

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY AND INITIATE  
DISMISSAL PROCEEDINGS OF EMPLOYEE PENDING APPEAL  
TERRY A. SMITH – LEAD CUSTODIAN  
CHARLES R. DREW MIDDLE SCHOOL**

**LINK TO DISTRICT  
STRATEGIC PLAN IMPROVE EFFECTIVENESS OF INSTRUCTION  
AND EFFICIENCY OF OPERATIONS**

On August 23, 2007, the following letter was sent to Mr. Terry A. Smith:

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 September 5, 2007, that the School Board suspend you without pay and initiate dismissal proceedings against you from your current position as Lead Custodian at Charles R. Drew Middle School, effective at the close of the workday, September 5, 2007, for just cause, including, but not limited to: non-performance and deficient performance of job responsibilities; gross insubordination; and violation of School Board Rules 6Gx13- 4A-1.01, Equal Opportunity Employment and Assignment and the Title VII Civil Rights Act of 1964, as amended by Gender, 6Gx13- 4A-1.21, Responsibilities and Duties, and 6Gx13- 4A-213, Code of Ethics. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.40 and 447.209, Florida Statutes; and Articles II and XI of the **Contract between the Miami-Dade County Public Schools and the American Federation of State, County, and Municipal Employees.**

If you wish to contest your suspension and dismissal, you must request in writing within 20 calendar days of notice of the Board action, a hearing or grievance/arbitration proceeding. The grievance/arbitration proceeding is regulated by Articles VII and XI of the AFSCME Contract. Your selection of one appeal method waives the right to select the other appeal method in the future. If you select arbitration, you must also notify AFSCME of your selection and obtain AFSCME's written concurrence.

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

**RECOMMENDED:** That effective September 5, 2007, at the close of the workday, the School Board suspend without pay and initiate dismissal proceedings against Mr. Terry A. Smith, Lead Custodian at Charles R., Drew Middle School, pending the outcome of a hearing, if requested.

MTR