



REVISED POLICIES

APPENDIX



<i>Policy #</i>	<i>Policy Title</i>	<i>Page (bottom left of page)</i>
<i>1000</i>	<i>Official Titles</i>	<i>2</i>
<i>1330</i>	<i>Student Advisor to the School Board</i>	<i>3</i>
<i>1600</i>	<i>Governing Statutes</i>	<i>6</i>
<i>1110</i>	<i>General Powers, Duties, and Responsibilities of the District School Board</i>	<i>7</i>
<i>1020</i>	<i>School Board Meetings and Rules of Order</i>	<i>13</i>
<i>1080</i>	<i>Ethics Code for School Board Members</i>	<i>28</i>

OFFICIAL TITLES

~~THE SCHOOL BOARD SHALL OPERATE, CONTROL AND SUPERVISE THE PUBLIC SCHOOLS OF BROWARD COUNTY. THIS AUTHORITY IS VESTED BY THE FLORIDA CONSTITUTION AND STATE STATUTES. THE OFFICIAL NAME IS "THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA."~~

~~THE DISTRICT SCHOOL SUPERINTENDENT, WHO IS RESPONSIBLE FOR THE ADMINISTRATION OF THE SCHOOLS AS PROVIDED IN THE FLORIDA CONSTITUTION AND THE LAWS OF THE STATE OF FLORIDA, IS OFFICIALLY DESIGNATED AS SUPERINTENDENT OF SCHOOLS AND SERVES AS SECRETARY AND EXECUTIVE OFFICER OF THE SCHOOL BOARD.~~

AUTHORITY: F. S. 230.22 (1) (2)

POLICY ADOPTED: 4/15/80

Policy Status: Inactive as of PENDING



POLICY 1330

STUDENT ADVISOR TO THE SCHOOL BOARD

The School Board of Broward County, Florida encourages and respects student advocacy. As the end-user to the services offered by the School Board, the voice of the student remains essential in contributing crucial and firsthand knowledge from the scholar's perspective. In addition, the holistic support student leaders provide to the student body has proven to encourage and influence positive outcomes as their peers navigate through their academic career. The School Board acknowledges these benefits and remain committed in pursuing the voice of the student during its meetings and workshops.

I. General Rule

- A. The Broward County Association of Student Councils (BCASC) shall elect a Student Advisor to the School Board and an Alternate Student Advisor.
- B. The Office of Athletics and Student Activities, in consultation with the school principal(s), will monitor the Student Advisor's day-to-day activities, the course requirements, attendance, punctuality, and academic grades.
- C. The student advisor(s) shall participate in School Board meetings and workshops to represent the interests of the BCASC and the student body to the School Board.
- D. For this service and participation, both Student Advisors to the School Board may receive the following elective credits for his/her term of office:
 - 1. Executive Internship I & II (1/2 credit each) for orientation and service from July 1 to August 30.
 - 2. Leadership Skills Development and Social Studies Research (2 credits) for service from August 30 to July 1.
- E. The Office of the Deputy Superintendent, Chief of Staff, in conjunction with the Office of Athletics and Student Activities, will assign a District-level liaison to the Student Advisors to provide materials on the functions of the School Board and its role in the School District, provide ongoing mentorship, and support needed to successfully serve in this capacity.
- F. The District-level liaison shall ensure that the Student Advisor is provided a workspace within the Office of the School Board members and verify that each advisor is reimbursed for their mileage at the regular rate paid to School Board members.
- G. The Alternate Student Advisor shall receive the same materials as the advisor and will collaborate with the Student Advisor to address student-related concerns.

- H. In the event of an ethical, code of conduct, or policy violation, the position negatively impacts the student's grades or creates a hardship for the Student Advisor, the Student Advisor may be removed from the position by the student's principal following a consultation with the Office of Athletics and Student Activities, the student, and the parent. In such cases, the Alternate Student Advisor will assume the position.
- I. Students may not serve in an advisory capacity while campaigning for a seat on the School Board of Broward County, Florida.

II. Eligibility

- A. Elections shall be open to all students nominated from a District-operated public high school in Broward County, FL.
- B. All candidate's application packet must include a minimum of two (2) recommendations from their teachers and be approved by the principal.
- C. All candidates must attend a pre-election meeting and complete and submit all the necessary applications and documents to the Office of Athletics and Student Activities by the respective deadlines.
- D. To be elected, the Student Advisor candidates must have attended a minimum of two (2) regularly scheduled monthly meetings of BCASC during the prior school year.
- E. Candidates under consideration must have maintained and continue to maintain an unweighted minimum grade point average of 2.5, have no "Fs" as final grades and maintain satisfactory conduct with no external/internal suspensions in school.

III. Orientation

- A. Following the election, the Student Advisors will participate in an orientation with the Office of the Deputy Superintendent, Chief of Staff and the Office of Athletics and Student Activities on how School Board meetings and workshops are conducted and how the Student Advisors tasks should be accomplished.
- B. The Student Advisors will attend the South Florida Leadership Training Camp and complete an annual ethics training that addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the Government-in-the-Sunshine provisions in Chapters 119 and 286 relating to public records laws and public meeting laws.
- C. The Student Advisor will meet with individual School Board members and their administrative assistants to discuss their expectations in this capacity.
- D. The Student Advisor will meet with the Superintendent and senior staff to obtain an understanding of the organization of the school system.
- E. The Student Advisor will meet with other staff members based upon the recommendation of the School Board members, the Superintendent and

senior District staff to obtain an in-depth understanding of the various divisions and departments.

IV. Duties

- A. Serve as the official liaison between the School Board and the students enrolled in the School District.
- B. Act as a public representative of the students at the School District at various conferences, meetings, and ceremonies.
- C. Attend as many monthly School Board meetings and workshops as possible. An official seat will be designated for participation in these official School Board proceedings.
- D. Read, research, and obtain answers to questions related to School Board agenda items.
- E. Review publications and disseminate information regarding items of interest to the student population.
- F. Attend BCASC Executive Board meetings to share School Board agenda items of student interest.
- G. Meet monthly with the BCASC membership to ensure that School Board items of interest are discussed with the full BCASC and receive input as to how the student advisor(s) will support the student voice on School Board-related items.
- H. Serve as the chair, prepare the agenda, and facilitate the monthly Superintendent's Student Advisory Committee meetings.
- I. Assume all other duties and responsibilities as defined by the Office of Athletics and Student Activities and the BCASC.
- J. The Alternate Student Advisor shall assume the duties as the Student Advisor in the event the event of their absence or vacancy in position.

Policy Custodian: Office of the Deputy Superintendent, Chief of Staff, in collaboration with the Office of Athletics and Student Activities

Former Policy Number: N/A

Policy Status [Active/Inactive]: Active

Authority: F.S. §1001.43

History: Adopted (*Pending Board Approval*)



Policy 1600

Governing Statutes

~~ALL FLORIDA STATUTES REFERRED TO WITHIN ANY POLICY ADOPTED BY THE SCHOOL BOARD SHALL BE AUTOMATICALLY AMENDED TO REFLECT ANY SUBSEQUENT AMENDMENTS MADE TO THE CITED STATUTE.~~

Pursuant to Sections 1001.30 and 1001.40, Florida Statutes, each county shall constitute a school district, and the governing body of each school district shall be a district school board. This School Board shall be known as “The School Board of Broward County, Florida.” Each district school board is constituted as a body corporate and shall constitute a unit for the control, organization, and administration of schools. This School District shall be known as “The School District of Broward County, Florida.”

The School Board is responsible for the operation, control, and supervision of all free public schools in Broward County. The School Board is authorized to develop any policies and programs not expressly prohibited by the general laws of the State of Florida and the State Constitution. As Legislative updates are made to Florida Statutes governing school districts, any policies referencing that law shall be reviewed, brought forward through rulemaking, and revised to reflect the amendment of that law, if necessary.

