

Office of Superintendent of Schools
Board Meeting of February 16, 2005

February 2, 2005

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

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

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Ms. Evelyn Langlieb Greer, Member of The School Board of Miami-Dade County, Florida, recommends that Ms. Beverly F. Gerald 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. Beverly F. Gerald.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Beverly F. Gerald as Administrative Assistant to School Board Member, Ms. Evelyn Langlieb Greer, effective February 17, 2005, or as soon thereafter as can be facilitated.

PMC/mtp

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