

Office of Superintendent of Schools
Board Meeting of April 18, 2001

April 16, 2001

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

SUBJECT: APPOINTMENT OF ADMINISTRATIVE ASSISTANTS TO BOARD MEMBERS

Ms. Perla Tabares Hantman, Chair of The School Board of Miami-Dade County, Florida, recommends that **Ms. Jeannette Garcia** be contractually employed as her Administrative Assistant.

Ms. Jacqueline Pepper, Member of The School Board of Miami-Dade County, Florida, recommends that **Ms. Nancy Tobin** be contractually employed as her Administrative Assistant.

Dr. Marta Pérez, Member of The School Board of Miami-Dade County, Florida, recommends that **Mr. Valentin Alvarez** be contractually employed as her Administrative Assistant.

The terms and conditions of services as Administrative Assistants are set forth in the contractual form which has been approved by the School Board Attorney for the employment of Ms. Jeannette Garcia, Ms. Nancy Tobin, and Mr. Valentin Alvarez. The effective date of employment is April 19, 2001, or as soon thereafter as can be facilitated.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ:

1. Ms. Jeannette Garcia as Administrative Assistant to School Board Chair, Ms. Perla Tabares Hantman, effective April 19, 2001, or as soon thereafter as can be facilitated;
2. Ms. Nancy Tobin as Administrative Assistant to School Board Member, Ms. Jacqueline Pepper, effective April 19, 2001, or as soon thereafter as can be facilitated; and
3. Mr. Valentin Alvarez as Administrative Assistant to School Board Member, Dr. Marta Pérez, effective April 19, 2001, or as soon thereafter as can be facilitated.

NED/vh

REPLACEMENT
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