

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

November 3, 2004

Office of Human Resources  
Paul M. Cholak, Chief Personnel Officer

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

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND  
PERSONNEL SERVICES**

Ms. Perla Tabares Hantman, Member of The School Board of Miami-Dade County, Florida, recommends that Ms. Yamile N. Mendez 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. Yamile N. Mendez.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, contractually employ Ms. Yamile N. Mendez as Administrative Assistant to School Board Member, Ms. Perla Tabares Hantman, effective November 18, 2004, or as soon thereafter as can be facilitated.

PMC/mev

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