

Carolyn Spaht, Chief of Staff

**SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL NEW TO
THE SCHOOL DISTRICT**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO DISTRICT
STRATEGIC PLAN: GENERAL OPERATIONS**

The following recommended appointments reflect assignments of Managerial Exempt Personnel (MEP) and/or professional and technical personnel (DCSAA) to the District. The MEP and DCSAA recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.61, and the DCSAA labor contract. The assignments and appointments of personnel may be as a result of the Board-approved advertisement and selection process or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

There is no cost to the District for this item and no relocation expenses will be given to these employees.

Ms. Luz Cotes is recommended for appointment to the open budgeted position of ERP Analyst, Interface Development, MEP pay grade 17, ERP System. Ms. Cotes received a Bachelor's Degree in Management Information System and Business from Barry University, Miami Shores, Florida, and a Master's Degree in Business Administration from Nova Southeastern University, Ft. Lauderdale, Florida. Ms. Cotes' work history includes ERP Analyst, Starboard Cruise Services, Inc., Miami, Florida; System Administrator/Team Lead, Centennial Communication, Coral Gables, Florida; Programmer Analyst, Interactive Response Technology, Ft. Lauderdale, Florida, and Human Resources Information System – Administration, Miami Dade College, Miami, Florida.

Ms. Melanye Haywood is recommended for appointment to the open budgeted position of ERP Team Leader, Budget Control, MEP pay grade 21, ERP System, effective March 24, 2008. Ms. Haywood received a Bachelor's Degree in Communications/Advertising from Florida State University, Tallahassee, Florida, and a Master's Degree in Business Administration from Nova Southeastern University, Davie, Florida. Ms. Haywood's work history includes Senior Financial Analyst, Automation, Inc., Ft. Lauderdale, Florida; Finance Manager, Susan B. Anthony Center, Inc., Lauderdale Lakes, Florida; Fiscal Assistant Consultant, Legal Services of Greater Miami, Inc., Miami, Florida, and Comptroller, Artserve, Inc., Ft. Lauderdale, Florida.

Ms. Lorraine Herrera is recommended for appointment to the open budgeted position of ERP Analyst, Data Conversion, MEP pay grade 17, ERP System. Ms. Herrera received a Bachelor's Degree in Information Technology from Barry University, Miami, Florida, and a Master's Degree in Management Information System from Florida International University, Miami, Florida. Ms. Herrera's work history includes ERP Analyst, Information Technology, Starboard Cruise Services, Doral, Florida; Business Systems Analyst – Client Accounting, AETNA, Plantation, Florida, and System Support Analyst, Assurant Group, Miami, Florida.

RECOMMENDED: That effective April 17, 2008 or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item, The School Board of Miami-Dade County, Florida, appoint:

1. **Ms. Luz Cotes** to the open budgeted position of ERP Analyst, Interface Development, MEP pay grade 17, ERP System
2. **Ms. Melanye Haywood** to the open budgeted position of ERP Team Leader, Budget Control, MEP pay grade 21, ERP System, effective March 24, 2008
3. **Ms. Lorraine Herrera** to the open budgeted position of ERP Analyst, Data Conversion, MEP pay grade 17, ERP System

SALARY RANGE	
MEP	
21	\$78,698 – \$130,861
17	\$57,054 - \$ 91,761