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SUBJECT: PILOT PROGRAM TO PROVIDE COST ESTIMATES FOR AGENDA ITEMS

COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS

LINK TO DISTRICT STRATEGIC PLAN: EVALUATE AND REDESIGN INTERNAL BUSINESS OPERATIONS

The School Board of Miami-Dade County, Florida, announced on February 14, 2007, its intention to amend School Board Rule 6Gx13- 8C-1.15, Agenda—Regular and Special Meetings, at the meeting of April 18, 2007. The action proposed by Ms. Perla Tabares Hantman, School Board Member, and approved by the Board at the December 13, 2006 School Board Meeting, Agenda Item B-4, authorized the Superintendent to amend the rule. During the course of deliberation for final reading at the April 18, 2007, School Board Meeting, the members of the School Board requested that the amendment to the rule be withdrawn and that the item be brought back to the School Board at the May 16, 2007, School Board Meeting as a pilot program. During the pilot, which will begin with the June 13, 2007, School Board Meeting, Cabinet members will review each Board member agenda item and provide cost and staff time estimates associated with the implementation of the recommended action referenced in the item prior to the publishing of the School Board Meeting Agenda. At the end of the pilot implementation, the School Board will assess the benefits of the procedures and determine its intention to amend School Board Rule 6Gx13- 8C-1.15, Agenda—Regular and Special Meetings.

In order to ensure that School Board Members' agenda items receive the necessary attention from staff, the following procedures and deadlines are proposed:

- I. A School Board Member preparing to submit an item for inclusion in an upcoming School Board Meeting Agenda should submit, via referral, a draft of the item to the Superintendent of Schools no later than two Fridays prior to the publication of the School Board Meeting Agenda on which the item is to be included.
- II. The Superintendent will refer the item to the appropriate Cabinet member with a deadline indicating that the cost estimate should be returned to the requesting School Board Member no later than the Friday preceding the publication of the School Board Meeting Agenda on which the item is to be included. This will allow the School Board Member to submit the item to the Superintendent of Schools at least nine (9) calendar days prior to the

meeting, in accordance with School Board Rule 6Gx13- 8C-1.15, Agenda—Regular and Special Meetings.

- III. Staff will ensure that the cost estimate provided is an accurate reflection of the expected costs associated with the implementation of the recommended action referenced in the item. This should include costs for staff time, materials, supplies, purchased services, and capital expenses.
- IV. Administratively, staff will continue to assist Board Members in developing cost estimates until the School Board approves the structure of the pilot program.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, begin a six-month pilot of procedures requiring Cabinet members to review each Board member agenda item and provide cost and staff time estimates associated with the implementation of the recommended action referenced in the item, to be effective as of the June 13, 2007, School Board Meeting.

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