Policy Custodian: Office of the Deputy Superintendent, Chief of Staff

Former Policy Number: 1001.1

Policy Status: Active

AUTHORITY: Sections 120.536, 1001.30, 1001.32, 1001.40, 1001.41, Florida Statutes. ~~120.536(1) and 230.03(1) and (2), Florida Statutes (2002); Sections 120.536(1) and 1001.32(1) and 1001.32(1) and (2), Florida Statutes (2003); and Chapters 1000–1013, Florida Statutes (2003), Florida Statute 1001.30. Section 4(b), Art. IX of Florida Constitution.~~History

Policy Adopted: 2/4/03; Amended: pending



Policy 1110

~~School Board- General Powers, Duties, and Responsibilities of the District~~ ~~School Board And Authority~~

In accordance with the provisions of Section 4(b) of Article IX of the State Constitution and Section 1001.32(2), Florida Statutes, The School Board of Broward County shall operate, control, and supervise all free public schools in its district and may exercise any power except as expressly prohibited by the State Constitution or general law. After considering recommendations submitted by the Superintendent of Schools, the School Board shall exercise the following general powers, duties, and responsibilities:

I. General Powers

- A. The School Board is responsible for the organization and control of the public schools of the **School** District and is authorized by Florida Statutes **and/or the State Board of Education Rules** to determine policies necessary for the effective operation and the general improvement of the school system. **This includes exercising those responsibilities that are assigned to the School Board by state law or other rules for the improvement of the district school system in carrying out the objectives of the education code.**
- B. The School Board shall limit its action to establishing policy and fulfilling the requirements of and exercising authority under the appropriate Florida Statutes and State Board of Education Rules.
- C. The School Board is a corporate entity and shall take action only when the Board meets in accordance with Florida Statutes. School Board members are free to express their respective opinions; however, they cannot make a representation on behalf of the School Board unless official action has been taken. **Once the School Board takes action upon any item, the School District will implement the School Board's action through the Superintendent, General Counsel, or the Auditor.**
- D. ~~Recognizing that~~ **Although** each School Board member has a responsibility to ~~their~~ **the** constituents in the member's elected area, each School Board member shall serve as a representative of the entire **School** District in accordance with ~~Florida Statute~~ **Section 1001.363, Florida Statutes.**
- E. The School Board clarifies the goals and objectives of the school

system through the District Strategic Plan.

- F. School Board ~~M~~members should practice governing excellence by preparing for meetings, attending meetings, and practicing good stewardship of the ~~School~~ District's human, financial, and property resources. ~~When preparing for meetings and submitting inquiries for follow-up, the School Board should adhere to the provisions outlined in School Board Policy 1020.~~
- G. School Board ~~M~~members are encouraged to visit the schools and departments of the ~~School~~ District ~~in order to be better~~ ~~remain~~ informed ~~concerning about all phases aspects~~ of the ~~D~~istrict school system. ~~Pursuant to Section 1001.4205, Florida Statutes, any individual School Board member may, on any day and at any time at his or her discretion, visit any district school, county-wide, without giving prior notice. A district school may offer, but may not require, an escort to accompany the School Board member while visiting the school pursuant to this section during the visit. Another School Board member, or other district employee, may not limit the duration or scope of another School Board member's visit to any district school or direct another School Board member visiting a district school to leave the premises.~~
- H. Requests ~~from a School Board member~~ for ~~status updates~~, data, or other information ~~from a School Board member~~ on topics other than School Board agenda items or which requires significant staff work to ~~prepare~~ ~~fully comply with the request~~, should be ~~requested~~ ~~submitted~~ through the appropriate executive leader with a copy to the Superintendent. ~~This is not intended to preclude School Board Members from requesting the status of existing items from the appropriate staff.~~
- I. School Board ~~M~~members ~~will comply with~~ ~~are governed by~~ ~~applicable laws, rules, and policies, including School Board Policy 1100B, and the Code of Ethics for Public Officers and Employees pursuant to Florida Statutes, Title X, Chapter 12, Part 3 to Part III of Chapter 112, Florida Statutes, Part 3.~~
- J. School Board members must prescribe and adopt standards to provide each student the opportunity to receive a complete education program: language arts, mathematics, science, social studies, health, physical education, foreign languages, and the arts as defined by the Sunshine State Standards. The standards and policies must emphasize integration and reinforcement of reading, writing, science, and mathematics skills across all subjects, including career awareness, career exploration, and career and technical education.

II. Duties and Responsibilities of the School Board

- A. The Superintendent of Schools shall perform all tasks necessary to make sound recommendations, nominations, proposals, and reports required by laws of the state, rules of the State Board of Education, the adopted rules of the School Board, and the Superintendent's employment contract.
- B. The School Board shall require the Superintendent, as secretary, to keep such minutes and records as necessary to set forth clearly all actions and proceedings of the School Board. Minutes will be recorded, reviewed, and corrected if necessary, and presented for approval at the next regular meeting. This action for approval may be taken at an intervening special meeting if the School Board desires such. The minutes shall show the vote of each School Board member present on all matters upon which the School Board acted and be kept as a public record in a permanent location.
- C. The School Board will control property and convey the title to real and personal property in accordance with applicable law.
- D. The School Board may adopt and provide for the execution of plans for the establishment, organization, and operation of district schools, including, but not limited to, the following:
 - 1. Establish schools and adopt school enrollment plans that may include school attendance areas and open enrollment provisions, maintaining and operating schools, centers, and administrative sites.
 - 2. Provide for the redefining and consolidation of schools.
 - 3. Provide educational facilities for all children without payment of tuition.
 - 4. Provide educational programs to students who reside in residential care facilities operated by the Department of Children and Families in accordance with the provisions of Section 1003.58, Florida Statutes, and the rules of the State Board of Education.
 - 5. Offer services to students in detention facilities in accordance with the provisions of Chapter 1006, Florida Statutes.
 - 6. Designate positions to be filled, prescribe qualifications for those positions, and provide for the appointment, compensation, promotion, suspension, and dismissal of employees, subject to the requirements of Chapter 1012, Florida Statutes.
 - 7. Adopt policies for the opening and closing of schools and set uniform dates making sure that schools do not open earlier than August 10th of each school year.
 - 8. Approve the school calendar to designate the observance of school holidays and vacation periods.

9. Provide for the establishment and maintenance of workforce schools and education programs as defined by rules of the State Board of Education, and use any moneys raised by public taxation in the same manner as moneys for other school purposes are used for the maintenance and support of public schools or classes.
10. Adopt policies establishing standards of ethical conduct for educational support employees, instructional personnel, administrative personnel, and school officers, as defined in Section 1012.01, Florida Statutes, to complete training on the standards: establish the duty of educational support employees, instructional personnel administrative personnel, and school offices to report, and procedures for reporting, alleged misconduct by other educational support employee, instructional or administrative personnel, and school officers which affect the health, safety, or welfare of a student, that would result in disqualification from educator certification or employment as provided in Section 1012.315, Florida Statutes; and include an explanation of the liability protections provided under Sections 39.203 and 768.095, Florida Statutes.
11. Prohibit educational support employees, instructional personnel, and administrative personnel, as defined in Section 1012.01, Florida Statutes, from employment in any position that requires direct contact with students if the employees or personnel are ineligible for such employment under Section 1012.315, Florida Statutes, or have been terminated or have resigned in lieu of termination.

E. School Board members' interactions with the public, press, or other entities. Individual School Board members may not speak on behalf of the School Board unless specifically authorized to do so by the School Board.

1. School Board members shall not share any information obtained in an executive or closed-door session with any person not part of the session.
2. Except as required by applicable law, including but not limited to, Section 218.391(2)(b) of the Florida Statutes concerning the selection of auditors, School Board members are prohibited from participating in the procurement bidding process of vendors and consultants on past, current, or future bids.

F. School Board members' interactions with District staff. Issues brought by constituents to School Board members shall be directed by the School Board member to the attention of the Superintendent or the appropriate executive leader to ensure that the appropriate staff members can respond. Interactions between School Board members and the Superintendent shall be as outlined in applicable law, rules,

and policies and the Superintendent's employment contract. The School Board member shall be kept informed by the Superintendent or the designee handling the issue through the School Board member Follow-Up Process.

III. The Board Chair

A. Selection of Chair and Vice Chair

1. In November of each year, the School Board shall organize by electing a Chair, and Vice Chair. The Superintendent of Schools shall serve as the chair at the organizational meeting until the School Board has officially elected a chair.
2. 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.
3. If a vacancy should occur in the position of Chair, the School Board shall proceed to elect a Chair at its next ensuing regular or Special School Board meeting. The Superintendent of Schools shall preside over the process for School Board members to officially elected a Chair.

B. Duties of the Chair

1. Serve as the presiding officer at Board Meetings and Workshops and conduct meetings to ensure that the School Board only discusses issues which are properly before the School Board
2. Ensure the integrity of the Board's process and solidarity.
3. Represent the Board to outside parties when another School Board member has not been designated.
4. Execute all documentation on behalf of the School Board upon its approval.
5. The Chair shall serve as the School Board's primary spokesperson at news conferences and public functions. For the distribution of district-wide alerts and materials, the Chair will coordinate with the Superintendent and the Office of Communications when conveying the sentiments of the School Board. In the event the Chair is unavailable, the Vice Chair (or appropriate designee) shall assume these duties.
6. Approve the scheduling of closed-door sessions, moment of silences, official School Board meeting presentations, and resolution/proclamation requests.
7. As the presiding officer, the Chair shall approve and set the

agenda for emergency special school board meetings and professional development retreats (trainings) . The Superintendent of Schools shall set the agenda for regular school board meetings, workshops, and public hearings.

