

SCHOOL BOARD'S STATEMENT OF ITS ORGANIZATION AND OPERATION

July 2025

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

2. Description of the Organizational Units and Sub-Units --

- a.** The District's divisions and departments are depicted on the District's organizational chart. The most current chart is in the District's Department of Strategic Communications & Engagement and can be found on the District's website, including on the Superintendent's webpage, and click Organizational Chart.
- b.** The School Board's Secretary and Chief Executive is the Superintendent of Schools, whose responsibilities are described in School Board Policy 1.012 and within the applicable provisions of the Education Code within the Florida Statutes (Chapters 1000-1013, including Chapter 1001, Part II, B), federal statutes and regulations, State Board of Education Rules, School Board Policies, the contract with the School Board, and Job Description Job Code 73700.
- c.** Per Florida Statutes Section 1001.32 (3), the Superintendent is vested with the responsibility for the administration and management of the schools and for the supervision of instruction in the District, as provided by law.
- d.** The School Board also directly employs a **General Counsel** (whose functions are summarized at: <https://www.palmbeachschools.org/Domain/467>, on the General Counsel's Office's webpage) and a **District Inspector General**, whose responsibilities are described on the Inspector General's webpage at https://www.palmbeachschools.org/departments/inspector_general_office and in School Board Policy 1.092 which refers to the job description. Their performance responsibilities are also found within their contracts with the School Board and job descriptions—Job Codes 70870 and 70405. Job descriptions can be obtained from the Department of Strategic Communications & Engagement and are located on the District's website under Job Descriptions at: <https://www2.palmbeachschools.org/districtjobdescriptions/> .

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

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

- f. The Board has established several **advisory committees** under School Board Policy 1.09, including the Audit Committee, Academic Advisory Committee (AAC), Budget Advisory Committee (BAC), Construction Oversight & Review Committee (CORC), District Diversity and Equity Committee (DDEC), Finance Committee, Independent Referendum Oversight Committee (IROC), Independent Sales Surtax Oversight Committee (ISSOC), and Technology Committee (TAC) that provide advice to the Board pursuant to School Board Policies 1.09, 1.091, 1.093, 1.094, 1.095, 1.096, 1.097, 1.0971, 1.098, and 1.099.
- g. Direct reports to the Superintendent are the **Deputy Superintendent/Chief of Schools (DSCS), the Chief of Student Health and Wellness (CSHW), the Chief of Staff (COS), the Chief Operating Officer (COO), the Chief of Human Resources (CHR), the Chief School Police & District Security (CSP), the Chief -- Strategic Communications & Engagement Officer (CSCEO), and the Chief Financial Officer (CFO)**, as shown on the Board approved organizational chart for the District. Their job description Job Codes –73855, 74065, 70600, 74060, 70570, 71515, **70635**, and 70610--set forth their performance responsibilities. Job descriptions can be obtained from the Department of Strategic Communications & Engagement and are located on the District’s website under Job Descriptions at: <https://www2.palmbeachschools.org/districtjobdescriptions/> .
- i. The **Deputy Superintendent/Chief of Schools (DSCS)** has numerous performance responsibilities. These include 1) assisting the Superintendent in all activities designated by the Superintendent; 2) directing, supervising the Regional offices in meeting the School Board’s goals and priorities; 3) overseeing the allocation of materials and staff resources for schools and Regional offices; assures their use for the purposes intended, and enforces appropriate accountability for all disbursements and expenditures; 4) working closely with the Superintendent as a strategic partner and assisting in providing administrative coordination and supervision of work and personnel of all departments and schools to reduce fragmentation, overlap, and duplication of programs and services; 5) partnering with organizational leadership to develop and manage District-wide policies and procedures, ensuring compliance with relevant state and local laws; 6) establishing and maintaining effective measurement systems to track organizational performance and progress toward those goals; 7) assessing the organizational infrastructure of the District and making substantive recommendations for change where necessary; 8) advising the Superintendent on matters of District policy and administrative procedures as they relate to the District and schools; 9) providing oversight to all division priorities and projects that assist in achieving the Board’s strategic plans and goals and serving as Ombudsman in problem resolution with various public entities; and functioning as a liaison on behalf of the Superintendent’s Office to community and interest groups, the business community, and various governmental entities.

Direct reports to the DSCS are the four Regional Offices, Chief Academic Office, Performance Accountability (Choice & Career Options, Research Evaluation & Assessment, School Improvement, Educational Technology, and Virtual & Home Ed Services), Multicultural Education, and Adult Education.

