

Office of Superintendent of Schools
Board Meeting of August 1, 2007

July 19, 2007

Business Operations
Ofelia San Pedro, Deputy Superintendent

SUBJECT: AUTHORIZE THE 2007-2008 SALARY SCHEDULE AND SALARY INCREASE FOR ADMINISTRATIVE ASSISTANTS TO SCHOOL BOARD MEMBERS

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO DISTRICT STRATEGIC PLAN: NEGOTIATE AND DEVELOP CONTRACTS WITH EACH BARGAINING UNIT

It is recommended that eligible Administrative Assistants to School Board Members advance one step effective July 1, 2007. Employees on the top step of the schedule as of June 30, 2007 will receive a four percent (4%) salary increase.

A copy of the recommended 2007-2008 salary schedule for Administrative Assistants to School Board Members is attached for your approval.

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

1. eligible employees to advance one step effective July 1, 2007.
2. a four percent (4%) salary increase for employees on the top step of the salary schedule as of June 30, 2007.
3. the 2007-2008 Salary Schedule for Administrative Assistants to School Board Members.

OSP:jmg

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ADMINISTRATIVE ASSISTANT TO THE SCHOOL BOARD MEMBERS

SALARY SCHEDULE (X1) 2007-2008 (Effective July 1, 2007)

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
\$49,122	\$51,085	\$53,128	\$55,248	\$57,219	\$59,757	\$62,147	\$64,512	\$67,093	\$71,938	\$74,098

Supplement for Administrative Assistant to School Board Chair.....\$3,000.