IV. Boardsmanship Resolution

- A. All School Board members shall review and sign a Boardsmanship Resolution as a part of the November Organizational Meeting.
- B. Whenever there is a change in School Board memberships, the School Board shall collectively execute the Boardsmanship Resolution along with the newly seated School Board members.

Policy Custodian: Office of the Deputy Superintendent, Chief of Staff

Former Policy: 1005

Policy Status: Active

Authority: ~~F.S.C.~~ Article IX, s.4(b), Section 4(b) Art. IX of **Florida Constitution**; ~~F.S. Sections~~ 1001.32, 1001.33, 1001.363, 1001.372, 1001.41, 1001.42, 1001.43, 1001.371, 1001.4205, 1012.26, 120.536(1), **Florida Statutes**.

History:

Policy Adopted: 12/16/08

Policy Amended: __/__/23



1000A Policy 1020

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (~~the~~ “School Board”) ~~may act~~ **serves** as the corporate body of the **School District**, **conducting board meetings** only within the confines of ~~a meeting that complies with the requirements of the laws of Florida, including the Florida Sunshine Law (Chapter 286) and of the public meetings and records laws Labor Laws (Chapter Section 447.605, Florida Statutes).~~ As a corporate body, ~~the~~ School Board may transact business only at official meetings of ~~the~~ School Board. An individual School Board ~~m~~**Member** has no authority to act in an official capacity absent the delegation of authority by ~~the~~ School Board at an official meeting.

I. GENERAL RULES

- A. All official actions ~~s~~ 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~~**the** School Board.
- C. School Board Workshops and Retreats ~~shall may~~ be held **publicly, in accordance with the School Board’s governing laws, and at a** the time and place ~~shall be publicized and~~ open to the public.
- D. ~~All~~ Regular and Special School Board meetings shall be held at the **Kathleen C. Wright** Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida., **However, except upon given due public notice, Regular and** Special meetings of ~~the~~ School Board may **also** be held at any appropriate public place in **Broward** the 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 control.
- F. Five (5) School Board ~~m~~**Members** physically present **at the meeting constitutes** ~~is considered~~ a quorum.
- G. **Regular and Special meetings shall be adjourned by 8 p.m., unless two-thirds of the present School Board members vote in favor of extending the meeting.**

- 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 a majority vote of the School Board members.

II. TYPES OF MEETINGS DEFINED

- A. Regular School Board Meetings (RSBM) ~~are~~ – ~~o~~Official business meetings ~~of the School Board.~~, ~~t~~The purpose of which is to advance the official business of the ~~School District.~~ ~~whereby~~ During RSBM, ~~t~~The School Board will dedicate its focus ~~t~~to the operational agenda, including committee reports.
- B. Special School Board Meetings (SSBM) ~~are emergency or special sessions -~~ A ~~special session~~ of the School Board, ~~Regular Meeting~~ which can be called by the District School Superintendent; or by the District School Superintendent on request of the Chair of ~~t~~The School Board; or ~~by~~ a majority of the School Board Members, ~~so~~ ~~provided~~ that the required two days written public notice of the time and purpose of the meeting ~~was~~ ~~publicized two (2) days in advance~~ ~~provided.~~ 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~~ ~~can~~ only address the agenda items.
- C. School Board Workshops (SBW) ~~are~~—An explorations of matters that ~~concerning~~ ~~constitute~~ 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. The School Board will take no official action in a workshop. ~~The Chair will seek input from fellow School Board Members regarding future workshop agenda items. If consensus exists, then the topic shall be scheduled for a future workshop.~~
- i. ~~Agenda Planning Sessions (APS) — Held during School Board Workshops to facilitate an effective and efficient RSBM by providing School Board Members the opportunity to dialogue and offer critical feedback to the Superintendent and Chief of Staff on agenda content prior to the actual RSBM, where School Board Members will take official action on the issues. The School Board will take no official action during these sessions.~~
- D. Closed Door Sessions ~~are sessions of the School Board that are~~ ~~g~~Generally scheduled ~~throughout the school year as needed or requested by staff and~~ ~~are closed~~ ~~due the exempt status of the subject matter, pursuant to the public~~ ~~due to the discussion of matters exempt from 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. ~~No public officers or employees are prohibited from disclosing any information shall disclose 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 Fla. Stat. § Sections 112.313 (8), 112.317, and 839.26, Florida Statutes., including a misdemeanor pursuant to Fla. Stat. § 839.26.~~

Attorney Client Session is a – ~~M~~meetings, regarding pending litigation, requested pursuant to Section 286.011 of the Florida Statutes, as needed regarding pending litigation, requested by legal counsel employed or retained by ~~T~~the School Board. ~~No public officers or employees are prohibited from shall discloseing 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 Fla. Stat. § Sections 112.313 (8), 112.317, and 839.26, Florida Statutes. including a misdemeanor pursuant to Fla. Stat. § 839.26.~~

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~~ Special School Board Meeting conducted under authority of Section F.S. 1001.372(1) of the Florida Statutes shall be publicly released upon the calling of the meeting but not less than forty- eight (48) hours prior to such preceding the meeting.
- B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation. ~~and After its the distribution of the agenda, no changes, deletions, or additions shall be made except for good cause as determined by the presiding officer of The School Board and stated in the record permitted by Section 120.525(2), Florida Statutes. Good cause is determined by the Board Chair and stated on the record. Except for added speakers, Absent the recognition of added speakers, all items added to thean agenda for good cause shall be considered as part of the Open Agenda.~~
- C. ~~RSBM~~Regular School Board Meeting agendas will be divided into two sections:- one called the Ceonsent Agenda and the other the eOpen Agenda. The Chair shall continue to use the procedure "Ceonsent Agenda" which permits all consent items to be moved and voted upon together except for those consent items that are unless pulled as set forth herein. All items with a financial impact will be considered in an eOpen

~~Agenda.~~ All items for reduction of retainage and for receipt of audits shall be placed on the ~~O~~open ~~A~~Agenda. Consent ~~A~~Agenda items will be noted by a single letter, and ~~O~~open ~~A~~Agenda items will be noted by double letters. Open ~~a~~AAgenda items will be organized together. School Board ~~M~~mMembers may pull any ~~C~~consent ~~A~~Agenda item for individual consideration.

~~A motion for reconsideration can be made on an agenda item which has been brought before The School Board during that same meeting only by a School Board Member who was on the prevailing side.~~

- D. A roll call ~~upon a matter may vote will~~ be made at any time ~~during a RSBM or SSBM~~ upon request of any School Board ~~m~~MMember. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or their ~~Supervisor's~~ designee. ~~At the request of a School Board member, The Chair of The School Board shall, at the request of a School Board Member,~~ 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 ~~m~~MMembers and limited to a maximum of three (3) minutes per report.
- 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 the Chief of Staff for follow-up by the last business day of the same 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 Deputy Superintendent, Chief of Staff 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 you 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 no later than 48 hours prior to the day of the meeting. While staff will make every attempt to respond 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.~~

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 set agenda items for action ~~through the Superintendent according to the provisions set forth in Section D below. However, the agenda item cannot recommend actions, duties or responsibilities reserved solely for the Superintendent., at any time,~~

exclusively concerning the seven matters listed below.

C. Items submitted by Board members may include:

1. Electing School Board Officers (~~Fla. Stat. §~~ **Section 1001.371, Florida Statutes**);
2. Setting **boundaries of any School Board Member residence area boundaries** (~~Section, Fla. Stat. § 1001.36 (2),~~ **Florida Statutes**);
3. ~~Placing a proposition for~~ **Proposing single-member representation for each member residence area covering the entire district (or for returning to at-large representation)** before the voters (~~Section Fla. Stat. § 1001.362 (3)(a), (9)~~**Florida Statutes**);
4. Setting School Board Member compensation and being reimbursed for official travel expenses (~~Sections Fla. Stat. § 1001.395 and 1001.39,~~ **Florida Statutes**);
5. Making alternate employment selections under the strict provisions of (~~Section Fla. Stat. 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** as reported directly to ~~the~~ School Board, such as an appointed Superintendent and General Counsel (~~Fla. Stat. 1~~**(Sections 1001.50 and 112.313, Florida Statutes)**); and
7. Establishing advisory committees to ~~the~~ School Board (~~Fla. Stat. §§~~**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**

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 these seven items as "B" or "BB" items on the agenda by providing a copy to the Superintendent or designee for placement on the agenda. Further, these 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, shall be brought at least seven (7) days in advance for the purposes of proper notice **and public access to the agenda item**. Further, these items will be scheduled to be addressed during a RSBM.

