

Office of Professional Standards  
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY OF EMPLOYEE  
FOR 10 CALENDAR DAYS AND REQUIRED RESTITUTION  
SHIRLEY A. JENKINS – HEAD CUSTODIAN  
MERRICK EDUCATIONAL CENTER**

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

On August 26, 2009, the following letter was sent to Ms. Shirley A. Jenkins:

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 September 9, 2009, that the School Board suspend you without pay from your current position as Head Custodian at Merrick Educational Center, for 10 calendar days, effective at the close of the workday, September 9, 2009, and require you to make restitution, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4A- 1.213, Code of Ethics. 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 the School Board accepts (or approves) the Superintendent's recommendation, you will be notified of the School Board's action.

You have waived, in writing, your right to an administrative hearing.

**RECOMMENDED:** That effective September 9, 2009, at the close of the workday, the School Board suspend Ms. Shirley A. Jenkins, Head Custodian at Merrick Educational Center, for 10 calendar days without pay, and require restitution.

MTR