

Ms. Maria Teresa Rojas, Board Member

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**SUBJECT: ADMINISTRATIVE ASSESSMENT AND ASSOCIATED UPDATES OF DISTRICTWIDE MANUALS AND WEBSITES**

**COMMITTEE: PERSONNEL, STUDENT, SCHOOL & COMMUNITY SUPPORT**

**LINK TO STRATEGIC BLUEPRINT: INFORMED, ENGAGED, AND EMPOWERED STAKEHOLDERS**

School districts use procedures manuals to set the standards which may include acceptable behaviors, safety, and regular business practices, among others. As work environments, legislative changes, updates to policies, audits, and technology changes transpire, procedures manuals require maintenance and updating to remain effective. Routine maintenance ensures that procedures manuals continue to align with the mission and goals of the school district. Additionally, a methodically and thoroughly review of websites go hand-in-hand with routine maintenance of manuals and other related modifications and updates. Attention is usually given to overall user experience, load time, missing or outdated content, missing names and/or titles, or content descriptions.

It is also important to note that Miami-Dade County Public Schools (M-DCPS) incorporates important manuals by reference in different Board policies. For example, School Board Policy 5410, *The Student Progression Plan for Miami-Dade County Public Schools*, is amended annually to reflect actions taken by the Florida legislature, the Florida Board of Education, the Florida Department of Education, and the School Board. School Board Policy 1120.01, *Managerial Exempt Personnel*, includes reference to the Manual of Procedures for Managerial Exempt Personnel (MEP) and is incorporated by reference in this Board Policy.

At the same time, it is just good practice that an administrative assessment and associated updates of districtwide manuals, including those referenced in School Board Policy, be conducted with the most relevant information available. Furthermore, it is appropriate to assess and finalize a full and broad review of districtwide websites to ensure that procedures are updated, contact names are up to date, and revised dates are also included. It is also significant to develop a comprehensive annual review process for these manuals and websites.

This item has been reviewed and approved by the School Board Attorney's office as to form and legal sufficiency.

**ACTION PROPOSED BY**

**MS. MARIA TERESA ROJAS:**

That The School Board of Miami-Dade County, Florida, direct the Superintendent of Schools to:

1. complete an administrative assessment and associated updates of districtwide manuals, including those referenced in School Board Policy and a comprehensive review and update of districtwide websites;
2. provide updated reports to the School Board by August 15, 2019 and December 12, 2019; and
3. finalize the review and update process by March 13, 2020, submitting a final report to the School Board.