

## DISTRICT'S STATEMENT OF ITS ORGANIZATION AND OPERATION

JULY 2010

1. **Description of the Agency Head.** -- The School Board of Palm Beach County, Florida, is the agency head. Information about the School Board, its operation and method of selection are included in Policies 1.011, 1.02, and 1.07 and can be found in Article IX, Section 4 of the Florida Constitution and the Florida Education Code within Florida Statutes (Chapters 1000-1013).
2. **Description of the Organizational Units and Sub-Units**
  - a. The School Board's Secretary and Chief Executive is the Superintendent of Schools, whose responsibilities are described in School Board Policy 1.012 and within the applicable provisions of the Education Code within the Florida Statutes (Chapters 1000-1013), federal statutes and regulations, State Board of Education Rules and School Board Policies. The School Board also directly employs a Chief Counsel (whose functions are summarized [on the legal services department web page](#)) and a District Auditor, whose responsibility is described in Policy 1.092. The Superintendent, Chief Counsel, and District Auditor assist the School Board in implementing applicable chapters and sections of the Education Code (Chapters 1000 – 1013 of the Florida Statutes), Rules of the State Board of Education, federal statutes and regulations, and School Board Policies. The Board has established several advisory committees under Policy 1.09, including the Audit, CORC, Finance, ISSOC, and Technology committees that provide advice to the Board pursuant to Policies 1.091, 1.093, 1.094, 1.095, and 1.096.
  - b. The academic-related operations of the District are directed by the Chief Learning Officer and the business-related operations of the District are directed by the Chief Operating Officer. The persons in these positions report directly to the Superintendent and serve as the chief officers of the Superintendent of Schools.
    - i. The Chief Learning Officer advises the Superintendent and provides overall leadership to divisions and departments with programs and functions generally related to Chapters 1002, 1003, (portions of) 1004, 1006, 1007, 1008, 1009, and 1012 of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. Such divisions and departments are depicted on the District's organizational charts. The most current charts are in the District's Department of Public Affairs and can be found [on the Community web page](#). More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions. The current job descriptions are available [on the Employee](#)

[web page](#) and can also be obtained from the Department of Public Affairs. The Department of Public Affairs and Chief Public Information Officer coordinate the provision of information and public records to the public pursuant to Policies 2.04 and 2.041.

- ii. The Chief Operating Officer advises the Superintendent and provides overall leadership to divisions and departments with programs and functions generally related to Chapters 1001, 1010, 1011, 1013, and portions of 1012 and 447 of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. Such divisions and departments are depicted on the District's organizational charts. The most current charts are in the District's Department of Public Affairs and can be found [on the Community web page](#). More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions. The current job descriptions are available [on the Employee web page](#) and can also be obtained from the Department of Public Affairs.

3. **Manner of Obtaining Publications, Documents, Forms, Applications, and Records.** -- Documents are available in response to public records requests through the Department of Public Affairs pursuant to Florida Statutes Ch. 119 and School Board Policy 2.041, although requests may also be directed to the school or the department. In some cases, various publications, applications, and forms are available directly from the related school or department upon request, and several kinds of documents are available from the [District's Web site](#). District forms [are available on the Records Management Web Page](#). School Board policies can be found [on the Community Web page](#). Student records may be requested from schools or the District pursuant to applicable federal statutes and regulations, state statutes and rules and School Board Policy 5.50.
4. **The Clerk of the Board.**-- The "Clerk of the School Board" or "Clerk" means the person designated by the School Board as Executive Secretary--Board Office, and whose duties include but are not limited to maintaining records of proceedings before the School Board. The Clerk/designee assembles, certifies, and transmits records on appeal to Appellate Courts for review; responds to requests for information or copies of documents relating to the School Board; reproduces the documents; and certifies orders of the School Board. The Clerk also attends and supervises recording and note-taking of Board proceedings; supervises seating arrangements for meetings; supervises preparation of Superintendent's synopsis, agenda, and distribution of material to Board Members and administrators; writes official minutes of the School Board meetings, workshops, and hearings; supervises distribution of minutes to the Board, administrators, and schools; maintains minute books and all legal documents pertaining to the minutes; reviews forms and documents to be signed by Board Chairman and Superintendent and procures signatures for documents, etc.; maintains an retrieval system relating to Board actions; researches records when requested; takes and transcribes

dictation; prepares a budget for Board members and the Board Office; and performs other related duties. The Clerk is currently Alicia Gent, 434-8139, at Clerk of the School Board of Palm Beach County, 3300 Forest Hill Boulevard, C-316, West Palm Beach, FL 33406.

5. **Electronic Filing.**-- The procedures for filing the many kinds of documents (job applications, student registration forms, departmental forms) in this District must be followed as stated by the instructions or guidelines from the applicable department. Many documents must be submitted on paper, whereas some others may be accepted electronically. A person submitting any document to the District shall assume the responsibility of contacting the relevant department to determine what form of submission is acceptable.
  - a. For the situations in which electronic submission by facsimile, e-mail, or Web form is permitted, the person submitting the document shall assume responsibility for using the correct and applicable fax number, e-mail address, or Web site form.
  - b. A party who files a document by electronic transmission represents that the original physically signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause, and that the party shall produce it upon the request of other parties.
  - c. A party who elects to file a document by electronic transmission shall be responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed with the clerk as a result.
  - d. The filing date for an electronically transmitted document shall be the date the agency clerk or other appropriate official receives the complete document.
  - e. Filing must occur during business hours the School District is open: 8:00 a.m. to 5:00 p.m. Any document received by the agency clerk's office after 5:00 p.m. shall be considered filed as of 8:00 a.m. on the next regular business day.
  
7. **Waivers and Variances.** -- Information about variances and waivers is presented in Policy [1.120](#). Persons eligible under that rule may file a petition for variance or waiver with the Clerk of the Board, whose name and address are set forth in section (4), above. The petition must include the information required by [Uniform Rule 28-104.002](#) or [Rule 28-104.004](#), whichever is applicable. School waivers of School Board policy may also be filed with the School Waiver Committee pursuant to Florida Statutes Section 1001.42 (17)(b) and School Board Policy 2.09(8). The contact person for obtaining information on school waivers of the School Board policies is: Judith Klinek at 3300 Forest Hill Blvd., Ste. C-201, West Palm Beach,

FL 33406.

8. The District will provide this Statement of Agency Organization and Operation to any person upon request.