

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY OF EMPLOYEE  
FOR 15 CALENDAR DAYS PENDING APPEAL  
DEBRA A. COLBERT – CUSTODIAN  
FREDERICK DOUGLASS ELEMENTARY SCHOOL**

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

On November 7, 2007, the following letter was sent to Ms. Debra A. Colbert:

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 November 20, 2007, that the School Board suspend you without pay from your current position as Custodian at Frederick Douglass Elementary School, for 15 calendar days, effective at the close of the workday, November 20, 2007, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 4-1.08, Violence in the Workplace; 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4A-1.213, Code of Ethics. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), and 447.209, Florida Statutes; and Article XI, Sections 4B and C of the **Contract between the Miami-Dade County Public Schools and the American Federation of State, County, and Municipal Employees (AFSCME)**.

If you wish to contest your suspension, 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 November 20, 2007, at the close of the workday, the School Board suspend Ms. Debra A. Colbert, Custodian at Frederick Douglass Elementary School, for 15 calendar days without pay, pending the outcome of a hearing or grievance/arbitration process, if requested.

MTR

**D-71**