

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, AUTHORIZE THE SUPERINTENDENT TO (1) ENTER INTO A CONTRACTUAL AGREEMENT WITH XEROX GLOBAL SERVICES TO PROVIDE CUSTOMIZED COMPREHENSIVE DIGITAL IMAGING SOLUTIONS IN AN AMOUNT NOT TO EXCEED \$18,000; AND (2) IMPLEMENT A PLAN OF ACTION TO ARCHIVE SCHOOL BOARD MEETING MINUTES FROM 1885 TO THE PRESENT**

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL SERVICES**

Miami-Dade County Public Schools has a rich history dating back to the late 1800's. The earliest records on file are bound together in a small, red leather book of parchment paper inscribed with the handwritten notation "Minutes of Meetings held by the Board of Education in Dade Co." Between the first entry, June 27, 1885, and the book's final entry, September 1898, Board members and Superintendents addressed issues such as:

- ⊠ establishing school districts in a county that in June 1885 extended from Hillsborough Inlet to Keys;
- ⊠ receiving a January 1896 enrollment report of 358 students for the first month of school - the figures included Palm Beach, Coconut Grove, Lemon City, Elliott Key, Jupiter, Mangonia, Potsdam, Juno, Everglades, Lantana, West Palm Beach, West Jupiter, Biscayne; and
- ⊠ approving a Uniform Course of Study for the Schools of Dade County in June 1896.

In April 2002, Dr. Robert B. Ingram, Vice Chair, sponsored an initiative which was unanimously approved by the full Board. The item directed the Superintendent to conduct a feasibility study to preserve and protect this important body of work, while simultaneously ensuring unlimited access to the information, through a School Board Historian serving to accomplish that function. A committee was subsequently established to formulate a plan of action. The committee included representatives from the Offices of Intergovernmental Affairs and Grants Administration, Information Technology Services, Business Operations, Procurement Management Services, and Management Projects. Dr. Dorothy Jenkins Fields of The Black Archives, History and Research Foundation of South Florida, Inc., was a tremendous source of guidance to this committee through her knowledge and expertise in archiving historical documents.

The committee met on numerous occasions to develop project specifications, to find technologies, techniques, and partners to accomplish the goals of the project, and to hold costs down. Based on the feasibility study, the Superintendent is recommending a plan of action which will provide the following benefits:

1. enable interested persons to inspect for themselves the record of School Board action from 1885 to the present, via an indexed, Portable Document Format (PDF) file posted on the Internet;
2. provide easy access to documents stored in long-term archival, resulting in better service to the public;
3. preserve original documents through a customized comprehensive digital imaging solution provided by Xerox Global Services;
4. capitalize on the experienced and skilled staff in the Office of the Board Recording Secretary to serve as School Board Historian to archive and maintain School Board meeting minutes; and
5. save resources by reducing the amount of staff time and money spent researching public information requests.

Xerox Global Services has 16 years of direct experience in preserving and converting historical documents. It is estimated that the implementation phase of the project will take from one to three months. The contract with Xerox Global Services, in an amount not to exceed \$18,000, will be issued within the guidelines of Board Rule 6Gx13- 3C-1.10 - Purchase Approval, which allows purchases to be made from contracts established by Miami-Dade County, Florida, public agencies within the state, other city or county governmental agencies, other school boards, community colleges or state university system cooperative agreements.

Funding for this item is included in the General Fund of the 2003-04 Adopted Budget under Program 9419, Function 7200, Object 5310, Location 9011.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

1. authorize the Superintendent to enter into a contractual agreement with Xerox Global Services to provide customized comprehensive digital imaging solutions to archive School Board meeting minutes from 1885 to the present in an amount not to exceed \$18,000; and
2. authorize the Superintendent to proceed with the implementation of a plan of action to archive School Board meeting minutes, to include staff in the Office of the Board Recording Secretary to serve as School Board Historian.

Funding for this item is included in the General Fund of the 2003-2004 Adopted Budget under Program 9419, Function 7200, Object 5310, Location 9011.