

Office of Superintendent of Schools  
Board Meeting of August 22, 2001

August 10, 2001

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: ADMINISTRATIVE ASSISTANT TO INDIVIDUAL SCHOOL BOARD MEMBER**

The School Board Administrative Assistant serves under contract at the pleasure of the individual Board Member and provides assistance in the performance of official duties and responsibilities.

The terms and conditions of services as Administrative Assistant are set forth in the contract form which has been approved by the School Board Attorney.

Details of this Board Agenda Item will be made available prior to the Board meeting of August 22, 2001.

NED/mu

**E-17**