



### **POLICY 1.035**

**4-F** I recommend that the Board adopt the proposed new Policy 1.035, entitled "Policy Presentation."

[Contact: Gerald A. Williams, Esq., and Bruce Harris, Esq., PX 48500.]

#### **Adoption**

#### **CONSENT ITEM**

- This new Policy would codify the primary steps for preparing new Board Policy proposals or revisions for presentation to the Board, including the routing of a concept preapproval form.
- Form PBSB 2139 ("Policy Development Proposal Concept Pre-Approval Routing Sheet") is incorporated by reference, and is attached hereto as an appendix for convenient reference.

**POLICY 1.035**

**POLICY PRESENTATION**

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3 1. Fla. Stat. § 120.54 and the Uniform Rules of Procedure, Fla. Admin Code 28-  
4 103.001- 28-103.006, found at [https://www.flrules.org/gateway/ChapterHome.asp?](https://www.flrules.org/gateway/ChapterHome.asp?Chapter=28-103)  
5 Chapter=28-103, to the extent these are applicable to a school district, are the  
6 procedures this District follows for the adoption of Board Policies.
  
- 7 2. Before a Policy is presented to the School Board for development, the following  
8 must have occurred:
  - 9 a. Form PBSD 2139, which can be found on the District's website at  
10 [www.palmbeach.k12.fl.us/Records/PDF/2139.pdf](http://www.palmbeach.k12.fl.us/Records/PDF/2139.pdf) and is incorporated herein  
11 by reference as part of this Policy, must have been circulated and signed by  
12 the required signators.
  
  - 13 b. The Office of Chief Counsel must have reviewed for legal sufficiency the  
14 proposed Policy and any documents incorporated by reference therein;
  
  - 15 c. The proposed Policy must have been presented to and approved by the  
16 Superintendent's Leadership Team, and
  
  - 17 d. The Superintendent must have recommended that the Board approve the  
18 proposed Policy.
  
- 19 3. If there are any significant changes to a proposed Policy between presentation for  
20 development and presentation for adoption, the Office of Chief Counsel must  
21 approve for legal sufficiency and the Superintendent must recommend that the  
22 Board adopt the revised proposed Policy.

23 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.372(2); 1001.41(1) & (2); 1001.42(23);  
24 1001.43 (10)

25 LAWS IMPLEMENTED: Fla. Stat. §§ 120.54; 120.81(1)(a), (d), (e) & (j); 1001.372;  
26 1001.43(6) & (10); 1001.41(2); 1001.42(1)

27 HISTORY: / 2008

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.035 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Policy Development Proposal**  
**Concept Pre-approval Routing Sheet**

<b>Check one - Required</b>		
<input type="checkbox"/> <b>New</b>	<input type="checkbox"/> <b>Revision</b>	<input type="checkbox"/> <b>Repeal</b>

**Purpose:** To provide District departments with a uniform method of informing Legal Services that a Policy administered by that department should be revised or repealed (or a Policy should be created to be administered by that department), while ensuring that applicable administrators are aware and approve of the proposed language or detailed concept in advance.

**Directions:** Initiator: Supply all requested information. Attach a rough draft if possible (or at least a detailed conceptual summary/outline) of the proposed revisions or new Policy. If repealing an entire policy, state the reasons. Route this cover sheet, with your draft/outline attached, to the administrators in the order listed below (signature will indicate approval of the draft/detailed concept).

- Provide the existing Policy number to be revised or repealed (or if a new Policy is to be created write "NEW" and a number will be assigned later by Legal Services).  
 Policy number \_\_\_\_\_
- The District is in the process of incorporating Directives into Policies. If this will be a revision to an existing Policy, any related Directive content should be updated and included in the Policy. Even if this will be a new Policy, there may be an Administrative Directive with content that can be updated and included.  
 Directive(s) to be incorporated \_\_\_\_\_
- Initiator \_\_\_\_\_ Name of person requesting revision or creation of Policy  
 Title \_\_\_\_\_ Department \_\_\_\_\_

**ROUTING ORDER and DRAFT/CONCEPT APPROVALS**

Approvers: sign to indicate approval of the draft or detailed concept, then expedite sending to the next recipient on the list.

- Department Head/Director** of Initiator's Department

\_\_\_\_\_  
*Print Name* *Signature* *Date*

- Chief Negotiator/Labor Officer**  Approval Required (could impact terms or conditions of employment)  
 N/A (won't impact terms or conditions of employment)

\_\_\_\_\_  
*Print Name* *Signature* *Date*

- Applicable Division Chief** (e.g. CFO, Chief of Facilities Management, Assistant Superintendent for Curriculum and Learning, etc.)

\_\_\_\_\_  
*Print Name* *Signature* *Date*

**4. Chief Academic Officer**  
 \_\_\_\_\_  
*Signature of Chief Academic Officer* *Date*

**5. Chief Operating Officer**  
 \_\_\_\_\_  
*Signature of Chief Operating Officer* *Date*

**6. Chief Counsel**  
 \_\_\_\_\_  
*Signature of Chief Counsel* *Date*

**7. Superintendent**  
 \_\_\_\_\_  
*Signature of Superintendent* *Date*