

Vera A. Hirsh, Assistant Superintendent
Human Resources, Recruitment and Performance Management

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

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

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

Dr. Wilbert "Tee" Holloway, Member, The School Board of Miami-Dade County, Florida, recommends that Ms. Raquel A. Alexander 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. Raquel A. Alexander.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Raquel A. Alexander as Administrative Assistant to Member, Dr. Wilbert "Tee" Holloway, effective February 18, 2009, or as soon thereafter as can be facilitated.