

Office of Superintendent of Schools
Board Meeting of October 21, 1999

October 5, 1999

Personnel Management and Services
Nelson E. Díaz, Deputy Superintendent

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

Dr. Marta Pérez, Member of The School Board of Miami-Dade County, Florida, recommends that **Mr. Valentin J. Alvarez** 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. The employment of Mr. Alvarez is to be effective October 21, 1999, or as soon thereafter as can be facilitated.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Mr. Valentin J. Alvarez as Administrative Assistant to School Board Member, Dr. Marta Pérez, effective October 21, 1999, or as soon thereafter as can be facilitated.

NED/vh

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