

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

**SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL NEW TO THE
SCHOOL DISTRICT**

The following recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.61, and the Miami-Dade County Public Schools/Dade County Schools Administrators' Association (DCSAA) labor contract. The assignments and appointments of Managerial Exempt Personnel, professional and technical staff, as well as those personnel in the IO salary schedule, as indicated, are a direct result of the Board-approved advertisement and selection process.

Ms. Monserrat Paradelo is recommended for appointment to the open budgeted position of Instructional Support Specialist, pay grade 20, Division of Language Arts/Reading. Ms. Paradelo received a Bachelor's of Science Degree in Business Administration from the University of Miami, Coral Gables, Florida in 1985 and a Master's of Science Degree in Exceptional Student Education from Barry University, Miami, Florida, in 1992. Ms. Paradelo's work history from 1990 through the present includes Curriculum/Technology Specialist, Carrollton School of the Sacred Heart, Miami, Florida; Educational Specialist, Area Center for Educational Enhancement, Miami, Florida; Curriculum Specialist/Lead Teacher, Howard Doolin Middle School, Miami, Florida; Educational Specialist/Multimedia Trainer, Division of Instructional Technology, MDCPS; Miami, Florida; and Adjunct Lecturer for Barry University, Nova Southeastern University, and Florida International University, Miami, Florida.

Ms. Carolina Claro-Leon is recommended for appointment to the open budgeted position of Project Coordinator, pay grade 40, Facilities Operations. Ms. Claro-Leon received a Bachelor's Degree in Architecture from the University of Miami, Coral Gables, Florida, in 1986. Ms. Claro-Leon's work history from 1987 through the present includes Associate Project Manager, Facilities Design and Construction, Miami Dade College, Miami, Florida; Technology Teacher, Ryder Elementary Charter School, Miami, Florida; Contract/Community Planner, Office of Community and Economic Development, Metro-Dade County, Miami, Florida; Project Manager and Coordinator, Department of Facilities Management, Florida Power and Light Company, Miami, Florida; Coordinator, Department of Environmental Resources Management, and Department of Computer Service and Information Systems, Metro-Dade County, Miami, Florida; and Project Manager, Lemuel Ramos and Associates.

Mr. Julian Garcia is recommended for appointment to the open, budgeted position of Project Coordinator, pay grade 40, Facilities Operations. Mr. Garcia received a Bachelor's of Science Degree in Electrical Engineering from the University of Miami, Coral Gables, Florida, in 1989. Mr. Garcia's work history from 1995 through the present includes Account Manager, Pantropic Power, Miami, Florida; Technical Account Manager, GE Medical System, West Palm Beach, Florida; and Technical Support Manager, American Equipment Sales, Ft. Lauderdale, Florida.

Mr. Robert Gil is recommended for appointment to the open, budgeted position of Coordinator I Construction Maintenance, pay grade 40, Facilities Operations. Mr. Gil received a Bachelor's Degree in Architecture from the Ecole Nationale Supérieure des Beaux Arts, Paris, France, and a Bachelor's of Arts Degree in Urban Planning from the Université de Paris VIII, France. Mr. Gil's work history from 1974 to the present includes Manager, Design and Construction Office/Project and Construction Manager/Owner's Representative, North Broward Hospital District, Ft. Lauderdale, Florida; Health Care Consultant/Project and Construction Manager, Robert Gil Architect DPLG, Planner, DIUAP, Miami, Florida; Assistant Director of Engineering/Project and Construction Manager/Owner's Representative, Boca Raton Community Hospital, Boca Raton, Florida; Senior Project Manager/Construction Manager, MGE Architects, Miami, Florida; Project Architect, D. William Gerberich, Architect P.A., Miami, Florida; and Senior Project Manager/ Construction Manager/Office Manager/Partner, Jean Francois Menager, Architect, Paris, France.

Mr. Orlando D. Capote is recommended for appointment to the open, budgeted position of Coordinator I Construction Maintenance, pay grade 40, Facilities Operations. Mr. Capote received a Bachelor's of Science Degree in Electrical Engineering from the University of Miami, Coral Gables, Florida, in 1977. Mr. Capote's work history from 1977 through 2002 includes Construction Project Manager, In-House Electrical Consultant, Electrical Technical Supervisor, Environmental Coordinator, BellSouth, Miami, Florida, and Systems Evaluation Engineer, Motorola, Plantation, Florida.

Mr. Arnold M. Velazquez, Jr. is recommended for appointment to the open, budgeted position of Buyer, pay grade 39, Procurement Management. Mr. Velazquez received a Bachelor's Degree in Public Administration from Florida International University, Miami, Florida, in 1995. Mr. Velazquez' work history from 1992 through the present includes Procurement and Contract Manager, Department of Finance, City of Miami Springs, Miami Springs, Florida; Manager/Buyer, Procurement Management, Miami-Dade County Public Schools, Miami, Florida; Procurement Administrator and Right of Way Contract Administrator, District Six, Florida Department of Transportation, Miami, Florida; and Warehouse Logistics Manager, Table De France, Miami, Florida.

Mr. Frank Angulo is recommended for appointment to the open, budgeted position of Senior Investigator, IO Salary Schedule, Office of Inspector General. Mr. Angulo received a Bachelor's Degree in Public Administration from Barry University, Miami Shores, Florida, in 1998. Mr. Angulo's extensive work history from 1975 through the present includes Vice President and Director of Corporate Security, BankUnited, FSB, Miami Lakes, Florida; Detective, Police Department, City of North Bay Village, Florida; Task Force Agent, Indian Creek Public Safety Department, Miami, Florida; Senior Fraud Investigator, First Union National Bank, and Barnett Bank, Miami, Florida; Criminal Investigator, Florida Department of Revenue, Miami, Florida; and Patrol Officer, Detective and Sergeant, Hialeah Police Department, Hialeah, Florida.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint effective March 18, 2004, or as soon thereafter as can be facilitated:

1. **Ms. Monserrat Paradelo** to the open, budgeted position of Instructional Support Specialist, MEP pay grade 20, Division of Language Arts/Reading;
2. **Ms. Carolina Claro-Leon** to the open, budgeted position of Project Coordinator, DCSAA pay grade 40, Facilities Operations;
3. **Mr. Julian Garcia** to the open, budgeted position of Project Coordinator, DCSAA pay grade 40, Facilities Operations;
4. **Mr. Robert Gil** to the open, budgeted position of Coordinator I Construction Maintenance, DCSAA pay grade 40, Facilities Operations;
5. **Mr. Orlando D. Capote** to the open, budgeted position of Coordinator I Construction Maintenance, DCSAA pay grade 40, Facilities Operations;
6. **Mr. Arnold M. Velazquez, Jr.** to the open, budgeted position of Buyer, DCSAA pay grade 39, Procurement Management, and
7. **Mr. Frank Angulo** to the open, budgeted position of Senior Investigator, IO Salary Schedule, Office of Inspector General.

MHA:mtp