

Office of Superintendent of Schools
Board Meeting of October 23, 2002

October 22, 2002

Office of School Board Attorney
Johnny Brown, Board Attorney

**SUBJECT: GUIDELINES AND PROCEDURES ASSOCIATED WITH THE ROLE
AND RESPONSIBILITIES OF IN-HOUSE COUNSEL FOR THE BOARD**

**COMMITTEE: PERSONNEL SERVICES, MEDIA COMMUNICATIONS AND
MARKETING**

At the School Board meeting of July 10, 2002, the Board requested that the School Board Attorney provide specific guidelines and procedures associated with the role and responsibilities of in-house counsel for the School Board. Accordingly, the Board Attorney has drafted a document entitled "The Manual of Procedures for the Office of the School Board Attorney".

The Manual has been submitted to the Board under separate cover and will be placed on file in the Office of the Board Recording Secretary and Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive "The Manual of Procedures for the Office of the School Board Attorney".

REPLACEMENT

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JB/pr