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

- G. Individual School Board members may propose a rule by contacting the Office of the Chief of Staff 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 Deputy Superintendent, Chief of Staff and copy Official School Board Records, indicating their support for the respective agenda item(s) within five (5) business days of receiving the agenda delivery.
- I. The Deputy Superintendent, Chief of Staff 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.
- B. A School Board member having obtained the floor while debating a motion can speak no longer than five (5) minutes per agenda item. The Office of the Chief of Staff 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 any 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 unless he/she declines the opportunity to speak. If a rebuttal or response is needed, the School Board member that made the motion will be permitted a maximum of three (3) minutes to do so. The Office of the Chief of Staff 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. 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. ~~For purposes of rejecting a nomination for employment, "Good Cause" means objective criteria supported by evidence bearing on moral or professional disqualification. Examples of objective criteria include: incompetency, conviction of a crime involving moral turpitude, or misconduct in office of a prior position (Fla. Stat. 1012.22 (1)(a)(2)).~~
- 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~~ ~~se as to be~~ made part of the record.

VII. **PUBLIC PARTICIPATION**

- A. The public may participate during School Board meetings, as follows:
 - 1. The public may speak a total of ~~no more than twelve (12) fifteen (15)~~ minutes during any single meeting, ~~including that person's submitted written and general public comments. However, this time calculation shall not include the time utilized when providing committee reports. not including committee reports.~~
 - 2. **General Rules Governing** Public Speaking at Regular School Board Meetings ~~during general business: a.~~
 - 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 shall provide an opportunity for any member of the public to reserve time to address ~~T~~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 public speaker shall ~~register electronically, via an online portal on the School District's website~~ ~~contact the Superintendent's office~~ at least five (5) calendar days prior to the School Board meeting. This will enable the School District to place the public speaker ~~and their topic on the School Board agenda and to conduct an administrative review of the topic in advance of the meeting.~~ Those persons ~~who have not contacted the Superintendent~~ ~~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 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~~ may be heard at the end of the School Board meeting. ~~at the discretion of the Chair.~~ School Board ~~M~~members will not engage in dialogue with the ~~public~~ speakers. No action shall be taken on a speaker's topic unless otherwise ~~indicated~~ ~~included~~ on the ~~meeting's~~ agenda.

- b) ~~At this time~~ ~~During the General Public Speakers segment of a meeting,~~ a member of the public who has registered to speak ~~shall be~~ is 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~~ ~~issues~~ that pertain to the general business or operations of ~~the School Board or School District.~~ However, a registered speaker may request ~~to yield that speaker's reserved time~~ ~~they be permitted to yield their time~~ to a designated registered speaker. ~~Registered~~ ~~S~~speakers must be present at the meeting at the time of the request to yield their time, ~~and the reserved time must be yielded at the beginning of the other designated speaker's turn to speak.~~ The ~~speaking yielded time~~ ~~yielded~~ to another registered speaker will be pooled for a maximum ~~allocation~~ of six (6) minutes ~~of speaking time (or the time remaining pursuant to subsection VII(A)(1) of this policy)~~ for the designated registered speaker. The ~~designated registered speaker to whom this additional time is yielded will only be afforded one opportunity to speak during the General Public Speakers segment of the meeting.~~ ~~is allocated only one opportunity to speak during this time.~~

3. General Rules Governing Committee Reports

- a) Committee representatives may present committee reports at the RSBM, 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 either ask the Chair to allow them to speak at another time or have the committee's staff liaison/ facilitator read the report into the record.
 - b) All verbal committee reports shall represent an account of the committee's respective meeting minutes and will be accompanied by the formal committee motions of the advisory group. 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.
 - 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 shall be typed to include the committee names, meeting date(s), motions, voting results, and any supplemental recommendations associated with the report and motions.
 - e) Two (2) business days prior to the scheduled RSBM, each advisory committee shall electronically submit their written committee reports and associated formal motions to the Deputy Superintendent, Chief of Staff electronically, by attaching and emailing their report and any accompanying formal committee motions to the following email: ADVISORY.COMMITTEECORRESPONDENT@BROWARDSCHOOLS.COM.
 - f) Written committee reports will be shared with the School Board for review at least one (1) business day prior to the scheduled RSBM.
 - g) Advisory committee groups are intended to provide proposals 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, and the committee reports are in direct connection with the scope of review as established by policy or resolution.
4. **Public Agenda Comments on Agenda 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. Name, city, and email fields must be captured during the registration process. 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.

- b) A member of the public shall be allotted up to ~~is allowed to speak~~ for three (3) minutes ~~to speak~~ on any agenda item that is on the floor at any RSBM, SSBM, Public Hearings or School Board Workshop. Public comments may be received on motions and amendments relating to agenda items depending on the time limitations and at the discretion of the Chair. A person's total time to speak shall not exceed the twelve (12) minutes allotted per person in a single meeting.
- c) ~~SSpeakers~~ registered for public comments on agenda items may request ~~permission that they be permitted from the Chair~~ to yield their time to a designated registered speaker. Speakers must be present at the meeting at the time of the request to yield their allotted time., and the allocated time must be yielded at the beginning of the other designated registered speaker's time to speak. The yielded time will be pooled for a maximum of six (6) minutes of speaking time (or the time remaining in the individual allotment of twelve (12) minutes in a single meeting) ~~for the designated speaker.~~ ~~SSpeakers~~ may not split their allotted time and ~~only may not~~ yield a portion of it to another designated registered speaker. The speaker to whom speaking time is yielded will be afforded ~~is allocated~~ only one opportunity during the meeting to speak ~~during this time regarding the agenda item.~~
- d) Comments by the public on an agenda item ~~that is on the floor~~ must pertain to the specifics of the topic and/or issue contained in the agenda item. 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 School Board Chair, at their discretion, may interrupt, notify, and warn a speakers at such time that the speakers' comments: ~~have:~~ (1) have gone beyond the subject matter of the agenda item; (2) have gone beyond the subject matter on the floor and for which they that the speaker had registered had signed up to address during the meeting; (3) ~~;-are~~ are addressing matters that are not unrelated to the business of ~~T~~the School Board; (4) are obscene, personally directed, or abusive; or (5) that otherwise violate this policy. Derogatory comments expressed against individual School Board members or School District staff are strictly prohibited. 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.

- f) In order to address items on the consent portion of a RSBM agenda, a member of the public may simply ask to address The School Board prior to the vote being taken on the consent agenda or they may request that such item be pulled and placed on the Open a Agenda when the Chair is entertaining pulls from the consent agenda. This request shall be made at the beginning of the meeting when the School Board members are polled by the Chair regarding any items they wish to speak on during the meeting.

B. Written Agenda Comments:

1. ~~For RSBM and SSBM, the public may submit written comments to the Supervisor of the Office of Official School Board Records, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301 or by email to Publiccomment@browardschools.com~~ 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 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 not later than two (2) hours in advance of the published date of time of the School Board meeting or Workshop. for both agenda items and general matters. Anonymous comments or guest profiles will not be accepted. The submitting; therefore, written comments must include the person's name, city of residence, and address email fields must be provided and made available for public inspection. - Written agenda comments should be a maximum of 400 2250 characters words, which is approximately three (3) minutes when read aloud.

~~For Board Workshops, the public may submit written comments by going to The School Board's website, www.browardschools.com, and on the home page click on the labeled icon for the workshop in "Headlines and Happenings."~~

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 that meeting's minutes or the workshop workshop's summaries.
 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 continue to occur, the system will disable the person's account in its entirety.
- C. Public Speakers at Workshops, Regular and Special School Board meetings are allowed to speak only on agenda items on the agenda either before or after each item at the discretion of the Chair. In the event that If ten twenty (2010) or more public speakers express a desire to speak on any given single agenda item, the Chair has the discretion to may reduce each individual speaker's allotted time limit or set the 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, such as during bid protests, or employee discipline proceedings, or other administrative proceeding being conducted pursuant to Florida Statute, 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 anything of 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 comport comply with the rules set forth in School Board Policies 1100B and 3320.
- G. Public Speakers shall identify themselves by stating their name and city of residence. If they fail to do so, , otherwise the Chair shall request that the speaker states each member of the public addressing The School Board first state their name and include their address city of residence , if at a Boundary Hearing, for the record.

