ATTACHMENT A

SCHOOL BOARD RULE

Administrative Operations

SUBMISSION OF PROPOSALS FOR TELECOMMUNICATIONS FACILITIES ON BOARD-OWNED SITES

I. Intent --The intent of the School Board is:

A. To establish a process for considering proposals for telecommunications facilities (facilities) on Board-owned sites.

B. To foster competition among telecommunications service providers (service providers).

C. To provide community notification, if appropriate, for proposed facilities.

D. To include community participation in the review and recommendation process.

II. Fact-Finding Telecommunications Committee

A. Establishment -- The School Board shall establish a telecommunications committee, to be called the Fact-Finding Telecommunications (TC) Committee, which shall include District staff and community representatives.

B. Purpose -- The purpose of the TC Committee shall be as follows:

1. To establish processes for considering proposals for telecommunications facilities on Board-owned sites;

2. To ensure facilities comply with all applicable regulations, health and safety standards; and

3. To make recommendations to the School Board and Superintendent of Schools.

C. Responsibilities – The responsibilities of the TC Committee shall be as follows:

1. Develop and approve processes for considering proposals for telecommunications facilities on Board-owned sites;

2. Review proposals for adherence to approved process;

3. When appropriate, convene community meetings at Board-owned sites to discuss proposed facilities;

4. Provide input in the development of lease agreements and any other appropriate documentation relative to facilities on Board-owned sites;

5. Provide such other advice or input as may become necessary that may include, but not be limited to, ensuring compliance with applicable federal, state and local laws; and

6. Make recommendations to the School Board and to the Superintendent of Schools, which promote internal accountability and equitable distribution of any and all monetary and non-monetary compensation received from proposals.

D. Membership – The TC Committee shall be composed of the following voting members, or their designee:

Associate Superintendent for Procurement and Materials Management;

Administrative Director, Facilities Operations and Legislative Support;

General Manager of WLRN;

President of the Citizen's Advisory Council;

President of the Dade County Council PTA/PTSA.

Notwithstanding the aforementioned, the Superintendent of Schools, or designee, may add or delete staff members.

E. Operation – The TC Committee shall operate as follows:

1. Quorum and Committee Chair: A quorum shall consist of a majority of the membership. The TC Committee shall elect a Chair and Vice Chair every year;

2. Meetings: Meetings shall be held regularly on a monthly basis, unless there is no business to be conducted. Meetings shall be conducted as prescribed in Section 286.011, F.S., and shall be advertised at least five working days prior to the regularly scheduled meeting date. A notice of the meeting shall be posted at the Citizen Information Center. The meetings shall be recorded and summary minutes distributed with the subsequent meeting's agenda packet;

Staff Support: The Division of Governmental Affairs and Land Use Policy and Acquisition shall provide primary staff support to the TC Committee, including preparation of the agenda, meeting minutes and supporting documentation. The Office of the School Board Attorney shall provide legal support to the TC Committee. The TC Committee may from time to time, as required, request support from other District personnel;

Conflict of Interest: No member of the TC Committee shall participate in any manner which would inure to the member's special private gain or loss, the special gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary of the corporate principal by which he or she is retained, of a relative or a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of the voting conflict must be filed with the meeting's recording officer, be provided to the other members of the TC Committee, and be read publicly at the next meeting. If the conflict is unknown or not disclosed prior to the meeting, the member must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency with the disclosure being read publicly a the next scheduled meeting, all pursuant to Section 112.3143, F.S.

Lobbyists: Any and all lobbyists, as defined in School Board Rule 6Gx13- 8C-1.21, present at the TC Committee meeting, who wish to speak on an item

being considered by the TC Committee, shall first execute and file the required form with the School Board Clerk's Office at least two business days prior to said meeting. A copy of the executed form shall be made part of the official record for the TC Committee meeting at which the lobbyists are present, and shall be attached to the minutes of the meeting.

Lobbying: In the event that a TC Committee member is contacted directly by a lobbyist in connection with any matter that may foreseeably come before the Committee for action, the TC Committee member shall orally disclose such contact at the meeting in which the matter is up for consideration, and file a memorandum of voting conflict, if applicable, as may be required by in the State Code of Ethics for Public Officers and Employees.

III. Telecommunications Technical Review Committee

A. Establishment -- The School Board shall establish the Telecommunications Technical Review (TTRC) Committee, which shall be comprised of District staff members and which shall serve in an advisory capacity to the TC Committee.

B. Purpose -- The purpose of the TTRC Committee shall be to provide oversight in the implementation of processes approved by the TC Committee and recommend acceptable compensation to the TC Committee for each proposal.

C. Responsibilities – The responsibilities of the TTRC shall be as follows:

1. To review proposals for adherence to processes approved by the TC Committee; and

2. To formulate and recommend to the TC Committee acceptable compensation for each proposal.

D. Membership – The TTRC Committee shall be composed of the following voting members, or their designee:

Chief Business Officer, Chair;

Associate Superintendent for School Operations;

Chief Auditor.

E. Operation – A quorum of the TC Committee shall consist of a majority of the membership. Meetings shall be held as called by the Chair.

Specific Authority: 230.22(2); 230.23(22) F.S.
Law Implemented, Interpreted, or Made Specific 73.015; 112.3143; 235.05; 235.054(1)(a)(b); 235.054(6); 235.15; 235.18; 235.185(2)(3); 235.19; 235.193; 253.025(6)(b); 286.011, F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
New: 8-21-02