

Office of Superintendent of Schools
Board Meeting of March 17, 2004

March 3, 2003

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

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

Mr. Frank J. Cobo, Member of The School Board of Miami-Dade County, Florida, recommends that **Ms. Gail Shovlin** be contractually employed as his 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. Gail Shovlin.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ **Ms. Gail Shovlin** as Administrative Assistant to School Board Member, Mr. Frank J. Cobo, effective March 18, 2004, or as soon thereafter as can be facilitated.

MHA:mtp