

Office of Superintendent of Schools
Board Meeting of October 19, 2011

October 3, 2011

Office of School Board Attorney
Walter J. Harvey, School Board Attorney

**SUBJECT: REQUEST APPROVAL OF PROFESSIONAL SERVICE
 CONTRACT FOR THE SCHOOL BOARD ATTORNEY'S
 OFFICE**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

On November 30, 2011, the two-year contract for a support staff employee (paralegal) in the School Board Attorney's Office will come to its conclusion; the employee has chosen not to renew or extend her contract. As a result, the School Board Attorney is seeking authorization from the School Board to fill this position.

The School Board Attorney has significantly reduced litigation costs and the outsourcing of legal services and will continue with its effort to strengthen its in-house litigation team. In order to effectively continue this effort, adequate litigation support staff must be maintained.

Ms. Ileana Licea is being recommended to replace the position being vacated by the outgoing support staff member. The School Board Attorney requests that the Board approve the issuance of a professional service contract for the employment of Ms. Licea to fill the existing position of paralegal. There is no budgetary impact. A copy of the proposed professional service contract and resume will be submitted to the Board under separate cover.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the School Board Attorney to issue a two-year professional service contract to Ms. Ileana Licea to fill the existing paralegal position that will become vacant as of December 1, 2011.