

Freddie Woodson, Deputy Superintendent
District/School Operations

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY AND INITIATE
DISMISSAL PROCEEDINGS OF EMPLOYEE PENDING APPEAL
HENRY R. MATTHEWS – PARAPROFESSIONAL
PONCE DE LEON MIDDLE SCHOOL**

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

On August 23, 2011, the following letter was sent to Mr. Henry R. Matthews:

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 7, 2011, that the School Board suspend you without pay and initiate dismissal proceedings against you from your current position as Paraprofessional at Ponce de Leon Middle School, effective at the close of the workday, September 7, 2011, for just cause, including, but not limited to: excessive absenteeism; excessive tardiness; gross insubordination; 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), 1012.40, and 447.209, Florida Statutes.

If you wish to contest your suspension and dismissal, you must request a hearing in writing within 20 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 September 7, 2011, at the close of the workday, The School Board suspend without pay and initiate dismissal proceedings against Mr. Henry R. Matthews, Paraprofessional, at Ponce de Leon Middle School pending the outcome of a hearing, if requested.

FW

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