

Office of Professional Standards
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY AND INITIATE
DISMISSAL PROCEEDINGS OF EMPLOYEE PENDING APPEAL
NANCY IJALANA – SCHOOL CLERK II
MIAMI LAKES EDUCATIONAL CENTER**

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

On December 10, 2007, the following letter was sent to Ms. Nancy Ijalana:

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 December 19, 2007, that the School Board suspend you without pay and initiate dismissal proceedings against you from your current position as School Clerk II, at Miami Lakes Educational Center, effective at the close of the workday; December 19, 2007, for just cause, including, but not limited to: excessive absenteeism; abandonment of position; and violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties and 6Gx13- 4E-1.01, Absences and Leaves. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.33, 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 December 19, 2007, at the close of the workday, the School Board suspend without pay and initiate dismissal proceedings against Ms. Nancy Ijalana, School Clerk II at Miami Lakes Educational Center, pending the outcome of a hearing, if requested.

MTR

D-57