

Ms. Perla Tabares Hantman, Chair

**SUBJECT: AUTHORIZE THE SUPERINTENDENT TO RESTORE THE
CONFIDENTIAL EXEMPT POSITION OF SECRETARY TO
SCHOOL BOARD MEMBER**

**COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL
RELATIONS**

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

A number of years back, School Board Members had allocations for a position of Secretary to School Board Member (Confidential Exempt) as well as a position of Administrative Assistant to School Board Member (contract position). As such, each individual School Board Member office had a secretary and an assistant. Eventually, the secretary positions were vacated through promotions or other reasons. In the present, the position of Secretary to School Board Member does not appear any longer on the Confidential Exempt Positions list.

The purpose of this agenda item is to restore the position of Secretary to School Board Member (Confidential Exempt) at a flexible pay grade from 1 to 5 to be decided by each individual Board Member. School Board Members would have the flexibility to utilize the resources already allocated to each office to fill the secretarial position at their discretion.

This item does not appear on the published Agenda. There exists good cause to vary from the published Agenda as the Budget Resolutions impacting these positions had not been finalized prior to publication of the Agenda.

**ACTION PROPOSED BY CHAIR
PERLA TABARES HANTMAN:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to restore the Confidential Exempt position of Secretary to School Board Member with a flexible pay grade from 1 to 5 to be decided by each individual Board Member, and to take the necessary action by the March 7, 2012 School Board meeting.

**Good Cause
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