

Ms. Perla Tabares Hantman, Member

**SUBJECT: UPDATE THE SCHOOL BOARD ATTORNEY'S OFFICE WEBSITE,  
DUTIES AND MANUAL OF PROCEDURES**

**COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

**LINK TO DISTRICT STRATEGIC PLAN: IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS  
THROUGHOUT THE DISTRICT**

The website currently on the internet for the Office of the School Board Attorney indicates that it was last updated on November 16, 2005; however, the procedures manual that is part of the website link was last revised on October 23, 2002. As such, the organizational structure and other information pertaining to current job duties for office staff as well as the contract for the School Board Attorney is not accurate and should be reviewed and revised as appropriate.

This agenda item proposes that the School Board Attorney review the information on the Board Attorney's website, including the section entitled "Duties" and "Manual" and revise the website information to ensure thoroughness and accuracy. This item further proposes that the Procedures Manual be brought to the School Board for review, discussion and receipt.

The estimated cost to the District according to the School Board Attorney is \$5,420.10

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**ACTION PROPOSED BY  
MS. PERLA TABARES HANTMAN:**

That The School Board of Miami-Dade County, Florida direct the Board Attorney to update the School Board Attorney's Office website, including the duties and the Manual of Procedures to be brought to the School Board at the June, 2007 School Board meeting.

The estimated cost to the District according to the School Board Attorney is \$5,420.10

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