Moreover, the **Regional Superintendents** (Job Code 70495) provide overall responsibility for the assigned regional area and direct responsibility for performance of schools and principals and also provide the leadership, mentorship, and supervision for the performance of instructional superintendents and principals. The responsibilities of the appropriate Regional Superintendent also include ensuring qualified and competent leadership for Alternative Education based on their location.

The duties for these positions under the DSCS involve programs and functions generally related to applicable portions of Chapters 1001 (Part II, B and C) (including Florida Statutes Section 1001.42 (17)), 1002, 1003, 1004 (Part IV), 1006 (Part I, A, C, and D), 1007, and 1009, of

the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. More specific information about the responsibilities of officials in those divisions and departments reporting directly or indirectly to the DSCS is included in the job descriptions

The **Chief Academic Officer (CAO)** assists and supports the Deputy Superintendent in strategic planning, implementation, and monitoring of results of academic initiatives. The position sets District vision and goals that ensure rigorous and standards-aligned instruction and supports in every classroom for every student. See Job Description 70670.

Direct reports to the CAO are: Secondary Education, Elementary Education, Exceptional Student Education, Extended Learning, and Early Childhood.

The CAO's duties include 1) collaborating with divisions and departments in District-wide comprehensive planning and policy development, 2) advising appropriate personnel on academic matters and developing recommendations for long-range educational direction, 3) providing assistance to the Deputy Superintendent in strategic planning, implementation, and monitoring of results of academic initiatives, 4) developing and implementing a compelling vision for the District's instructional and curriculum services, and sets a compelling vision and goals that ensure rigorous and standards-aligned instruction and instructional supports in every classroom for every student, 5) coordinating on-going diagnosis and assessment of academic achievement by managing the collection, analysis, and reporting of data, 6) cultivating a commitment among all District staff to enable all students to achieve high standards, 7) facilitating and coordinating collaboration and partnerships with community agencies, stakeholder organizations, and educational institutions for mutual goal achievement, 8) directing, overseeing, and evaluating each manager's performance in terms of his/her productivity in achieving departmental and District priorities and expected goals, 9) ensuring the Deputy Superintendent remains informed on current critical issues within the division, as well as incidents for which s/he and the School Board should be aware, 10) guiding the development of the District's curriculum and instruction, 11) establishing direction for school improvement efforts by monitoring the progress of school performance, student achievement objectives, and academic excellence indicators to align strategies for school improvement, 12) overseeing the development, planning and implementation of educational alternative programs, 13) responsible for maintaining timely and accurate information, and accountable for the quality of data and information maintained by staff under supervision, 14) responsible for self-development and maintaining current knowledge of evolving research, relevant trends, and best practices relevant to the areas of responsibility, and 15) continuously monitoring progress and demonstrating persistence in overcoming obstacles to achieve District goals.

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

- i. The **Chief of Student Health and Wellness (CSHW)** provides leadership, strategic vision, and coordination of the District's comprehensive approach to student well-being, ensuring that every student has the opportunity to thrive academically, emotionally, socially, and physically as well as have their voice heard. This includes oversight of key areas such as student mental health, behavioral supports, athletics, alternative education, threat management, and crisis response.

The duties for this position include: 1) Leads the development of districtwide strategies and frameworks that address the school culture for physical, mental, emotional, and social needs of students to support overall achievement and lifelong success, 2) Commits to achieving equity by proactive and continuous investment in students, families, staff, and communities to ensure agency and voice, 3) Provides vision and leadership for the District-wide culture of inclusive schools in a multi-faceted support environment to ensure all students are provided resources, support, and services to achieve and be successful in school and life, 4) Works to ensure that students—regardless of background or circumstance—have access to the resources and supports they need to be successful, including academic interventions, behavioral health services, and safe, supportive environments. 5) Collaborates with Superintendent and Executive Cabinet to oversee the implementation of equity efforts for the purpose of eliminating opportunity gaps, achieving success for each child, and becoming a, multicultural, inclusive organization, 6) Provides leadership in the planning, implementation, and administration of internal and external communications and strategies to build understanding, collaboration, engagement, and support amongst all stakeholders regarding District equity and access to educational resources and inclusive student, family, and community support services and programs, 7) Develops and implements a District-wide community engagement strategy and plan for all community groups, thereby ensuring inclusion of potentially marginalized or challenging to serve populations, 8) Identifies priorities and garners community and educational support for District initiatives focused on engaging and improving academic outcomes for linguistically and culturally diverse student populations and their communities, 9) Oversees the development and use of wellness-related data to identify trends, gaps, and opportunities for improvement in student support programs, including athletics and mental health services, 10) Ensures qualified and competent leadership for Alternative Education at DJJ sites, 11) Collaborates with a diverse team of management and professional staff in implementing, tracking, and measuring the qualitative and quantitative outcomes and success of programs and frameworks governing assessment and evaluation of equity and access promotion, supports, and initiatives, 12) Ensures qualified and competent leadership for District primary and sub-functional student support areas including, but not limited to; safe school environments; student athletics; and behavioral and mental health wellness, 13) Oversees a coordinated and comprehensive response to potential, perceived, and actual crises affecting the overall District and the individual school environment consistent with principles and practices embodied in the school system multi-layer student support services and similar collaborative health and wellness support and response models, and 14) Oversees the development, implementation, and successful administration of a systematic process/program for school administrators and leadership teams to analyze challenges and opportunities at school sites to develop recommendations that improve student access to educational resources and wellness and support services.

