

Office of Superintendent of Schools
Board Meeting of March 15, 2000

February 29, 2000

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: DISMISSAL OF EMPLOYEE
SUSAN E. DOWDA - EXECUTIVE SECRETARY I
MAINTENANCE AND OPERATIONS, CORAL REEF SATELLITE**

On February 29, 2000, the Superintendent of Schools sent the following letter to Ms. Susan Dowda :

I am exercising my responsibility as Superintendent of Schools and recommending to The School Board of Miami-Dade County, Florida, at its scheduled meeting of March 15, 2000, that the School Board suspend you and initiate dismissal proceedings against you from your current position as Executive Secretary I, at Maintenance and Operations, Coral Reef Satellite, effective at the close of the workday, March 15, 2000, for just cause, including, but not limited to, insubordination, misconduct in office, immorality, violation of School Board Rules, 6Gx13-4A-1.21, Responsibilities and Duties, and 6Gx13-6A-1.112, Acceptable Use Policy of the Internet. This action is taken in accordance with Sections 230.03(2), 230.23(5)(f), 231.3605, and 447.209, Florida Statutes.

If you wish to contest your suspension and dismissal, you must request a hearing in writing within 15 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 impartial hearing officer.

RECOMMENDED: That effective March 15, 2000, at the close of the workday, the School Board suspend and initiate dismissal proceedings against Ms. Susan E. Dowda, Executive Secretary I, Maintenance and Operations, Coral Reef Satellite, pending the outcome of a hearing, if requested.

NED:mf

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