

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY AND INITIATE  
DISMISSAL PROCEEDINGS OF EMPLOYEE PENDING APPEAL  
CHARLES R. KELLY – ADMINISTRATIVE ASSISTANT  
TRANSPORTATION VEHICLE MAINTENANCE**

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

On July 23, 2008, the following letter was sent to Mr. Charles R. Kelly:

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 August 4, 2008, that the School Board suspend you without pay and initiate dismissal proceedings against you from your current position as Administrative Assistant at Transportation Vehicle Maintenance, effective at the close of the workday, August 4, 2008, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 1.21, Responsibilities and Duties; 6Gx13- 4A-1.212, Conflict of Interest; and 6Gx13- 4A-1.213, Code of Ethics Permanent Personnel. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), and 447.209, Florida Statutes.

If you wish to contest your suspension and dismissal, you must request a hearing, in writing, within 15 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 August 4, 2008, at the close of the workday, the School Board suspend without pay and initiate dismissal proceedings against Mr. Charles R. Kelly, Administrative Assistant at Transportation Vehicle Maintenance, pending the outcome of a hearing, if requested.

MTR