

Office of Superintendent of Schools
Board Meeting of December 15, 2004

December 1, 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**

Dr. Martin Karp, Member of The School Board of Miami-Dade County, Florida, recommends that Ms. Denise Izquierdo 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. Denise Izquierdo.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Denise Izquierdo as Administrative Assistant to School Board Member, Dr. Martin Karp, effective November 18, 2004, or as soon thereafter as can be facilitated.

PMC/mtp

K-4