

Agustin J. Barrera, Member

**SUBJECT: REQUEST FOR AUTHORIZATION FOR STAFF TO PURSUE ACQUIRING
A SYSTEM THAT REDUCES PAPERWORK AND STREAMLINES
ADMINISTRATIVE PROCESSES DISTRICT-WIDE**

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

Staff should undertake a technology initiative that reduces paperwork and costs, reduces administrative manual labor and streamlines administrative processes across all district departments. This technology should help address several Miami-Dade County Public Schools (MDCPS) strategic initiatives, especially the paper reduction plan. Additionally, the technology should be easily accessible, possibly web based, and interfaced to current MDCPS assets such as copiers, scanners, fax servers and phone switches. It should significantly reduce paperwork through exclusive use of electronic media, facilitate collaboration, provide document security, ensure compliance to record retention regulations and automate manual processes throughout all district departments. Initial implementation must address Board agenda preparation and review, Superintendent referrals, travel, vacation and requisition approvals and parent notification of student absences. Subsequently, this technology should be capable of enhancing teacher recruitment/applicant processing, streamlining public information requests and improving inter-office/school communications. Cost savings must be demonstrated for whatever technology is proposed and these savings should be based upon paper reduction, eliminating the need for schools to contract for attendance notification services, reduction in manual clerical office work associated with paper intensive processes and reduction in costs associated with warehousing and filing paper documents. Funding for this recommendation may be provided by the 2003-2004 General Fund.

**ACTION PROPOSED BY
AGUSTIN J. BARRERA:**

That The School Board of Miami-Dade County, Florida, authorize administration to develop a district-wide strategy for a paper reduction/workflow system. The cost to develop this plan would be approximately \$30,000.