

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACTUAL AGREEMENT - PUBLIC INFORMATION OFFICER

The following recommendation is made in accordance with Board Rule 6Gx13-4A-1.16:

This contracted position was authorized by the Board at its meeting of March 15, 2000, Agenda Item E-3.

The Public Information Officer reports directly to the Superintendent of Schools. This is a contracted position responsible for the administration and supervision of the Office of Public Information and Media Relations with concurrent management, supervisory, and budgetary responsibilities for all service and operational activities for News Media Relations, Information Services, Community Outreach (Hispanic Affairs and Haitian Affairs), Publications, Marketing and Special Projects, Public Relations, Translation Services, Public Information, and Citizen Information.

Conditions of the employment contract for the position of Public Information Officer, provide for an initial employment term from April 13, 2000 to June 30, 2000, to be renewed from July 1, 2000, to June 30, 2001, pending Board action. The salary amount shall remain in effect throughout the term of the contract. The contract also provides for the individual to be granted sick leave and vacation leave as provided to managerial exempt personnel. Legal holidays are limited to: Independence Day (July 4), *Labor Day (first Monday in September), *Veterans' Day, *Thanksgiving Day (fourth Thursday in November), Christmas Day (December 25), New Year's Day (January 1), *Martin L. King's Birthday, *All Presidents' Day, and *Memorial Day (last Monday in May). Holidays listed with an asterisk shall be paid legal holidays. In addition to legal holidays, the following School Board approved holidays for 12 month employees include: Friday following the fourth Thursday in November (Thanksgiving), and two days in addition to December 25. Benefits consisting of a variety of selections from the flexible benefits offering will be provided to the contracted employee. Term life insurance equal to two time(s) the employee's annual base salary effective January 1 each year, for the term of the contract is also paid by the Board. The employee shall be entitled to membership in the Florida Retirement System as required by Florida Retirement System Rule 22B-1.004.

The employment contract may be terminated by the Board or employee on 15 days written notice to the Board or to the employee, as the case may be, it being understood that except as so provided, the contracted employee's right to employment shall be subject to the Board's absolute right to terminate the employment agreement at will.

Ms. Paige M. Patterson-Hughes is recommended for appointment to the open budgeted contracted position of Public Information Officer. Ms. Patterson-Hughes received a Bachelor of Science Degree in Journalism from the University of Florida, Gainesville, Florida. From 1986 to 1987, Ms. Patterson-Hughes worked as a newspaper reporter for *The News Tribune*, Fort Pierce, Florida. In 1988, she was a writer for the *South Florida Business Journal*, Miami, Florida. From 1990 to 1991, she was a newspaper reporter for the *Hollywood Sun*, Hollywood, Florida. From 1994 to 1997, she served as an Account Executive and an Account Supervisor for Wragg and Casas Public Relations, Miami, Florida; Ketchum Public Relations, Coral Gables, Florida; and Rubin Barney and Birger Public Relations, Coral Gables, Florida. Since 1997 to the present, Ms. Patterson-Hughes has served as the Public Information Officer for the Florida Department of Law Enforcement, Miami, Florida, her current position.

This recommendation is the direct result of the Board-approved advertisement and selection process.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint Ms. Paige M. Patterson-Hughes to the open budgeted contracted position of Public Information Officer, effective April 13, 2000, or as soon thereafter as can be facilitated, at an annual salary of \$80,000 through June 30, 2000, to be renewed from July 1, 2000 to June 30, 2001, pending Board action.

NED/vh