

Paul R. Philip, Chief of Staff

**SUBJECT: DISMISSAL OF EMPLOYEE
HALAINE A. JAMES – SCHOOL BUS DRIVER
CENTRAL WEST TRANSPORTATION CENTER**

On December 19, 2003, the Superintendent of Schools sent the following letter to Ms. Halaine A. James:

I am exercising my responsibility as Superintendent of Schools and recommending to The School Board of Miami-Dade County, Florida, at its scheduled meeting of January 14, 2004, that the School Board suspend you and initiate dismissal proceedings against you from your current position as School Bus Driver, at Central West Transportation Center, effective at the close of the workday, January 14, 2004, for just cause, including, but not limited to: non-performance and deficient performance of job responsibilities; falsification of official document; and violation of School Board Rules 6Gx13- 3E-1.10, Transportation-Specific Procedures, and 6Gx13- 4A-1.21, Responsibilities and Duties. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.40 and 447.209, Florida Statutes; and Articles II and XI of the **Contract between the Miami-Dade County Public Schools and the American Federation of State, County, and Municipal Employees.**

If you wish to contest your suspension and dismissal, you must request in writing within 20 calendar days of notice of the Board action, a hearing or grievance/arbitration process as stipulated in the Contract, Articles VII and XI.

RECOMMENDED: That effective January 14, 2004, at the close of the workday, the School Board suspend and initiate dismissal proceedings against Ms. Halaine A. James, School Bus Driver, at Central West Transportation Center pending the outcome of a hearing, if requested.

PRP:vmb