

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

SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PROFESSIONAL AND TECHNICAL PERSONNEL FOR CANDIDATES NEW TO THE SCHOOL DISTRICT

- 1. APPROVE PROPOSED RECLASSIFICATION OF PROFESSIONAL AND TECHNICAL POSITION**
- 2. APPOINT AND ASSIGN PROFESSIONAL AND TECHNICAL PERSONNEL RESULTING FROM THE BOARD-APPROVED ADVERTISEMENT AND SELECTION PROCESS**

The following recommendations are made in accordance with the Miami-Dade County Public Schools/Dade County Schools Administrators' Association labor contract. The recommended appointments reflect assignments of professional and technical personnel for candidates that are new to the District. Assignments of personnel and appointments of professional, and technical staff are a direct result of the Board-approved advertisement and selection process.

Ms. Alda G. Campos is recommended for appointment to the open, budgeted position of Coordinator, Instructional Television Services, pay grade 40, Media Programs. Ms. Campos received a Bachelor's of Arts Degree in Hispanic Studies, from the University of Puerto Rico. Ms. Campos' work history includes Library Technician II and III, and Staff Associate Senior with Miami-Dade College, North Campus, from 1989 through 1996; Video and Film Library Coordinator I and WLRN Instructional Television Manager, Miami-Dade County Public Schools from 1996 through April 2003; and Multimedia Support Services Manager, Miami- Dade College, InterAmerican Campus from April 2003; through the present.

Ms. Lillian J. Claudio is recommended for appointment to the open, budgeted position of Programmer Analyst II, pay grade 35, Systems and Programming Services. Ms. Claudio received an Associate Degree in Computer Science from Miami-Dade College, Miami, Florida, in April 2000. Ms. Claudio's work history includes working as a Temporary Pool with American Bankers Insurance Group from February 1995 through January 1998, and working as Programmer I and II and Associate Programmer Analyst with Assurant Group from February 1998 through October 2003.

REPLACEMENT

Mr. Terence S. Phillips is recommended for appointment to the open, budgeted position of Business Manager, pay grade 38, Booker T. Washington Senior High School. Mr. Phillips received a Bachelor's of Science Degree in Accounting, from Hampton University, Hampton, Virginia on May 14, 1989. Mr. Phillips' working history includes Internal Auditor Officer with Bank of America, Tampa Florida, from June 1989 through January 1992; Senior Auditor Officer, with Union Planters Bank, Miami, Florida from January 1992 through January 1993; Volunteer Accountant/Bookkeeper with the Antioch Missionary Baptist Church, Miami, Florida from March 1992 through May 1998; Staff Auditor III, with the Miami-Dade County Public Schools from January 1993 through March 1999 and Accounting, Business, Real Estate and Mortgage Consultant with TSP Professional Enterprises, Inc., Miami, Florida, from February 1992 through April 2003.

Ms. Orla M. Lacayo is recommended for appointment to the open, budgeted position of Staff Auditor II, Internal Audits, pay grade 39, Management and Compliance Audits. Ms. Lacayo received a Bachelor's of Science Degree in Hospitality Management in December 1997 and a Bachelor's Degree in Accounting, in December 2001 from Florida International University, Miami, Florida. Ms. Lacayo's work history includes Assistant Front Office Manager, Housekeeping Supervisor and Front Desk/Reservations Agent with Hyatt Hotels, Coral Gables, Florida, from 1997 through 2000; and temporary instructor and part-time Clerk with Miami-Dade County Public Schools, from April 2000 through October 2003.

Ms. Mayte Diaz is recommended for appointment to the open, budgeted position of Staff Auditor II, Internal Audits, pay grade 39, Management and Compliance Audits. Ms. Diaz received a Bachelor's Degree in Accounting from Florida International University, Miami, Florida, on August 15, 2002. Ms. Diaz' work history includes Junior Accountant with Banco Mercantil, C.A., from 1991 through 1999; Senior Accountant with Tatkon Sushi, Miami, Florida, from November 2001 through April 2002; and Accountant Analyst with Gold Coast Beverages, Miami, Florida, from April 2002 through the present.

Ms. Catrina Carswell is recommended for appointment to the open, budgeted position of Staff Auditor II, Internal Audits, pay grade 39, Management and Compliance Audits. Ms. Carswell received a Bachelor's Degree in Accounting from Bethune-Cookman College, Daytona Beach, Florida, in June 1997. Ms. Carswell's work history includes Staff Accountant with Hoch, Frey, & Zugman C.P.A.'s, Ft. Lauderdale, Florida, from January through November 1998; Senior Accountant with Accounting Systems Designers, Miami, Florida, from February 1999 through July 2000; Senior Staff Accountant/Auditor with Dohan & Co., C.P.A.'s., Miami, Florida, from July 2000 through September 2002; and Senior Accountant/Auditor with Joseph M. Filloy, C.P.A., Miami, Florida, from September 2002, through the present.

Ms. Christina Scott-Stoffle is recommended for appointment to the open, budgeted position of Media Relations Specialist, pay grade 36, Public Relations/Marketing. Ms. Scott-Stoffle received a Bachelor's of Arts Degree in English Literature from the University of San Francisco, San Francisco, California, in 1994 and Master's of Arts in

Communication from the University of Miami, Coral Gables, Florida, in 1998. Ms. Scott-Stoffle's work history includes Editorial Assistant with Business Week, Coral Gables, Florida from February 1997 through July 1998; Staff Writer, The Sun, East Bay Breeze, Sun City Center, Florida, from October 1998 through May 1999; Editor, South Tampa News, South Tampa, Florida from January 1999 through February 2000; Editor The BICSI News, Tampa Florida, from February 2001 through December 2001, and Staff Writer, New Jersey Resources, Wall, New Jersey, from May 2002 through July 2003.

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

1. Approve the proposed reclassification of the Professional and Technical Position of Coordinator, Instructional Television Services, pay grade 40, Media Programs and appoint the following candidate as a result of the Board-Approved advertisement and selection process, effective January 15, 2004, or as soon thereafter as can be facilitated:
 - a) **Ms. Aida G. Campos**, effective January 15, 2004, or as soon thereafter as can be facilitated.

2. Appoint and assign the following candidates to Professional and Technical positions resulting from the Board-Approved advertisement and selection process effective January 15, 2004, or as soon thereafter as can be facilitated:
 - a) **Ms. Lillian J. Claudio** to the open, budgeted position of Programmer Analyst II, pay grade 35, Systems and Programming Services;
 - b) **Mr. Terence S. Phillips** to the open, budgeted position of Business Manager, pay grade 38, Booker T. Washington Senior High School;
 - c) **Ms. Oria M. Lacayo** to the open, budgeted position of Staff Auditor II, Internal Audits, pay grade 39, Management and Compliance Audits;
 - d) **Ms. Mayte Diaz** to the open, budgeted position of Staff Auditor II, Internal Audits, pay grade 39, Management and Compliance Audits;
 - e) **Ms. Catrina Carswell** to the open, budgeted position of Staff Auditor II, Internal Audits, pay grade 39, Management and Compliance Audits; and,
 - f) **Ms. Christina Scott-Stoffle** to the open, budgeted position of Media Relations Specialist, pay grade 36, Public Relations/ Marketing.

MHA:mtp