

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY AND INITIATE  
DISMISSAL PROCEEDINGS OF EMPLOYEE PENDING APPEAL  
SHAKEVIA L. COOPER - BUS AIDE  
NORTHWEST TRANSPORTATION CENTER**

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

On March 26, 2008, the following letter was sent to Ms. Shakevia L. Cooper:

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 April 16, 2008, that the School Board suspend you and initiate dismissal proceedings against you from your current position as Bus Aide at Northwest Transportation Center, effective at the close of the workday, April 16, 2008, for just cause, including, but not limited to: excessive absenteeism; abandonment of position; non-performance and deficient performance of job responsibilities; and violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties, 6Gx13- 4A-1.213 Code of Ethics; and 6Gx13- 4E-1.01, Absences and Leaves. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), 1012.40, 1012.67, 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 and dismissal, 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 April 16, 2008, at the close of the workday, the School Board suspend and initiate dismissal proceedings against Ms. Shakevia L. Cooper, Bus Aide at Northwest Transportation Center, pending the outcome of a hearing, if requested.

MTR