

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

SUBJECT: CONTRACTUAL EMPLOYMENT OF ADMINISTRATIVE ASSISTANTS TO INDIVIDUAL SCHOOL BOARD MEMBERS

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

Mr. Frank J. Bolaños, Chair, The School Board of Miami-Dade County, Florida, recommends that **Ms. Magda R. Orta** be contractually employed as his Administrative Assistant.

Ms. Ana Rivas Logan, Member, The School Board of Miami-Dade County, Florida, recommends that **Ms. Jannette Reyes** 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. Magda R. Orta and Ms. Jannette Reyes.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ:

1. **Ms. Magda R. Orta** as Administrative Assistant to Mr. Frank J. Bolaños, Chair, effective May 19, 2005 or as soon thereafter as can be facilitated; and
2. **Ms. Jannette Reyes** as Administrative Assistant to School Board Member, Ms. Ana Rivas Logan, effective May 9, 2005 or as soon thereafter as can be facilitated.

PMC/mtp