

Office of Superintendent of Schools
Board Meeting of December 12, 2001

November 28, 2001

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: ADMINISTRATIVE ASSISTANT TO INDIVIDUAL SCHOOL BOARD MEMBER

The School Board Administrative Assistant serves under contract at the pleasure of the individual Board Member and provides assistance in the performance of official duties and responsibilities.

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.

Details of this Board Agenda Item will be made available prior to the Board meeting of December 12, 2001.

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