

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY OF EMPLOYEE  
FOR 30 CALENDAR DAYS PENDING APPEAL  
LATRICE S. SHINHOSTER- BUS AIDE  
SOUTH TRANSPORTATION CENTER**

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

On December 21, 2007, the following letter was sent to Ms. Latrice S. Shinhoster:

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 16, 2008, that the School Board suspend you without pay from your current position as Bus Aide at South Transportation Center, for 30 calendar days, effective at the close of the workday, January 16, 2008, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 3E-1.10, Transportation--Specific Procedures, specifically, failure to perform a Post-Trip Inspection, and 6Gx13- 4A-1.21, Responsibilities and Duties. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f) 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 (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 January 16, 2008, at the close of the workday, the School Board suspend Ms. Latrice S. Shinhoster, Bus Aide at South Transportation Center, for 30 calendar days without pay, pending the outcome of a hearing or grievance/arbitration process, if requested.

MTR