Direct reports to the CSHW are: Support Services, Safe Schools, Behavioral and Mental Health, and Athletics.

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

- ii. The duties of the **Chief of Staff** (COS) include: 1) providing direct support to the Superintendent, the Board on behalf of the Superintendent, and providing coordination of District-wide endeavors; 2) serving as liaison and advising the Superintendent and the School Board on matters relating to the local Legislative Liaison function, and other departments and

functions as determined by the Superintendent; 3) serving as a liaison for community, business and governmental initiatives that support public education, 4) providing support to the administrative areas in the collaborative planning and implementation of school improvement initiatives, 5) coordinating staff and operational activities among departments, 6) serving on committees and District-related functions as a representative of the Superintendent, 7) supervising the selection, development and evaluation of departmental personnel, 8) working collaboratively with other departments, area offices, schools community agencies and educational institutions, 9) facilitating the resolution of parental, community and school concerns, 10) making presentations at meetings and conferences upon request of the Superintendent, and 11) hearing grievances and appeals as needed and may act for the Superintendent relevant to employee grievances, evaluations, promotions/demotions, and disciplinary or dismissal actions.

The COS oversees Legislative Affairs, Strategy Management, and Charter.

Certain functions under the COS are related to applicable portions of Florida Statutes Section 1001.42 (17) and Chapter 1012, Florida Statutes, and any related State Board of Education Rules and School Board Policies and federal statutes and regulations. More specific information about the responsibilities of officials in those departments reporting directly or indirectly to the COS is included in the job descriptions.

- iii. The **Chief Operating Officer (COO)** advises the Superintendent and provides overall leadership to departments of the Operations Division with programs and functions generally related to applicable portions of Chapters 1001 (Part II, B), 1006 (Part I, B and E), and 1013, of the Florida Statutes and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. Such divisions and departments are depicted on the District's organizational chart. The COO directs the daily operation of the district operational support services and coordinates ensuing programs and services to ensure efficient implementation. The COO also provides overall supervision and advises the Superintendent and the School Board on all activities of the Operations Division including, but not limited to, facilities management, operational planning, transportation, intergovernmental relations, capital projects, food services, and general services issues. Additional duties include: Oversees the development and implementation of long-range educational facilities plans and construction of district facilities, responds to and deals with emergency situations on behalf of the Superintendent, and provides recommendations to the Superintendent concerning school closures during emergencies and/or inclement weather. More specific information about the responsibilities of officials in those divisions and departments is included in the job descriptions.

The COO oversees Facilities Management (Maintenance & Plant Operations, Environmental & Conservation Services, Facilities Construction, and Building Code Services), Transportation Services, School Food Service, Planning & Intergovernmental Relations, and Small Business Development.

The duties for these positions under the COO involve programs and functions generally related to applicable portions of the Florida Statutes (including the Education Code) and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. More specific information about the responsibilities of officials in those departments reporting directly or indirectly to the COO is included in the job descriptions.

- iv. The **Chief School Police & District Security (CSP)** provides executive-level leadership, strategic planning, and administrative direction for the District's law enforcement, safety, and security functions. Position is a proactive, visible leader in fostering collaborative working relationships with citizen groups, law enforcement agencies, public safety organizations, and community stakeholders in developing and implementing programs to address law enforcement, safety, and security goals and objectives for students and staff in a supportive teaching and learning environment.