~~District committee reports will be placed on the agenda at an appropriate time, prior to the public speakers. In the event the committee representative is not available to give a morning report, they shall ask the Chair to allow them to speak in the afternoon. Committee Chairs may give reports via media technology under extraordinary circumstance. The committee representative giving the report shall limit their remarks to the official~~

~~position of the committee as set forth in the report and shall be limited to five (5) minutes in duration unless extended at the Chair's discretion. The representative shall refrain from making any personal observations or comments during this time. Any such personal remarks would have to be made by the speaker during an opportunity for public comment.~~

- H. Speakers' remarks should be directed to the ~~presiding officer~~ Chair or ~~The~~ School Board as whole, and not to individual School Board ~~M~~members. ~~Otherwise, the~~ Any speaker violating this prohibition may be ruled out of order by the Chair and asked directed to yield the podium. School Board ~~M~~members will not engage in dialogue with speakers.
- I. ~~Public S~~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 Board~~ Chair shall read, ~~in advance of public speakers, 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. ~~No H~~Heckling, shouting or making comments from the audience, ~~verbal outbursts or any other disruptive behavior~~ shall not be permitted.
 - 3. No signs or placards shall be allowed in the School Board meeting.
 - 4. No personal accusatory, slanderous, or derogatory comments, which identify an individual by position or proper name shall be permitted.
 - 5. 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 to do so. Alternatively, after a warning, the Chair may direct any law enforcement official or sergeant-at-arms to remove will have the speaker or audience member removed from the meeting room and barred from further appearance before The School Board for the balance of the meeting. (Section 1001.372(3), Florida Statutes.
- C. Personal cellular telephone conversations are not permitted while in the room where The School Board meeting is being conducted are not permitted. Such personal conversations within the meeting room are only permitted only during meeting breaks or periods of recess called by the Chair. Cellular telephones or other Ringers or any portable electronic devices must be set to silent mode to avoid disruption of the meeting proceedings. All individuals must quietly exit the meeting room to answer incoming cell phone calls.

IX. PUBLIC RECORDS REQUEST INFORMATION

- A. Any member of the public who desires to review and/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 ~~and exemptions contained in F.S. of~~ **Section 119.07, and 119.071, 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 ~~suggested~~ **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 mMembers physically present at the location of a RSBM, SSBM, or School Board Workshop exists, a School Board member may attend and participate at Regular, Special Meetings and Workshops in such meetings through the use of communications media technology.~~
- B. ~~A School Board member wishing to participate in a RSBM, SSBM or Workshop through the use of communications media technology An absentee School Board Member may request permission of the Chair, or in the Chair's absence, the Vice Chair, permission to participate in Regular, Special Meetings, or Workshops via communications media technology only the presiding officer, as long as a quorum of School Board mMembers are physically present at the meeting. A School Board mMember appearing at a meeting or workshop by means of communications media technology must verbally via telephone pursuant to this section shall be sure to announce each of their the School Board member's vote votes verbally.~~
- C. ~~School Board Mmembers are not permitted to shall not 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 the Deputy Superintendent, Chief of Staff

Previous Policy Number: 1100A

Authority: ~~Fla. Stat. § Chapters 112, 120 and 447, Florida Statutes; Sections 112.313 (8); § 119.07, 286.011, 447.605, ; § 120.53 (1) (A); § 839.26,; § 1001.36, (2)); § 1001.39; § 1001.41; § 1001.371, 1001.372, 1001.395, 1001.42, 1001.43, § 1001.49; § 1001.50; § 1001.362(3)(a)(9); § 1001.371; § 1001.372; § 1001.395; § 1012.22, Florida Statutes (1)(a)2; § 1012.22(1)(a)3; and F.S. Chapter 120~~

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; pending



1007

1007

POLICY 1080

ETHICS CODE FOR SCHOOL BOARD MEMBERS

I. General Provisions

- A. **Statement of Purpose** The purpose of this policy is to create a culture that fosters public trust and confidence in government in general and the School Board of Broward County, Florida ("The "School Board"), and avoids conflicts of interest and appearances of impropriety. It is the personal responsibility of each School Board Member to perform his or her official duties in a completely professional, transparent and honest manner. It is the policy of the School Board that each School Board member represents and works for the benefit of the people of Broward County. To that end, the following Ethics Code is enacted to regulate the conduct of School Board Members.
- B. **Standards of Conduct** In the event of a conflict between the standards of conduct prescribed by this policy and any other standards for conduct, the more strict standards shall be applicable to School Board members. The following standards of conduct for School Board Members are hereby adopted and are in addition to any other ethical standards mandated by federal, state, or local law, as applicable, including, without limitation, the following:
1. The Code of Ethics for Public Officers and Employees - Chapter 112, Part III, Florida Statutes, as interpreted by the Florida Commission on Ethics;
 2. Chapter 838, Florida Statutes, concerning Bribery; Misuse of Public Office;
 3. Chapter 839, Florida Statutes, concerning Offenses by Public Officers and Employees;
 4. Title 18 – 63 U.S.C. Section 1341, *et seq.* concerning Mail Fraud and Other Fraud Offenses;
 5. The Ethics in Education Act, Chapter 2008-108, Laws of Florida;
 6. The **Principles of Professional Conduct for the Education Profession in Florida** ~~Florida Code of Ethics for the Education Profession, Sections 6B-1.001 and 6B-1.006~~ **6A-10.081**, Florida Administrative Code; and
 7. Section 1001.421, Florida Statutes, prohibiting district school board members and their relatives from soliciting or accepting certain gifts.
- C. **Definitions** Unless otherwise defined herein, the operative words or terms within this policy shall be as defined in Chapter 112, Florida Statutes, and

as such, words or terms are interpreted by the Florida Commission on Ethics.

The following general definitions shall be used for the purposes of this policy:

1. **“Lobbyist”** means any natural person ~~who was registered with the school district as a lobbyist during the preceding twelve (12) months~~ or who, for compensation, seeks, or sought during the preceding twelve (12) months, to influence the governmental decision-making of ~~t~~The School Board, or an official of the school district; or who, for compensation, sought during the preceding twelve (12) months, to encourage the passage, defeat, or modification of any proposal or recommendation by ~~t~~The School Board, or an official of the school district. **A lobbyist is also defined as any natural person who was a registered lobbyist, or required to register, with the school district during the preceding twelve (12) months or**
2. **“Gift”** in this policy shall be defined as that which is accepted by a School Board ~~M~~member or by another on the School Board ~~M~~member’s behalf, or that which is paid or given to another for or on behalf of a School Board Member, directly, indirectly, or in trust for the School Board ~~M~~member’s benefit or by any other means, for which equal or greater consideration is not given within ninety (90) days, including, but not limited to:
 - a. Real property,
 - b. The use of real property,
 - c. Tangible or intangible personal property,
 - d. The use of tangible or intangible personal property,
 - e. A preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex or national origin;
 - f. Forgiveness of an indebtedness,
 - g. Transportation, lodging or parking other than that provided to a School Board ~~M~~member by an agency in relation to officially approved governmental business,
 - h. Food or beverage,
 - i. Membership dues,
 - j. Entrance fees, admission fees, or tickets to events, performances, or facilities,
 - k. Plants, flowers or floral arrangements,
 - l. Services provided by persons pursuant to a professional license or certificate,

- m. Other personal services for which a fee is normally charged by the person providing the services, or
 - n. ~~A~~any other similar service or thing having an attributable value not already provided for in Section 112.312(12)(a), Florida Statutes.
3. **“Principal”** in this policy ~~refers, in the context of lobbyist activities,~~ **refers** to ~~a~~ person or entity that employed a lobbyist or personnel during the preceding twelve (12) months to influence the governmental decision-making of ~~t~~The School Board or an official of the school district, or sought during the preceding twelve (12) months, to encourage the passage, defeat, or modification of any proposal or recommendation by ~~t~~The School Board or an official of the school district, **through compensation**.
 4. **“Relative”** in this policy shall be defined as an individual who is related to a public officer or employee as ~~a~~ father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grand-parent, step grandchild, step great grandchild, person who is engaged to be married to the School Board ~~M~~member or who otherwise holds himself or herself out as or is generally known as the person whom the School Board ~~M~~member intends to marry or with whom the School Board ~~M~~member intends to form a household, or any other natural person having the same legal residence as the School Board ~~M~~member.

II. Acceptance of Gifts and Misuse of Office

- A. **Definition and Valuation of Gifts.** ~~Gifts shall be defined using the definition set forth in Part 1 which is the definition of that term under Part III of Chapter 112, Florida Statutes—Code of Ethics for Public Officers and Employees.~~ The valuation of gifts under this policy shall be determined in the same manner as the valuation of a gift under Part III of Chapter 112, Florida Statutes – Code of Ethics for Public Officers and Employees.
- B. **Solicitation or Acceptance of Gifts.** ~~No~~ School Board ~~M~~members shall **not** solicit or accept anything of value to the School Board ~~M~~member, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the School Board ~~M~~member would be influenced thereby.
- C. **Limitation upon Solicitation of Gifts:** School Board ~~M~~members and their relatives, as defined above, ~~shall~~may not directly or indirectly solicit any gift from any person, vendor, potential vendor, other entity doing business with

the school district or a lobbyist, or from any principal or employee of such lobbyist.

