

Office of Superintendent of Schools
Board Meeting of February 11, 2004

February 6, 2004

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

**SUBJECT: CONTRACTUAL EMPLOYMENT OF ADMINISTRATIVE ASSISTANT TO
INDIVIDUAL SCHOOL BOARD MEMBER**

Ms. Betsy Kaplan, Member of The School Board of Miami-Dade County, Florida, recommends that **Ms. Julie Palm** 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. Julie Palm.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ **Ms. Julie Palm** as Administrative Assistant to School Board Member, Ms. Betsy Kaplan, effective February 12, 2004, or as soon thereafter as can be facilitated.

MHA:mtp

REPLACEMENT

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