

Chair Jeffrey Means
Vice Chair Travis White
Member Lynn Hayes
Member Tanya Floyd
Member Dietra H. Sherman

City Manager Mike DaRoza

The Education Task Force will conduct a
Regular Education Task Force Meeting
At 5:00 PM

to address the item(s) below.

Meeting Date: December 2, 2024

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Education Task Force Meeting

Notice given pursuant to **Section 286.0105, Florida Statutes**. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

APPROVAL OF THE AGENDA

I. OLD BUSINESS

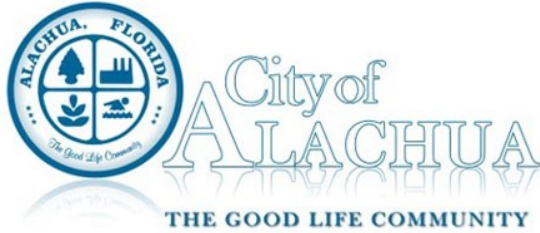
II. NEW BUSINESS

- A) APPROVE MEETING MINUTES**
- B) SUNSHINE LAW AND PUBLIC RECORDS PRESENTATION**
- C) PARLIAMENTARY PROCEDURES REVIEW**
- D) ELECTION OF OFFICERS**
- E) STAFF REPORT**
- F) 2025 MEETING DATES**

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Commission Agenda Item

MEETING DATE: December 2, 2024

SUBJECT: Approve Meeting Minutes

PREPARED BY: Diane Amendola, Deputy City Clerk, Assistant

RECOMMENDED ACTION:

Move to approve the October 28, 2024, Education Task Force Meeting Minutes.

Summary

Approve the October 28, 2024, Education Task Force Meeting Minutes.

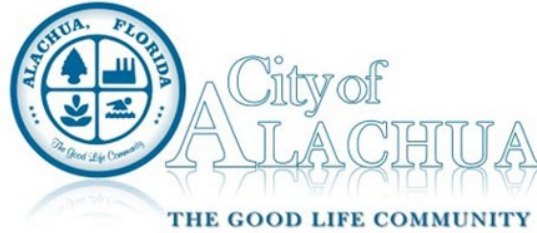
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.10.28.ETF.M



Regular Education Task Force Meeting Minutes
October 28, 2024 at 5:00 PM

Chair Jeffrey Means
Vice Chair Travis White
Member Tanya Floyd
Member Lynn Hayes
Member Dietra Sherman

City Manager Mike DaRoza

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Education Task Force Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Led by Chair Jeffrey Means.

APPROVAL OF THE AGENDA

Vice Chair Travis White moved to approve the agenda; seconded by Member Tanya Floyd.

Passed by unanimous consent.

- I. OLD BUSINESS
- II. NEW BUSINESS

A) APPROVE MEETING MINUTES

Vice Chair White moved to approve the June 3, 2024 Education Task Force Meeting Minutes; seconded by Member Floyd.

Passed by 5-0 roll call.

B) STAFF REPORT - OCTOBER 28, 2024

Economic Development Manager and Staff Liaison David Wisener introduced the item and made the presentation.

Discussion ensued.

III. BOARD COMMENTS/DISCUSSION

Discussion ensued.

IV. CITIZENS COMMENTS

Mia Jones with the Children's Trust of Alachua County spoke on the services that were available to citizens and offered additional collaboration with the City and the Education Task Force.

ADJOURN

Vice Chair White moved to adjourn; seconded by Member Floyd.

Passed by unanimous consent.

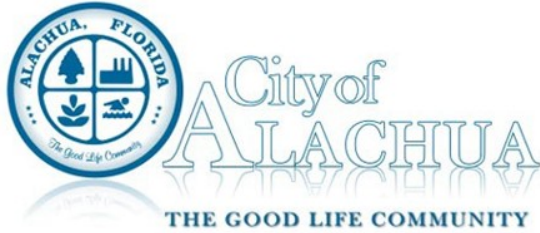
The meeting adjourned at 5:43 p.m.

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORDIA:**

Presiding Officer

Staff Liaison



Commission Agenda Item

MEETING DATE: December 2, 2024

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: Diane Amendola, Deputy City Clerk, Assistant

RECOMMENDED ACTION:

Receive the Presentation.

Summary

Staff will provide an overview of the Sunshine Law and how it applies to the ETF.

FINANCIAL IMPACT

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1. Sunshine.Law.COA

SUNSHINE LAW & PUBLIC RECORDS



City of
ALACHUA
the good life community

Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

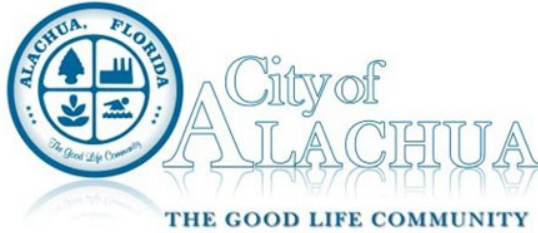
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any document or varying mediums related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?