- D. **Limitations Upon Acceptance of Gifts:** School Board ~~M~~members and their relatives, as defined above, or any other person on his or her behalf, ~~shall~~~~may~~ not directly or indirectly accept any gift in excess of **Fifty Dollars (\$50.00)** from any person, vendor, potential vendor, other entity doing business with the school district, or from lobbyists, or any principal or employer of such lobbyist.
- E. **Acceptance of Other Gifts:** Except for gifts that are otherwise precluded by Sections ~~2.2~~ **II(.C)** and **2.3 II(.D)** of this policy and applicable law, School Board Members may accept gifts given to them as permitted by the provisions of Part III of Chapter 112, Florida Statutes. This policy does not preclude School Board ~~M~~members from knowingly:
1. receiving gifts from relatives as defined in this policy and as permitted by Section 112.3148(8)(a)(1), Florida Statutes;
 2. **accepting a gift valued in excess of Fifty Dollars (50.00)** ~~accepting a gift valued in excess of Fifty Dollars (\$50.00) from a lobbyist, any principal or employer of a lobbyist, or from any vendor or contractor, potential vendor, or other entity doing business with the school district, provided that~~ **when** if the School Board ~~M~~member compensates the donor within ninety (90) days of receipt of the gift **to reduce the value of the gift to for the amount of the gift valued in excess of Fifty Dollars (\$50.00) or less.** ~~as permitted by (Section 112.3148(7)(b) and (8)(a), Florida Statutes);~~
 3. temporarily accepting a gift, from any person, including a lobbyist, any principal or employer of a lobbyist, or from any vendor or contractor that provides goods or services to ~~t~~**The** School Board, having a value in excess of Fifty Dollars (\$50.00), in the School Board ~~M~~member's official capacity, on behalf of a governmental entity or charitable organization provided the gift is promptly transferred by the School Board ~~M~~member to that intended recipient as permitted by Section 112.3148(5)(a), Florida Statutes;
 4. accepting any gift permitted under Part III of Chapter 112, Florida Statutes, (Code of Ethics for Public Officers and Employees) from ~~t~~**The** School Board's direct support organizations existing as permitted by Sections ~~1001.453, Florida Statutes, as permitted by Section~~ **and** 112.3148(6)(d), Florida Statutes;
 5. accepting any salary, benefits, services, fees, commissions, gifts, or expenses associated primarily with the School Board ~~M~~member's employment, business or service as an officer or director of a corporation or organization as permitted by Section 112.312(12)(b)(~~1~~), Florida Statutes;
 6. accepting any contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, campaign-related personal services

provided without compensation by individuals volunteering their time, or any other contribution or expenditure by a political party as permitted by Section 112.312(12)(b)2, Florida Statutes;

7. accepting an honorarium or an expense related to an honorarium event paid to a School Board Mmember or to the School Board Mmember's spouse to the extent that they are permitted by Section 112.312(12)(b)3, Florida Statutes;
8. accepting an award, plaque, certificate or similar personalized item given in recognition of the School Board Mmember's public, civic, charitable or professional service as permitted by Section 112.312(12)(b)4, Florida Statutes;
9. accepting an honorary membership in a service or fraternal organization presented merely as a courtesy by such organization as permitted by Section 112.312(12)(b)5, Florida Statutes;
10. accepting any use of a public facility or public property, made available by a governmental agency, for a public purpose as permitted by Section 112.312(12)(b)6, Florida Statutes;
11. accepting any transportation, lodging or parking provided to a School Board Mmember by the school district in relation to officially approved governmental business as permitted by Section 112.312(12)(b)7, Florida Statutes;
12. accepting any gifts provided directly or indirectly by a state, regional or national organization which promotes the exchange of ideas between, or the professional development of, governmental officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to a School Board Mmember as permitted by Section 112.312(12)(b)8, Florida Statutes.
13. **Copies of Gift Disclosure Reports.** School Board Mmembers shall provide the Supervisor – Official School Board Records with copies of any Quarterly Gift Disclosure Report (COE-Form 9) or of any Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event Related Expenses (COE-Form 10) within thirty (30) days of their filing with the Florida Commission on Ethics.

III. **Misuse of Office.** No School Board Mmembers shall not corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

IV. **Disclosure or Use of Certain Information.** A School Board Mmember may not disclose or use information not available to members of the general public and gained by reason of his or her official position, except for information relating

exclusively to governmental practices, for his or her personal gain or benefit, or for the personal gain or benefit of any other person or business entity.

V. **Outside Employment and Contractual Services.**

- A. **Employment as Lobbyist.** School Board Mmembers shall not be employed for compensation as a lobbyist or engage in lobbying activities before the Broward County Commission, any Broward County municipality or any other local taxing authority located within Broward County, inclusive of taxing authorities, quasi-judicial boards, appointed boards, and commissions, except when appearing on behalf of tThe School Board at its direction. This form of employment is deemed to be in substantial conflict with the proper discharge of a School Board Mmember's duties and the public interest. Nothing herein precludes any School Board Mmember from appearing in an individual capacity, without compensation, before any governmental agency or official to advocate for or against any pending issue or matter.
- B. **Employment (Other):** Except as limited by Section 3-0V(A), School Board Mmembers may engage in other lawful outside employment consistent with their public duties and where not inconsistent with Part III of Chapter 112, Florida Statutes. School Board Mmembers shall quarterly disclose (1) any outside or concurrent employment for which they were compensated in excess of **One Hundred Dollars (\$100.00)**, or (2) any contractual services for which they received fees in excess of **One Hundred Dollars (\$100.00)** \$100, by filing a form substantially similar to the attached **SBBC Ethics Form A – Quarterly Report of Outside Employment and Contractual Services**. The form shall be filed with the Supervisor – Official School Board Records no later than the last business day of the calendar quarter that follows the calendar quarter for which it is filed. This section shall not apply to any employment of a School Board Mmember by a relative or to any funds received from the state or federal government.

VI. **School Board Member Contacts with Lobbyists.**

- A. **Reporting of Lobbying Activity:** School Board Mmembers shall report- any and all lobbying activity that knowingly occurs between that School Board Mmember, and individual lobbyists, or the principal or employer of a lobbyist. For the purposes of this section only, "lobbying activity" only refers to matters in which there would be economic gain to the principal or employer of the lobbyist and, with regard to such matters, shall apply to any communication by a lobbyist (as defined in Rule I.C.1 1.2(a) of this policy) with a School Board Mmember for the purpose of influencing any action, non-action, or decision-making; or attempting to obtain the good will of a School Board Mmember or attempt to encourage a School Board Mmember

to pass, defeat, or modify any proposal or recommendation. Reporting of lobbying activity as defined in this section is mandated for all forms of activity to lobby an individual School Board Member, inclusive of written correspondence or any form of electronic or telephonic communication. School Board Members are not required by this policy to report any contacts made by (1) persons representing school allied groups (e.g., PTA, District Advisory Committee, Band Booster Associations, etc.); (2) persons representing an employee bargaining group (e.g., unions and “meet and confer” groups); (3) public officials or employees and representatives of other governmental agencies acting in their official capacity; (4) attorneys representing a client in a judicial or formal administrative proceeding conducted pursuant to Chapter 120, Florida Statutes (or any other formal hearing before an agency, board, commission or authority of this state); or (5) any person in his or her individual capacity for the purpose of self-representation; or (6) any remarks made by a person speaking during a public meeting of the School Board. This section shall not require School Board Members to report any bulk or transitory communications they have received.

- B. **Form and Method of Reporting:** Except as otherwise required herein, all lobbying reports required under this policy shall be made no later than ten (10) days from the lobbying activity by the lobbyist or their principal or employer. For the purposes of this policy, days are calculated using days during which The School Board’s administration is open and conducting business. However, reports shall be made no later than prior to the commencement of a School Board meeting wherein the matter lobbied on is debated and/or voted upon. Even if the matter is on the consent agenda, disclosure of the lobbying activity is still required prior to voting. All reports shall be in writing and filed with the Supervisor – Official School Board Records on a form substantially similar to the attached SBBC Ethics Form B – School Board Member’s Lobbying Contact Report. At a minimum, said form must list the lobbyist’s name, the principal or employer of said lobbyist, the subject matter of lobbying activity, and the date and location of the lobbying activity. These lobbying activity report forms are public records and are subject to public inspection both in hard copy and also in a searchable manner via the school district’s website.

VII. **Solicitation and Receipt of Contributions.**

- A. **District Fundraising Policy:** The provisions set forth in this policy regarding charitable and campaign fundraising are in addition to any other disclosures and requirements required by applicable state or federal statute. “Fundraising” under this part of School Board Policy ~~1007~~ 1080 refers to a School Board Member’s verbal or written encouragement of others to donate money or goods or services. Passive activity or unintentional acts of a School Board Member or personal contributions

made by a School Board Mmember to any charity or political campaign shall not constitute fundraising for the purposes of this policy.

