

Office of Superintendent of Schools
Board Meeting of November 19, 2003

November 4, 1003

Office of Human Resources
Marjorie H. Adler, Chief Personnel Officer

SUBJECT: APPOINTMENT OF ADMINISTRATIVE ASSISTANT TO BOARD MEMBER

Dr. Marta Pérez, Member of The School Board of Miami-Dade County, Florida, recommends that **Ms. Marisa Toledo** be contractually employed as her Administrative Assistant.

The terms and conditions of service as Administrative Assistant are set forth in the contractual form which has been approved by the School Board Attorney for the employment of Ms. Marisa Toledo.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ **Ms. Marisa Toledo** as Administrative Assistant to School Board Member, Dr. Marta Pérez, effective October 27, 2003, or as soon thereafter as can be facilitated.

MHA:mtp