

*Internal*

Office of Superintendent of Schools  
Board Meeting of April 12, 2000

April 5, 2000

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
BUSINESS MANAGER  
INTERNAL FUNDS**

The following recommendation is made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract.

This open budgeted position was approved by the Board July 14, 1999, Agenda Item A-3.

**Ms. Vivian H. Colon**, currently a School Treasurer at Miami Northwestern Senior High School, is recommended for appointment to the open, budgeted position of Business Manager, Internal Funds, pay grade 37, Accounting Department. Ms. Colon is currently enrolled in a Bachelor of Science degree in Accounting at Nova Southeastern University, Fort Lauderdale, Florida. Since 1986 to the present, Ms. Colon has been employed by Miami-Dade County Public Schools as a Receptionist, an Attendance Clerk, a Data Input Specialist, a Secretary, a Secretary III, a Fiscal Assistant II, and a School Treasurer, 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. Vivian H. Colon to the open, budgeted position of Business Manager, Internal Funds, pay grade 37, 12 months, and assign to the Accounting Department, effective April 13, 2000, or as soon thereafter as can be facilitated.

NED/vh

**REPLACEMENT  
E-4**