

Office of Superintendent of Schools  
Board Meeting of November 22, 2011

November 22, 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 end and 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 efforts to strengthen its in-house litigation team. In order to effectively continue this effort, adequate litigation support staff must be maintained.

At the School Board meeting of October 19, 2011 (Agenda Item G-6), the School Board approved filling the position, but the prospective employee decided not to accept the offer of employment. As a result, Ms. Desiree Llopiz is being recommended to replace the position being vacated by the outgoing support staff member. The School Board Attorney requests that the Board approve a professional service contract for the employment of Ms. Llopiz to fill the existing position of paralegal. There is no budgetary impact. The proposed employment contract has been revised in accordance with the discussion held at the November 17, 2011, School Support Accountability committee meeting. A copy of the proposed professional service contract and resume will be submitted to the Board under separate cover. ] REVISED

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

**REVISED  
G-2**