

Office of Professional Standards
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: SUSPENSION WITHOUT PAY AND INITIATE DISMISSAL
PROCEEDINGS OF EMPLOYEE
AMY M. UTRERA – SCHOOL CLERK II
SUNSET ELEMENTARY SCHOOL**

On December 20, 2006, the following letter was sent to Ms. Amy M. Utrera:

This is to notify you that the Superintendent of Schools will be recommending to The School Board of Miami-Dade County, Florida, at its scheduled meeting of January 17, 2007, that the School Board suspend you without pay and initiate dismissal proceedings against you from your current position as School Clerk II at Sunset Elementary School, effective at the close of the workday, January 17, 2007, for just cause, including, but not limited to: non-performance and deficient performance of job responsibilities; and violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties, 6Gx13- 4A-1.213, Code of Ethics; and 6Gx13- 4E-1.01, Absences and Leaves. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.40, 1012.67, and 447.209, Florida Statutes.

If you wish to contest your suspension and dismissal, you must request a hearing in writing within 20 calendar days of the receipt of notice of the Board action, in which case, formal charges will be filed and a hearing will be held before an administrative law judge.

If the School Board accepts (or approves) the Superintendent's recommendation, you will be notified of the School Board's action.

RECOMMENDED: That effective January 17, 2007, at the close of the workday, the School Board suspend without pay and initiate dismissal proceedings against Ms. Amy M. Utrera, School Clerk II at Sunset Elementary School, pending the outcome of a hearing, if requested.

MTR