Environment, and Effective Communication.

The district's six campaigns:

1. Student Experience
2. Support Services for All
3. Retain, Develop, & Recruit
4. Refresh, Redesign, & Reduce Risk
5. Let's Connect
6. Our Data, Our Tools

These are only a subset of the full list of leading activities and tasks identified, which can be found within the detailed Project Plans housed separately.



Safety, Security and Emergency Preparedness

Office of Safe Schools Quarterly Report – Q4

July 29, 2025

Established 1915
BROWARD
County Public Schools

Purpose

1001.212 Office of Safe Schools. – (13)(c)Provide quarterly reports to each district school superintendent and school safety specialist identifying the number and percentage of schools, including charter schools, inspected or reinspected during that quarter and the number and percentage of inspected schools that had no school safety requirement deficiencies.

The school safety specialist shall present each quarterly report to the district school board in a public meeting.

OSS Quarterly Report 2024-25 (4 of 4)

District	Number of Schools Inspected or Reinspected	Percentage of Schools Inspected or Reinspected	Number of Inspected Schools With No School Safety Requirement Deficiencies	Percentage of Inspected Schools With No School Safety Requirement Deficiencies
Broward	27	9.25 %	10	37.04 %

Traditional Public Schools

TRADITIONAL SCHOOLS

District	Number of Schools Inspected or Reinspected	Percentage of Schools Inspected or Reinspected	Number of Inspected Schools With No School Safety Requirement Deficiencies	Percentage of Inspected Schools With No School Safety Requirement Deficiencies
Broward	22	9.95%	10	45.45%

Average percentage of compliance by total number of items assessed, across all site visits:

Quarter 1: 95 % Compliance
Quarter 2: 93 % Compliance
Quarter 3: 95 % Compliance
Quarter 4: **96 %** Compliance

Q1 & Q2: 94 % Compliance
Q1 – Q3: 94 % Compliance
Q1 – Q4: 95 % Compliance

Charter Public Schools

CHARTER SCHOOLS

District	Number of Schools Inspected or Reinspected	Percentage of Schools Inspected or Reinspected	Number of Inspected Schools With No School Safety Requirement Deficiencies	Percentage of Inspected Schools With No School Safety Requirement Deficiencies
Broward	5	5.49%	0	0 %

Average percentage of compliance by total number of items assessed across all assessments:

Quarter 1: 88 % Compliance
Quarter 2: 90 % Compliance
Quarter 3: 83 % Compliance
Quarter 4: **92 %** Compliance

Q1 & Q2: 89 % Compliance
Q1 – Q3: 88 **%** Compliance
Q1 – Q4: 88 % Compliance

Areas of Focus

Percentage of Compliant schools decreased from 3rd quarter report

- Lower number of site visits (almost half)
- Schools were cited for items, which occurred earlier in the year, that could not be corrected to avoid a deficiency
- No school was evaluated in more than a single quarter

1st Quarter: 22.22% Compliant
2nd Quarter: 39.13% Compliant
3rd Quarter: 46.75% Compliant
4th Quarter : 37.04% Compliant

Areas for Continued Improvement:

- Documentation
- Doors/Gates
- Designated Individuals Missed their Training Deadline (but were trained)

Actions taken to address areas of improvement:

- Training deadline updated for district in advance of the state deadline.
- Escalation of deficiencies to school principal supervisors and above.
- Reorganization of Area Security Managers to increase compliance monitoring.

All deficiencies were addressed in the FSSAT database within the three-day required timeframe.

Debra Hixon, Chair
Sarah Leonardi, Vice Chair

Lori Alhadeff
Maura McCarthy Bulman
Adam Cervera, Esq.
Dr. Jeff Holness
Nora Rupert
Rebecca Thompson
Dr. Allen Zeman

Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

browardschools.com

OFFICE OF THE CHIEF AUDITOR

Chief Auditor Evaluation Feedback and Actions Steps

Appraisal Period: September 10, 2024 – April 30, 2025

AREA OF CONCERN	BOARD MEMBER COMMENTS	OCA ACTION STEPS
Responsiveness to the Board – *"Needs Improvement"* (2 Board Members)	Lack of engagement and participation during Board meetings.	The Chief Auditor will take steps to increase engagement while ensuring full compliance with Yellow Book requirements for objectivity and independence.
	Input during Board meetings is often minimal and reactive.	The Chief Auditor will take steps to increase engagement and advise the Board on relevant matters, while ensuring full compliance with Yellow Book requirements for objectivity and independence.
	Communication with the Board requires improvement.	The Chief Auditor will provide updates and analysis on relevant subjects between ongoing one-on-one meetings.
Competency – *"Needs Improvement"* (2 Board Members)	Needs to enhance skills in leveraging data analytics for identifying trends, anomalies, and potential risks.	The OCA will be initiating an AI in Audits curriculum and training department-wide which will address the areas listed in the Board Member comments.
	Develop proficiency in AI and secure relevant training for the team to support the audit process.	Per the CAAS Chief Auditor objectives, the OCA will be implementing an AI in Audits curriculum, which preemptively addresses the Board Member comments.
	Identify training needs and strengthen control over the semi-annual inventory process.	A recent follow up audit scheduled for transmittal to the Board preemptively addresses this very issue. The OCA will continue to provide additional recommendations to strengthen internal controls regarding Property & Inventory, specifically monitoring staff's semi-annual inventory procedures.
Management of Audit Function – *"Needs Improvement"* (2 Board Members)	Failure to make meaningful recommendations or provide strong evidence to justify actions.	The OCA utilizes Yellow Book requirements for gathering sufficient and appropriate documentation to support its conclusions in its audits. Continuous improvement and quality control procedures are always monitored for maximum effectiveness.
	Challenges within the audit function include insufficient Al tool training and exposure for staff, alongside concerns regarding collaboration and communication.	The OCA AI in Audits curriculum and training will be available to all OCA staff and will address the concerns listed. This training will commence at the beginning of the new school year.
Audit Strategy – *"Unsatisfactory"* (1 Board Member)	Insufficient allocation of additional resources to high-risk areas identified in the Audit Plan.	The Chief Auditor will use professional judgement to appropriately apply necessary resources to cover all areas of the audit plan.
Communication –	The quality of communication from the Chief Auditor is a concern.	The Chief Auditor's quality of communication varies from Board Member to Board Member as identified in the recent Chief

AREA OF CONCERN	BOARD MEMBER COMMENTS	OCA ACTION STEPS
"Needs Improvement" (2 Board Members), *"Unsatisfactory"* (1 Board Member)		Auditor evaluation. Additional measures will be taken to improve communication with all Board Members.
	Needs to improve coordination, alignment, and ensure clear, timely communication with stakeholders, including school-based and District leaders.	The Chief Auditor's evaluation objective for Action in Audits, as well as routine communication with Cabinet leaders, has and will continue to improve. For example, the joint effort with the Superintendent and CIO on addressing COVID laptops, as well as changes to P & I audit scheduling to eliminate classroom disruption during testing throughout the month of May 2025, are examples of clear and timely communication with District leaders and stakeholders.
Employee Management – *"Needs Improvement"* (2 Board Members)	Diversify professional development opportunities for the team, beyond Yellow Book requirements.	In addition to Yellow Book and GASB training, OCA staff are required to earn forty continuing professional education credits annually, of which varying areas of auditing and accounting are already covered and diversify opportunities for OCA team members.
	Demonstrates a lack of understanding regarding Performance Indicators or an inability to provide adequate documentation.	The Chief Auditor's primary role is to lead and supervise staff in testing and analyzing management's compliance with applicable rules, laws, and policies. KPI will be analyzed as to management's performance and goal achievement during audits.
	Failed to demonstrate the ability to lead the audit team, coordinate effectively with other senior District leaders, and understand how his actions impacted others.	As stated above, the joint effort with the Superintendent and CIO on addressing COVID laptops, as well as P&I audit scheduling changes to eliminate disruption during PM3 testing throughout the month of May 2025, are examples of how OCA staff and District leaders were clearly communicated with to coordinate effectively with other senior District leaders.
Professional Responsibilities – *"Needs Improvement"* (1 Board Member)	Needs to cultivate stronger professional working relationships with District staff and other stakeholders.	The Chief Auditor and the OCA constantly strive to create and strengthen stronger professional working relationships with District staff and other stakeholders. Additional emphasis will be placed on improving those relationships.
	Improve the approach to addressing audit exceptions.	The Chief Auditor and the OCA follow Yellow Book auditing standards and apply those standards appropriately under the Chief Auditor's professional judgement and will continue to do so with a focus toward continuous improvement. For example, exit conferences will be used to improve communication with auditees.
	Needs to proactively provide training on audit procedures and compliance exceptions to school leaders.	The Chief Auditor's role does not include providing training to staff/management. To do so would compromise the OCA's audit independence. However, on June 17, 2025, a Board

AREA OF CONCERN	BOARD MEMBER COMMENTS	OCA ACTION STEPS
		member brought Item B-1, directing the Superintendent to implement a training program for all appropriate staff, focusing on the requirements outlined in Chapter 8 - School Internal Funds. This was based on the Chief Auditor's recommendation to the Board Member during a one-on-one session.
Additional Comments	Work is often conducted in isolation, hindering cross-functional collaboration.	The OCA's commitment to independence and objectivity may be perceived as work conducted in isolation; however, it is a function of maintaining independence and objectivity. The Chief Auditor will endeavor to work with District staff to address this comment so long as it does not hinder independence requirements of the Yellow Book.
	Lack of initiative in providing training and support to school principals regarding audit procedures and compliance expectations.	The Chief Auditor's evaluation included an objective called Action in Audits, which was established to address all aspects of this Board Member comment.
	Requires improved attention to detail.	The Chief Auditor and the OCA are constantly cognizant of opportunities to improve attention to detail and will continue to do so.
	Failed to distribute written communication by the specified date on the document or to immediately notify the Superintendent or Board of concerns.	This comment was already addressed thoroughly during the June 10th School Board Workshop discussion of the Chief Auditor's evaluation. The agreed upon method has been established and will be enforced moving forward.