The position's job responsibilities include: 1. Provides executive-level leadership in short- and long-term planning, organization, and implementation of District policing, law enforcement, safety, and security goals and objectives; develops and administers departmental policies, rules, regulations, and standard operating procedures accordingly; 2. Administers a comprehensive school police function, including but not limited to, law enforcement, criminal investigations, records management, emergency communications, youth and gang violence prevention and intervention, professional training and development, and student/community education; 3. Promotes cooperative and collaborative relationships with citizen groups, law enforcement agencies, public safety organizations, and community stakeholders in developing and implementing programs to address law enforcement, safety, and security goals and objectives; 4. Prepares and monitors implementation of the District's emergency operations and crisis response plans for schools to ensure compliance with state law and District administrative directives; 5. Administers the coordination of data collection, interpretation, and dissemination of information, to include crime and trending analyses of crime occurring on District property; 6. Oversees the implementation and content management of the department's digital and electronic communications platforms, including but not limited to, external web presence and site efficacy; digital and social media engagement initiatives and objectives; stakeholder community media contacts and outlets; and management of crisis communications for emergency preparedness, response and recovery; 7. Prepares and presents departmental issues and recommendations on major issues requiring policy direction to executive leadership, the Superintendent, the Board, and the public; 8. Provides a public, visible presence in response to student, parent, staff, and community inquiries and concerns regarding safety, security, emergency preparedness, and law enforcement matters; serves as liaison between the District and local, state, and federal emergency response units; 9. Conducts organizational studies, investigations, and operational studies to remain abreast of research, trends and developments in the industry; provides continual monitoring and evaluation of efficiency and effectiveness of service delivery methods and procedures; 10. Identifies opportunities for operational and program improvements; recommends and implements necessary change to align with stated goals, objectives, and initiatives for District policing, law enforcement, safety, and security; 11. Administers the enforcement of and District compliance with local, state, and federal rules, regulations, and standards governing the law enforcement, safety, and security functions for the PreK-12 public education environment; 12. Selects, trains, motivates, and evaluates assigned staff; provides or oversees the coordination and provision of staff training; works with employees to correct deficiencies and implement discipline procedures; and 13. Prepares and monitors the overall fiscal and operational budgets for policing, law enforcement, and security programs; reviews, recommends, and authorizes purchase of equipment and supplies; ensures proper maintenance and utilization of equipment.

The duties for these positions under the CSP involve programs and functions generally related to applicable portions of the Florida Statutes (including the Education Code) and the related State Board of Education Rules and School Board Policies and federal statutes and regulations. More specific information about the responsibilities of officials in those departments reporting directly or indirectly to the CSP is included in the job descriptions.

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

The CFO also oversees Information Technology under the leadership of the **Chief Information Officer** (CIO). The responsibilities of the CIO are stated in Job Description 70650 and include: 1. Plans, coordinates, directs and designs all District operational activities, including providing direction and support for information technology (IT) solutions that enhance mission-critical business operation, .2. Leads collaborative efforts of the Senior Management Team in strategic and operational planning to achieve business goals by fostering innovation, prioritizing initiatives and coordinating efficient and cost-effective current and future IT systems, solutions and resources, 3. Develops and maintains appropriate IT organizational structures that support the needs of the District, including establishing goals, objectives and operating procedures; provides assessment and recommendations for re-engineering accordingly, 4. Establishes lines of control for current and proposed information systems and IT solutions, and 5. Leads development and execution of an enterprise-wide disaster recovery and business continuity plan.

The CFO oversees Information Technology (Infrastructure & System Support, IT Enterprise Applications, Project Management, Technical Operations, and IT Security), Budget, Accounting, Federal Programs, Student Data Management, ERP, Treasury, Purchasing, and Risk & Benefits Management.

Certain functions of employees reporting to the CFO are related to applicable portions of Chapters 1001 (Part II, B), 1002, 1003, 1006, 1010, 1011, and 1013 (Part IV), Florida Statutes and any related State Board of Education Rules and School Board Policies and federal statutes and regulations, including 15 U.S.C. § 6501, et seq. More specific information about the responsibilities of officials in those departments reporting directly or indirectly to the CFO is included in the job descriptions.

- vii. The responsibilities of the **Chief of Human Resources** (CHR) include: 1) managing and directing program activities related to overall Human Resources functions with an emphasis including talent recruitment and retention, employee development and employee retention; 2) developing and implementing a comprehensive workforce strategy that is aligned with the District's strategic goals; 3) developing recommendations for compliance with federal and state laws, regulations and School Board policies relating to personnel, and 4) fostering collaboration with major constituencies including senior management staff, academic and non-academic staff, business/community partners and the general public.

The CHR oversees Compensation and Employee Services, Recruitment & Retention, Professional Standards, Labor Relations, Leadership Development, and Professional Development.