- B. **Charitable Fundraising:** A School Board Mmember may solicit funds for a non-profit charitable organization (as defined under the Internal Revenue Code) as long as there is no *quid pro quo* or other special consideration or direct or indirect personal benefit between the School Board Mmember and the non-profit charitable organization. School Board Mmembers may not use school district employees during work hours or other school district resources in connection with charitable fundraising. This restriction does not preclude a School Board Mmember from soliciting funds for school district-sponsored programs or events or those of tThe School Board's direct-support organizations existing under Section 1001.453, Florida Statutes. This restriction shall not preclude the use of school district employees or other school district resources in connection with school district-sponsored programs or events or those of Tthe School Board's direct-support organizations existing under Section 1001.453, Florida Statutes.
- C. **Quarterly Charitable Fundraising Report:** Except as provided herein, School Board Mmembers shall quarterly report any and all solicitations they make seeking funds for charitable purposes. This provision does not apply to school district-sponsored programs or events or those of tThe School Board's direct-support organizations existing under Section 1001.453, Florida Statutes. This provision does not apply to campaign fundraising which is addressed separately under this policy.
- D. **Form and Method of Quarterly Charitable Fundraising Report:** All required quarterly report of charitable fundraising shall be made no later than the last business day of the calendar quarter that follows the calendar quarter for which disclosure is made of a School Board Mmember's charitable fundraising activities. All reports must be in writing and on a form substantially similar to the attached **SBBC Ethics Form C – School Board Member's Quarterly Charitable Fundraising Report**. At a minimum, said form must list the name of the charitable non-profit organization, the subject matter of the charitable fundraising activity, and the date(s) of the charitable fundraising activity. These charitable fundraising disclosure forms are public records and shall be available for public inspection in hard copy and also in a searchable manner via the school district's website.
- E. **Campaign Contribution Fundraising:** School Board Mmembers shall not knowingly accept campaign contributions for their own campaigns from a person or an entity, its principals, or their lobbyists during the period in which said person or entity is attempting to sell goods or services to tThe School Board. This period of limitation upon the acceptance of campaign contributions shall be the "cone of silence" period for any solicitation for a competitive procurement as described in School Board Policy 3320, Part II, Section HHGG. The district administration shall periodically issue to School

Board Mmembers a Competitive Solicitation Report that lists all pending competitive solicitations and the names of any persons or entities having submitted a bid, response or proposal to the school district. If a School Board Mmember learns through review of the Competitive Solicitation report or other means after receipt of a campaign contribution that it was improperly made during the cone of silence, the School Board Mmember shall return the campaign contribution to the donor and notify the Superintendent or his designee of the returned campaign contribution. School Board Mmembers may not use school district employees during work hours or other school district resources in connection with efforts to raise campaign contributions or to conduct campaigns. Further, no solicitation for a campaign contribution for any political candidate may be made on school district property or using school district resources. However, nothing herein shall preclude the rental of a school facility after school hours for use for a campaign activity or fundraiser pursuant to School Board Policies 1341 and 1400.1.

VIII. Procurement Selection Committees.

~~Procurement Selection Committees:~~ A Except as required by applicable law, including Section 218.391(2)(b), Florida Statute, a School Board Mmember shall not serve as a member of a school district procurement selection or evaluation committee, shall not influence the selection of persons serving on such committees, shall not participate or interfere in any manner with the functions or activities of such committees, and shall not interfere with the performance by school district staff of their duties pertaining to the selection process. This provision is not to be considered a limitation on the ability of a School Board Mmember to make full inquiry through the Superintendent of Schools or his/her designee about the selection process before, during or after the conclusion of such process or to take any other action expressly permitted by any School Board Policy.

IX. New School Board Members' Onboarding Training

- A. Each new School Board member shall participate in onboarding trainings provided through the Superintendent of Schools or by his/her designee. Onboarding training must be done within thirty (30) calendar days of taking office. School Board members are strongly encouraged to participate in any additional training available for new School Board members that may be provided by the Florida School Boards Association or other organizations. Topics for onboarding may include: Florida Sunshine Law, the Florida Open Public Records Act, and ethical standards contained in Part III of Chapter 112 - Florida Statutes (the Code of Ethics for Public Officers and Employees), and School Board Policy 1080 - Ethics Code for Board Members, organization structure of the School District, and the budget process and its formation.

- B. All required training shall be reported within thirty (30) calendar days of the completion of the training. All reports must be in writing using the attached **SBBC ETHICS FORM D NEW SCHOOL BOARD MEMBERS ONBOARDING REPORT**. School Board member Onboarding Trainings Reports are public records and are subject to public inspection both in hard copy and in a searchable manner via the Broward County Public Schools website. The forms should be filed with the Office of the Chief of Staff or his/her designee according to Florida Statutes, rules of the State Board of Education and the adopted policies of the School Board.

X. **Training and Education- Ethics Training and Education.**

Training for School Board Members-

- A. School Board Members shall comply with the annual ethics training requirements of Section 112.3142, Florida Statutes. All forms regarding disclosure information should be properly executed and filed according to the standards and protocols of the Florida Commission on Ethics.
- B. **Method of Reporting SBBC ETHICS FORM E SCHOOL BOARD MEMBERS ANNUAL TRAINING REPORT:** All required annual training reports shall be filed no later than December 31, of any given calendar year. All reports must be in writing and shall be filed with the Office of the Chief of Staff or his/her designee according to Florida Statutes, rules of the State Board of Education, and the adopted policies of the School Board. The reporting form is a public record and is subject to public inspection both in hard copy and in a searchable manner via the school district website.

~~8.1 Role of School Board. In accordance with the provisions of Section 4(b) of Article IX of the State Constitution, The School Board shall operate, control and supervise all free public schools in its district and may exercise any power except as expressly prohibited by the State Constitution or general law. After considering recommendations submitted by the Superintendent of Schools, The District School Board shall exercise the following general powers:~~

~~8.1.1 Determine policies and programs consistent with state law and rule deemed necessary by it for the efficient operation and general improvement of the Broward County district school system;~~

~~8.1.2 Adopt rules pursuant to Sections 120.536(1) and 120.54, Florida Statutes, to implement the provisions of law conferring duties upon The School Board to supplement those prescribed by the State Board of Education and the Commissioner of Education;~~

~~8.1.3 Prescribe and adopt standards and policies to provide each district school student the opportunity to receive a complete education program, including language arts, mathematics, science, social studies, health, physical education, foreign languages, and the arts, as defined by the Sunshine State Standards. The standards and policies must emphasize integration and reinforcement of reading, writing and mathematics skills across all subjects, including career awareness, career exploration, and career and technical education;~~

~~8.1.4 Contract, sue and be sued. The School Board shall constitute the contracting agent for the Broward County district school system;~~

~~8.1.6 Assign students to district schools; and~~

~~8.1.7 Enter into agreements for accepting credit card, charge card, and debit card payments as compensation for goods, services, tuition and fees, as authorized by law; and 8.1.5 Perform duties and exercise those responsibilities that are assigned to it by law or by the rules of the State Board of Education or the Commissioner of education and, in addition thereto, those that it may find to be necessary for the improvement of the Broward County district school system in carrying out the purposes and objectives of the education code.~~

8.2 Role of Superintendent. ~~Responsibility for the administration and management of the schools and for the supervision of instruction in the district shall be vested in the Superintendent of Schools as provided by law. The Superintendent of Schools shall have the authority, and when necessary for the more efficient and adequate operation of the Broward County district school system, the Superintendent of Schools shall exercise the following powers:~~

~~8.2.1 Exercise general oversight over the Broward County district school system in order to determine problems and needs, and recommend improvements; and 8.2.2~~

~~Advise and counsel with The School Board on all educational matters and recommend to The School Board for action such matters as should be acted upon; and~~

~~8.2.3 Recommend to The School Board for adoption such policies pertaining to the Broward County district school system as the Superintendent of Schools may consider necessary for its more efficient operation; and~~

~~8.2.4 Prepare and organize by subjects and submit to The School Board for adoption such rules to supplement those adopted by the State Board of Education as, in the Superintendent of Schools' opinion, will contribute to the efficient operation of any aspect of education in the district. When rules have been adopted, the district school superintendent shall see that they are executed; and~~

~~8.2.5 From time to time prepare, organize by subject, and submit to The School Board for adoption such minimum standards relating to the operation of any phase of the~~

~~Broward County district school system as are needed to supplement those adopted by the State Board of Education and as will contribute to the efficient operation of any aspect of education in the district and ensure that minimum standards adopted by The School Board and the State~~

~~Board of Education are observed; and~~

~~8.2.6 Perform such duties and exercise such responsibilities as are assigned to the Superintendent of Schools by law and by rules of the State Board of Education.~~

Policy Custodian: Office of the Deputy Superintendent, Chief of Staff

Former Policy: 1007

Policy Status: Active

Authority: F.S.C. — ~~Sections 1001.41, 1001.42, 112.312, 112.313, 112.3142, and 112.3148, Florida Statutes.~~

AUTHORITY: Sections ~~1001.41, 1001.42~~¹, ~~1001.453, 218.391, and Chapters 112, 120, 838, 839, 112.312, 112.313, 112.3142 and 112.3148,~~ Florida Statutes; F.A.C. 6A-10.081; Ethics in Education Act (Chapter 2008-108); 23 U.S.C., Section 1341, et seq.

