

Office of Superintendent of Schools  
Board Meeting of November 15, 2000

October 31, 2000

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
BUSINESS MANAGER,  
REGIONAL VOCATIONAL TECHNICAL CENTER**

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

The Business Manager develops procedures for effective use of financial resources available for vocational and adult education; makes equitable distribution of funds into school level budgets; monitors expenditures and makes periodic reports to staff; reports fiscal activities that do not comply with statutes, regulations and policies; collects and processes data into suitable format for various reports required at the local and state levels; maintains audit trail on purchase requisitions; makes internal budget transfers as needed.

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

Details of this Board Agenda Item will be made available prior to the Board meeting of November 15, 2000.