

SCHOOL BOARD OF ST. LUCIE COUNTY
STATEMENT OF ORGANIZATION AND OPERATION

This statement of agency organization and operation has been prepared in accordance with the requirements of Fla. Admin. Code Rule 28-101.001 and is available to any person upon request.

1. Description of the Agency Head. -- The School Board of St. Lucie County, Florida, is the agency head. Information about the School Board, its operation and method of selection are included in School Board Policies 2.20 and 2.21; Art. IX, Section 4 of the Florida Constitution; and the Florida Education Code within Florida Statutes, Ch. 1001, Part II.

2. Description of the Organizational Units and Sub-Units. -- The School Board's Chief Executive Officer and Ex-Officio Secretary is the Superintendent of schools, whose responsibilities are described in School Board Policy 3.20 and within Sections 1001.32, 1001.33, 1001.42, 1001.464, 1001.48, 1001.49, 1001.51, 1006.08, Florida Statutes. The superintendent of schools is an office established by Art. IX, Section 5 of the Florida Constitution.

The administrative organization of the District is set forth in School Board Policy 3.10. Pursuant to Policy 3.10, the Superintendent shall prepare and submit an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the system. A copy of this organizational chart is available upon request from the Agency Clerk whose contact information is provided below in section (4).

A list of the various District Departments organized by Division may be found at <https://www.stlucie.k12.fl.us/departments/>. More specific information about the responsibilities of officials in the various District Departments and Divisions is included in the job descriptions. The current job descriptions are available at:

<https://www.stlucie.k12.fl.us/departments/human-resources/job-descriptions/> and can also be obtained from the Department of Human Resources. Statutes and rules that the District is charged with implementing may be found in the Florida Education Code within Florida Statutes (Sections 1000-1013) and also the State Board of Education Rules (Division No. 6A of the Fla. Admin Code).

3. Manner of Obtaining Publications, Documents, Forms, Applications, and Records.-- Documents are available in response to public records requests through the Department of District Communications pursuant to Ch. 119, Florida Statutes and School Board Policy 3.51, although requests may also be directed to the custodian of records. In some cases, various publications, applications, and forms are available directly from the related school or department upon request, and several kinds of documents are available from the District's Web site at <https://www.stlucie.k12.fl.us/>.

District forms can be located at: <https://www.stlucie.k12.fl.us/forms/>.

School Board policies can be found at: <https://www.stlucie.k12.fl.us/board-policies/>.

Student records may be requested from schools or the District pursuant to applicable federal statutes and regulations, state statutes and rules, and the School Board Policy 5.70.

4. The Clerk of the Board.-- The Clerk of the School Board or Clerk means the person designated by the School Board as Executive Assistant of the School Board, and whose duties are as set out in the job description for executive assistant which

may be found at: <http://www.stlucie.k12.fl.us/pdf/Job-Descriptions/Executive%20Assistant%20School%20Board.pdf>

The current Clerk is Ms. Chris Harrison, phone: 772-429-3914, address: School Board of St. Lucie County, 4204 Okeechobee Road, Fort Pierce, FL 34947.

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.

For the situations in which electronic submission by facsimile, e-mail, or Web form is permitted, the person submitting the document shall assume responsibility for using the correct and applicable fax number, e-mail address, or Web form, and shall be aware:

1. That 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;

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

3. And, that the filing date for an electronically transmitted document shall be the date the Agency Clerk or other appropriate official receives the complete document.

Filing must occur during District business hours. Any document received by the agency clerk's office after District business hours shall be considered filed as of the start of the next regular business day.

6. Waivers and Variances. -- Information on how to file a petition for variance or waiver of a District policy is presented in School Board Policy 2.23(9). Persons eligible under that policy may file a petition for variance or waiver with the Clerk of the Board, whose name and address are set forth in section (4) above. The petition must include the information required by Fla. Admin. Code Rule 28-104.002 or Rule 28-104.004, whichever is applicable. The contact person for obtaining further information on waivers and variances is the Agency Clerk, whose contact information is as stated in section (4) above.

7. Hours of Operation. – The District's normal business hours during which filings will be accepted are Monday through Friday, 8:00 a.m. to 4:30 p.m. Summer business hours (July-August) are subject to change. Please refer to the Clerk for summer hours.