Policy Adopted: 05/03/11

Policy Amended: 08/06/13; pending

SBBC ETHICS FORM A
SCHOOL BOARD MEMBER'S QUARTERLY REPORT OF
OUTSIDE EMPLOYMENT AND CONTRACTUAL SERVICES

SCHOOL BOARD MEMBER NAME: _____

FOR QUARTER ENDING (CHECK ONE):

____ MARCH ____ JUNE ____ SEPTEMBER ____ DECEMBER YEAR 20____

Pursuant to School Board Policy ~~4007~~**1080**, please list below each outside employment you held or any outside contractual services you performed during the calendar quarter for which this report is being filed. You are required to report the name and address of your employer or party for whom you performed contractual services and the amount of any remuneration you received from that employment or performing those services during the quarter. These quarterly reports of outside employment and contractual services forms are public records and shall be available for public inspection. **You are not required to file this form for any calendar quarter during which you did not have any outside employment or perform any outside contractual services.**

<u>Employer or Contractor Name</u>	<u>Employer or Contractor Address</u>	<u>Amount of Remuneration During Quarter</u>
---	--	---

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

____ CHECK HERE IF CONTINUED ON SEPARATE SHEET

Date: _____, 20 ____

Signature of School Board Member

FILING INSTRUCTIONS:

This form must be filed with the Supervisor – Official School Board Records, 600 S.E. 3rd Avenue, 2nd Floor, Fort Lauderdale, Florida 33301. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which it is filed (For example, if employed or performing contractual services in March, it should be disclosed by June 30).

SBBC ETHICS FORM B
SCHOOL BOARD MEMBER'S LOBBYING CONTACT REPORT

SCHOOL BOARD MEMBER NAME: _____

Instructions: Pursuant to School Board Policy ~~4007~~1080, please provide the information requested below for any occasion of lobbying activity that has occurred between the School Board Member and an individual lobbyist, or the principal or employer of a lobbyist, concerning any issue that is currently before The School Board or that may in the future come before The School Board. Reporting is mandated for all forms of activity to lobby a School Board Member, inclusive of personal communication, written correspondence or any form of electronic or telephonic communication. These lobbying contact report forms are public records and are subject to public inspection both in hard copy and also in a searchable manner via the school district's website.

Name of Person Making Lobbying Contact: _____

Principal/Employer of Person Making Lobbying Contact: _____

Date of Lobbying Contact: _____

Location of Lobbying Contact: _____

Subject Matter of Lobbying Activity: _____

Date: _____, 20 _____

Signature of School Board Member

FILING INSTRUCTIONS:

All lobbying reports required under School Board Policy ~~4007~~1080 shall be filed with the Supervisor – Official School Board Records, 600 S.E. 3rd Avenue, 2nd Floor, Fort Lauderdale, Florida 33301. Reports shall be filed within ten (10) days of the contact with the lobbyist or their principal or employer or prior to the debate and voting at a School Board meeting wherein the matter lobbied on is debated and/or voted upon, whichever first occurs. For the purposes of School Board Policy ~~4007~~1080, days are calculated using days during which The School Board's administration is open and conducting business.

SBBC ETHICS FORM C
SCHOOL BOARD MEMBER'S
QUARTERLY CHARITABLE FUNDRAISING REPORT

SCHOOL BOARD MEMBER NAME: _____

FOR QUARTER ENDING (CHECK ONE):

____ MARCH ____ JUNE ____ SEPTEMBER ____ DECEMBER YEAR 20____

In accordance with School Board Policy ~~1007~~**1080**, please list below each charitable fundraising activity you performed during the calendar quarter for which this report is being filed. You are required to report the name and address of the charitable organization on whose behalf you made solicitations, the subject matter of the fundraising activity, and the date(s) during which you participated in fundraising activities. These charitable fundraising report forms are public records and shall be available for public inspection in hard copy and also in a searchable manner via the school district's website. **You are not required to include in this form any fundraising efforts pertaining to campaign fundraising or to school district-sponsored charitable programs or events or those of The School Board's direct-support organizations existing under Section 1001.453, Florida Statutes.**

<u>Name of Charitable Organization</u>	<u>Subject Matter of Fundraising Activity</u>	<u>Date(s) of Fundraising Activities</u>

____ CHECK HERE IF CONTINUED ON SEPARATE SHEET

Date: _____, 20____

Signature of School Board Member

FILING INSTRUCTIONS:

This form must be filed with the Supervisor – Official School Board Records, 600 S.E. 3rd Avenue, 2nd Floor, Fort Lauderdale, Florida 33301. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which it is filed (For example, if charitable fundraising activities are conducted in March, it should be disclosed by June 30).

SBBC ETHICS FORM D
NEW SCHOOL BOARD MEMBER'S' ORIENTATION ~~ONBOARDING~~ TRAINING
REPORT

SCHOOL BOARD MEMBER NAME: _____

Please list below the date(s) and hours of each training segment received as a new School Board Member on the topics of ~~the Florida Sunshine Law, the Florida Open Public Records Act, and ethical standards contained in Part III of Chapter 112, Florida Statutes (the Code of Ethics for Public Officers and Employees)~~ and **onboarding** under School Board Policy ~~1007~~**1080**. New School Board Members shall receive ~~a minimum of four (4) hours of such~~ **onboarding** training within the first **thirty (30) days** ~~four (4) months of taking~~ office. Such training shall be provided through the Superintendent of Schools or his/her designee. New School Board Members are strongly encouraged to participate in any additional training for new School Board Members that may be provided by the Florida School Boards Association. These New School Board Member ~~Orientation~~ **Onboarding** Training Report forms are public records and shall be available for public inspection.

<u>Date</u>	<u>Name of Provider of Training Program</u>	<u>Hours of Training</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL HOURS: _____

___ CHECK HERE IF CONTINUED ON SEPARATE SHEET

I, the person whose name appears at the beginning of this form, state that the information disclosed herein and on any attachments made by me constitutes a true, accurate and total listing of all New School Board Training ~~I received on the topics of the Florida Sunshine Law, the Florida Open Public Records Act, and ethical standards contained in Part III of Chapter 112, Florida Statutes (the Code of Ethics for Public Officers and Employees), School Board Policy 1007 and required to be reported under School Board Policy No. 1007.~~

Date: _____, 20 _____
Signature of School Board Member

FILING INSTRUCTIONS:

This form must be filed with the Supervisor – Official School Board Records, 600 S.E. 3rd Avenue, 2nd Floor, Fort Lauderdale, Florida 33301. This form must be filed within ~~five (5) months of taking office as a School Board Member~~ **thirty (30) calendar days of the completion of the training.**

SBBC ETHICS FORM E
SCHOOL BOARD MEMBER'S ANNUAL TRAINING REPORT

SCHOOL BOARD MEMBER NAME: _____

Please list below the date(s) and hours of each training segment received as a School Board Member on the topics of the Florida Sunshine Law, the Florida Open Public Records Act, and ethical standards contained in Part III of Chapter 112, Florida Statutes (the Code of Ethics for Public Officers and Employees) and under School Board Policy ~~4007~~**1080**. School Board Members shall annually receive a minimum of four (4) hours of such training. This training may be received from programs presented through the school district or made available through sources including, without limitation, colleges and universities, municipal or local government organizations, state agencies, and non-profit organizations. These School Board Member Annual Training Report forms are public records and shall be available for public inspection.

<u>Date</u>	<u>Name of Provider of Training Program</u>	<u>Hours of Training</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL HOURS: _____

I, the person whose name appears at the beginning of this form, state that the information disclosed herein and on any attachments made by me constitutes a true, accurate and total listing of all annual School training I received on the topics of the Florida Sunshine Law, the Florida Open Public Records Act, and ethical standards contained in Part III of Chapter 112, Florida Statutes (the Code of Ethics for Public Officers and Employees), School Board Policy ~~4007~~**1080** and required to be reported under School Board Policy No. ~~4007~~**1080**.

Date: _____, 20 _____

Signature of School Board Member

FILING INSTRUCTIONS:

This form must be filed with the Supervisor – Official School Board Records, 600 S.E. 3rd Avenue, 2nd Floor, Fort Lauderdale, Florida 33301. The form must be filed by School Board Members by December 31st of each year.