



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2019-02-20 10:05 - Regular School Board Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	CC. BOARD POLICIES
<b>DEPARTMENT</b>	Compensation (Human Resources)

<b>Special Order Request</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Time</b>
<b>Open Agenda</b> <input checked="" type="radio"/> Yes <input type="radio"/> No

**ITEM No.:**  
CC-12.

**TITLE:**  
Proposed New Job Description for the Coordinator, District Attendance Position

**REQUESTED ACTION:**  
Approve the Proposed New Job Description for the Coordinator, District Attendance Position. Approval is requested to advertise for the position after the first reading. This is the **First** Reading.

**SUMMARY EXPLANATION AND BACKGROUND:**  
The job description for the Coordinator, District Attendance position is being created in an effort to better clarify and define job duties. The job description was publicized for rule adoption in compliance with Florida Statutes on January 30, 2019. See attached Executive Summary. Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center.

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  
 Goal 2: Continuous Improvement  
 Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
There is no immediate financial impact associated with this item. See the Executive Summary for additional information on the expense associated with staffing this position.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Job Description

**BOARD ACTION:**  
  
(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Rose M. Hall	Phone: 754-321-0144
Name: Michaelle Valbrun-Pope	Phone: 754-321-1660

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**

Judith M. Marte - Task Assigned Chief Human Resources & Equity Officer  
Signature

Approved In Open Board Meeting On: \_\_\_\_\_  
By: \_\_\_\_\_  
School Board Chair