

Carolyn Spaht, Chief of Staff

**SUBJECT: CONTRACTUAL EMPLOYMENT OF ADMINISTRATIVE ASSISTANT  
TO INDIVIDUAL SCHOOL BOARD MEMBER**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

Dr. Wilbert "Tee" Holloway, Member, The School Board of Miami-Dade County, Florida, recommends that **Ms. Suzanne E. Matthews** be contractually employed as his Administrative Assistant.

The terms and conditions of service as Administrative Assistant are set forth in the contractual form which has been approved by the School Board Attorney for the employment of **Ms. Suzanne E. Matthews.**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, contractually employ **Ms. Suzanne E. Matthews** as Administrative Assistant to School Board Member, Dr. Wilbert "Tee" Holloway, effective February 14, 2008 or as soon thereafter as can be facilitated.