The functions for positions under the CHR are related to provisions in applicable portions of Chapters 1001 (Part II, B), 1012 and 447, Florida Statutes, other applicable Florida Statutes, and any related State Board of Education Rules, School Board Policies, and federal statutes and regulations. More specific information about the responsibilities of officials in those departments reporting directly or indirectly to the CHR is included in the job descriptions.

- viii. **The Chief -- Strategic Communications & Engagement Officer (CSCEO)**, coordinates the provision of public information under School Board Policy 2.04 and coordinates responses to complex public record requests under School Board Policy 2.041. TEN is governed by School Board Policy 2.52.

The duties of the Chief include the following: 1) Provides overall leadership and direction for strategy, design, and operation of the District's internal and external marketing and marketing, communications, and engagement activities and outcomes; 2) Strategically integrates information and content to build a compelling digital platform that brings together strategy, research, creativity, and data analytics to transform the business of educating children and foster broader interactivity between the District and its many stakeholders; 3) Oversees the District's communications transformation using analytics to create a world-class communications environment to enhance digital experiences that build relationships with key audiences - students, teachers, parents, and the community; 4) Manages District-level print, digital, web, and social media presence for marketing, branding, and communications; 5) Provides counsel to the Superintendent, senior management and the Board on marketing, communications, and parental and community involvement; 6) Serves as chief spokesperson, chief marketer and chief liaison with all audiences to promote the District's mission and as an intermediary between school administrators/officials and the media in order to provide information on a varied number of educational policies, programs, and administrative operations; 7) Plans, implements and evaluates internal and external strategies to build understanding and support for District initiatives, and to promote greater involvement in and support for District initiatives among civic, school, community, business and legislative interests; and 8) Serves as speechwriter for the Superintendent and for other top administrators as needed.

Additional responsibilities involve: Media, Community/Public Relations, Internal and External Communications, Crisis Communications, Marketing, Engagement, Supervision / Team Development, and Performance Effectiveness Criteria.

The functions for positions under Strategic Communications & Engagement are related to provisions in applicable portions of Chapters 119, 1001 [including 1001.43 (5), 1001.42 (17), 1001.51 (23)], and 1002, Florida Statutes, other applicable Florida Statutes, and any related State Board of Education Rules, School Board Policies, and federal statutes and regulations. More specific information about the responsibilities of officials in these departments reporting directly or indirectly to the Chief -- Strategic Communications & Engagement Officer (CSCEO), is included in the job descriptions.

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

District forms are available on the District's website under District forms at: <https://www2.palmbeachschools.org/formssearch/>?. School Board policies, where additional information is located, can be found on the District's website at: <https://go.boarddocs.com/fl/palmbeach/Board.nsf/Public#tab-policies> and click the tab Policies and the policies appear on the left of the webpage. Draft policies under Board consideration, can be found on the District's website at: <https://go.boarddocs.com/fl/palmbeach/Board.nsf/Public#tab-policies> and click the tabs Policies, Drafts, and Policy Notices.

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

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

5. Electronic Filing-- The procedures for filing the many kinds of documents (job applications, student registration forms, departmental forms) in this District must be followed as stated by the instructions or guidelines from the applicable department. Many documents must be submitted on paper, whereas some others may be accepted electronically. A person submitting any document to the District shall assume the responsibility of contacting the relevant department to determine what form of submission is acceptable and, if submitting electronically or by fax, confirming its receipt by the District. Telephone numbers and facsimile numbers for departments and schools can be found on the District's Employee Directory at: <http://www2.palmbeachschools.org/directorysearch/> .

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

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

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

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

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

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

School waivers of School Board policy may also be filed pursuant to Florida Statutes Section 1001.42 (17) (b) following the procedures in School Board Policy 2.09(9). The contact person for obtaining information on school waivers of the School Board policies is Jamie Wyatt, Deputy Superintendent/Chief of Schools, at 3300 Forest Hill Blvd., Ste. C—316, West Palm Beach, FL 33406 and jamie.wyatt@palmbeachschools.org.

7. Obtaining Copy of Statement of Agency Organization and Operation— A copy of the School Board's Statement of Its Organization and Operation is available to any person and can be obtained by contacting the School Board at: 1) Department of Strategic Communications & Engagement, 505 S. Congress Ave., Boynton Beach, FL 33426, phone (561) 738-2760; or 2) Clerk of the School Board of Palm Beach County, 3300 Forest Hill Boulevard, C 316, West Palm Beach, FL 33406, phone (561) 434-8136. This Statement also appears on the District's website on the Department of Strategic Communications & Engagement webpage (click link for School Board Policy Statement and Organization).