

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

Enid Weisman, Assistant Superintendent
Human Resources, Recruiting, Performance Management and Labor Relations

**SUBJECT: APPOINTMENTS AND LATERAL ASSIGNMENTS OF
MANAGERIAL EXEMPT, PROFESSIONAL AND TECHNICAL
PERSONNEL FOR 2010-2011**

**APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL TO
THE SCHOOL DISTRICT**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO STRATEGIC
FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP**

The following recommended appointments reflect assignments of personnel, including Managerial Exempt Personnel (MEP), professional and technical personnel (DCSAA) and personnel in the IO salary schedule to the District. The MEP and DCSAA recommendations are made in accordance with Board Rules 6Gx13- 4A-1.16, 6Gx13- 4A-1.61, and the DCSAA labor contract. The assignments and appointments of personnel, are a direct result of the Board-approved advertisement and selection process.

Considerations for reassignments of managerial exempt, professional and technical personnel were predicated upon an intensive review of information by appropriate administrators.

The recommended managerial exempt, professional and technical personnel appointments reflect the honoring of requests for lateral reassignments, where possible. Assignments of personnel and appointments of managerial exempt, professional and technical staff may be a result of the Board-approved advertisement and selection process, or by a direct appointment of an individual who has demonstrated the specific qualifications and background applicable to the position.

State Statutes and subsequent changes in Board rules governing Administrative/Professional and Technical Staffing require that all first year principalship appointments be "Interim" appointments.

In order to fill school-site allocations and other allocations vacated by promotion, leave, retirement, and other attritional factors, it is recommended that the following personnel assignments be authorized by the School Board. Revisions, additions and /or deletions may be made to the recommended personnel assignments, as necessary, to assure efficient school system operations, and if such modifications are made, a revised Board item will be submitted prior to the Board meeting.

There is no cost to the District for this item.

NON-SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS
CONTRACT IO SCHEDULE

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Marilyn Gran	--	--	Reimbursable Vending Machine Grant Manager Food and Nutrition (Effective 01/03/2011) (Grant Funded thru 02/2012)	IO
Erin Healy	--	--	Farm-to-School Grant Manager Food and Nutrition (Effective 01/03/2011) (Grant Funded thru 02/2012)	IO

NON-SCHOOL SITE ADMINISTRATIVE ASSIGNMENTS

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Lubby Navarro	--	--	Director, Intergovernmental Affairs/Grants Administration Intergovernmental Affairs and Grants Administration (Effective 01/04/2011) (Partially Grant Funded)	21

ADMINISTRATIVE ASSISTANTS TO
INDIVIDUAL BOARD MEMBER

<u>NAME</u>	<u>CURRENT ASSIGNMENT</u>	<u>CURRENT PG</u>	<u>NEW ASSIGNMENT</u>	<u>NEW PG</u>
Mario J. Beovides	--	--	Administrative Assistant to Mr. Carlos L. Curbelo, Member, School Board Member (Effective 01/03/2011)	Contract
Natalie C. French	--	--	Administrative Assistant to Ms. Raquel A. Regalado, Member, School Board Member (Effective 01/03/2011)	Contract
Ana I. Pereira	--	--	Administrative Assistant to Ms. Perla Tabares Hantman, Chair, School Board Member (Effective 01/03/2011)	Contract
Nicole Rapanos	--	--	Administrative Assistant to Mr. Carlos L. Curbelo, Member, School Board Member (Effective 01/03/2011)	Contract

RECOMMENDED: That effective January 13, 2011, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. approve the recommendations as set forth above for appointments and lateral transfers to be effective January 13, 2011, or as soon thereafter as can be facilitated, with the exception of the effective dates as noted throughout the item.
2. appoint:
 - a. **Ms. Marilyn Gran** is recommended for appointment to the open contract and budgeted position of Reimbursable Vending Machine Grant Manager, pay grade IO, Department of Food and Nutrition.
 - b. **Ms. Erin Healy** is recommended for appointment to the open contract and budgeted position of Farm to School Grant Manager, pay grade IO, Department of Food and Nutrition.
 - c. **Mr. Mario J. Beovides** be contractually employed as Administrative Assistant to Mr. Carlos L. Curbelo, Member.
 - d. **Ms. Natalie C. French** be contractually employed as Administrative Assistant to Ms. Raquel Regalado, Member.
 - e. **Ms. Ana I. Pereira** be contractually employed as Administrative Assistant to Ms. Perla Tabares Hantman, Chair.
 - f. **Ms. Nicole Rapanos** be contractually employed as Administrative Assistant to Mr. Carlos L. Curbelo, Member.

SALARY RANGES

MEP*

21 \$75,669 - \$119,532

IO

(part-time, hourly and other positions that are not in any bargaining unit)

8622	Farm-to-School Grant Manager	\$45,000
8623	Reimbursable Vending Machine Grant Manager	\$45,000

Administrative Assistant to the School Board Members

XI \$48,214 - \$77,907

*MEP salary ranges are adjusted for the 250 day calendar, approved June 17, 2009, by Board Agenda Item D-26