

Office of Superintendent of Schools
Board Meeting of May 12, 1999

May 7, 1999

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: CONTRACT EMPLOYMENT OF AN ADMINISTRATIVE ASSISTANT TO
INDIVIDUAL SCHOOL BOARD MEMBER**

Ms. Perla Tabares Hantman, Member of The School Board of Miami-Dade County, Florida, recommends that **Ms. Ivonne Tellechea** be contractually employed as her Administrative Assistant.

The terms and conditions of services as Administrative Assistant are set forth in the contract form which has been approved by the School Board Attorney for the employment of Ms. Tellechea is to be effective May 13, 1999, or as soon thereafter as can be facilitated.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Ivonne Tellechea as Administrative Assistant to School Board Member, Ms. Perla Tabares Hantman, effective May 13, 1999, or as soon thereafter as can be facilitated.

NED/mu

**REPLACEMENT
E-4**