

Office of Superintendent of Schools
Board Meeting of January 14, 2004

December 19, 2003

Office of Human Resources
Marjorie H. Adler, Chief Personnel Officer

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

Mr. Frank J. Cobo, Member of The School Board of Miami-Dade County, Florida, recommends that Ms. Georgia Ruiz 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. Georgia Ruiz.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Georgia Ruiz as Administrative Assistant to School Board Member, Mr. Frank J. Cobo, effective January 5, 2004, or as soon thereafter as can be facilitated.

MHA:mtp