Commission Agenda Item

MEETING DATE: December 2, 2024

SUBJECT: Parliamentary Procedures Review

PREPARED BY: Diane Amendola, Deputy City Clerk, Assistant

RECOMMENDED ACTION:

Receive the Presentation.

Summary

Parliamentary Procedure is the body of rules, ethics, and customs governing, among other things, meetings. The City of Alachua has established such rules for all of its boards, committees, and Task Forces.

This presentation will introduce the ETF to the basics of parliamentary procedure.

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1. Parliamentary.Procedure.COA

Parliamentary Procedure





What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.

Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone gets the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality

The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
 - To call the meeting to order at the **scheduled time**, not before
 - If a quorum is not present, the meeting is to be canceled
 - To announce the business that is to come before the body
 - To recognize members who wish to speak
 - To state and put to vote all questions that come before the body
 - To enforce the rules relating to debate
 - To decide all questions of order
 - To declare the meeting adjourned

Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
 - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infractions of rules are corrected
- If members of the Board or audience are out of order, any member of the Board can call for order.
- Once the Chair calls “Order” he/she reclaims the floor and the house should fall silent.

Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
 - Call to Order
 - Invocation
 - Pledge to the Flag
 - Approval of Agenda
 - Agenda
 - Council Comments
 - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.

Motions 101

Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
 - Who: References who is authorized or directed
 - What: References the action to be taken
 - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

Making A Motion

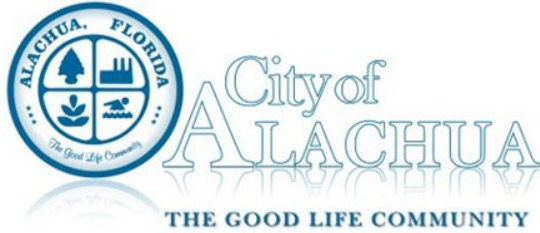
- To make a motion, the maker should say:
 - “I move that...” or “ I moveto...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
 - To insert or to add words
 - To strikeout words
 - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



Commission Agenda Item

MEETING DATE: December 2, 2024

SUBJECT: Election of Officers

PREPARED BY: David Wisener

RECOMMENDED ACTION:

Elect a chair and vice chair for the ETF.

Summary

With the addition of a new member to the ETF, a new election for chair and vice chair of the task force should be held. All members of the ETF, including the current chair and vice chair, are eligible for election to both positions.

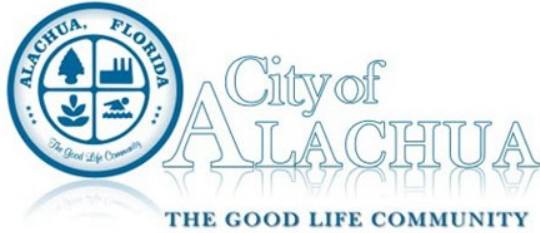
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None



Commission Agenda Item

MEETING DATE: December 2, 2024

SUBJECT: Staff Report

PREPARED BY: David Wisener

RECOMMENDED ACTION:

Receive Staff Report.

Summary

Staff compiled a report of relevant updates since the last regular ETF meeting on October 28.

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1. ETF Staff Report - December 2, 2024

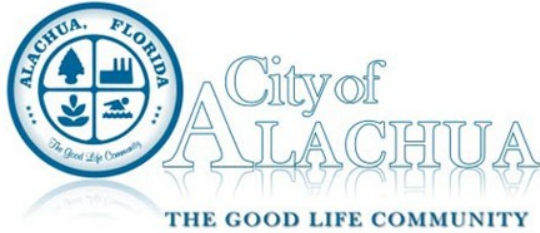


City of Alachua

Education Task Force Staff Report

December 2, 2024

- **Strategic Plan updates**
 - Initiative 6: Coordinate with the Alachua Chamber of Commerce and Optimal Station to provide book vending machines in community schools.
 - A meeting was held with Staff and representatives from Irby Elementary School and Optimal Station with Global Vending Group on November 7 to discuss possible options for a book vending machine program. Discussion is ongoing.



Commission Agenda Item

MEETING DATE: December 2, 2024

SUBJECT: 2025 Meeting Dates

PREPARED BY: David Wisener

RECOMMENDED ACTION:

Select ETF meeting dates for calendar year 2025 and for Strategic Plan 2025 Workshop.

Summary

Dates need to be selected for regular ETF meetings in calendar year 2025 and for the Strategic Plan 2025 Workshop. Staff recommends discussing the frequency of holding ETF meetings, whether to maintain meetings every two months or moving meeting schedules to once per quarter.

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None