

Office of Superintendent of Schools
Board Meeting of August 22, 2001

August 21, 2001

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: APPOINTMENT OF ADMINISTRATIVE ASSISTANTS TO BOARD MEMBERS

Mrs. Perla Tabares Hantman, Chair, The School Board of Miami-Dade County, Florida, recommends that **Ms. Maria F. Cabrera** be contractually employed as her Administrative Assistant.

Mr. Frank J. Bolaños, Member, The School Board of Miami-Dade County, Florida, recommends that **Mr. Alex R. Alvarado** and **Mr. Carlos Becerra** be contractually employed as his Administrative Assistants.

The terms and conditions of services as Administrative Assistants are set forth in the contract form which has been approved by the School Board Attorney for the employment of Ms. Maria F. Cabrera, Mr. Alex R. Alvarado and Mr. Carlos Becerra. The effective date of employment is August 23, 2001, or as soon thereafter as can be facilitated.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ:

1. Ms. Maria F. Cabrera as Administrative Assistant to School Board Chair, Mrs. Perla Tabares Hantman, effective August 23, 2001, or as soon thereafter as can be facilitated;
2. Mr. Alex R. Alvarado as Administrative Assistant to School Board Member, Mr. Frank J. Bolaños, effective August 23, 2001, or as soon thereafter as can be facilitated; and
3. Mr. Carlos Becerra as Administrative Assistant to School Board Member, Mr. Frank J. Bolaños, effective August 23, 2001, or as soon thereafter as can be facilitated.

NED/vh

REPLACEMENT
E-17