

Office of Professional Standards
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY OF EMPLOYEE
FOR 30 CALENDAR DAYS PENDING APPEAL
CORA N. SEABROOK – CUSTODIAN
YWAACD @ JAN MANN OPPORTUNITY SCHOOL**

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

On November 5, 2008, the following letter was sent to Mr. Cora N. Seabrook:

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 November 18, 2008, that the School Board suspend you without pay from your current position as Custodian at YWAACD @ Jan Mann Opportunity School, for 30 calendar days, effective at the close of the workday, November 18, 2008, for just cause, including, but not limited to: failure to follow directives; non-performance of job responsibilities; and violation of School Board Rules 6Gx13-4A-1.21, Responsibilities and Duties, and 6Gx13-4E-1.01, Absences and Leaves. 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 November 18, 2008, at the close of the workday, the School Board suspend Mr. Cora N. Seabrook, Custodian at YWAACD @ Jan Mann Opportunity School, for 30 calendar days without pay, pending the outcome of a hearing or grievance/arbitration process, if requested.

MTR