

February 8, 2002

Frank J. Bolaños, Member

SUBJECT: RE-CONVENE THE PAPER REDUCTION TASK FORCE TO PROVIDE A STATUS REPORT ON PREVIOUS RECOMMENDATIONS, UPDATE ITS ORIGINAL RECOMMENDATIONS AND DEVELOP NEW STRATEGIES FOR REDUCING PAPER IN ADMINISTRATIVE FUNCTIONS.

In addition to its central mission of educating our community, Miami-Dade Public Schools is a \$4.2 billion enterprise with the same challenges and needs facing major corporations in the business sector today. Communicating and conducting transactions through various levels of the organization do not seem to have adapted to more efficient, cost-effective and electronic means of communication such as through email and the Internet.

Most private corporations and many large public institutions such as Florida International University and Miami-Dade County have been ahead of the curve in adapting their "paper-trail" to more electronic means allowing for more immediate transactions and communications as well as a net savings in the purchase of paper. In FY '00-'01 alone, the district purchased over 900,000 reams of paper at a cost of greater than \$1.6 million dollars. It would be wise for Miami-Dade Public Schools to begin this transition as we look towards streamlining administration and create savings which can be invested in the classroom.

For that reason, the previously created Paper Reduction Task Force should be re-convened to provide a status report of reduction, review its original recommendations and develop new strategies for using more electronic means of communication in administrative functions.

The composition of the task force should mirror the previous membership in addition to: a member of the Chambers of Commerce Sterling Blue Ribbon Commission (1), a member of the Greater Miami Chamber of Commerce's Technology Committee (1), a professor in e-commerce from a local university (1), a delegate of PTA/PTSA (1) a teacher who has excelled in the use of technology in the classroom (1).

**ACTION PROPOSED BY
FRANK J. BOLANOS:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to re-convene the Paper Reduction Task Force to provide a status report, update its original recommendations, present new strategies for reducing paper in administrative functions and report back to the Board within 120 days.

**REPLACEMENT
J-6**