

February 11, 2002

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: REQUEST AUTHORIZATION TO WAIVE THE MEMBERSHIP OF THE INTERVIEW AND THE REVIEW COMMITTEES OF SCHOOL BOARD RULE 6Gx13-4A-1.16, ASSIGNMENT, TRANSFER, AND APPOINTMENT-NON-SCHOOL SITE ADMINISTRATIVE POSITIONS; AND AUTHORIZE THE MEMBERSHIP OF THE INTERVIEW AND REVIEW COMMITTEES FOR THE POSITION OF ADMINISTRATIVE DIRECTOR, FOOD AND NUTRITION, MEP PAY GRADE 24**

Authorization of the Board is requested to waive Section II-D and F, of School Board Rule 6Gx13-4A-1.16, Assignment, Transfer, and Appointment-Non-School Site Administrative Positions, for the position of Administrative Director, Food and Nutrition, MEP pay grade 24.

**CURRENT LANGUAGE IN BOARD RULE:**

- D. Management Selection will convene the Interview Committee. The Interview Committee shall be constituted as follows:
- three members from the affected bureau, office, or division;
  - one school site administrator (principal or assistant principal according to the level of position);
  - one district or region office administrator selected by the Superintendent of Schools or designee; and
  - the Executive Director/Supervisor Management Selection, or designee (non-voting).
- F. ...The Review Committee, consisting of the appropriate Deputy Superintendent (or pay grade equivalent) or designee, supervising bureau, office, division or department head, and at least two other ranking administrators, will examine all interview data and interview each finalist. The Review Committee may select no more than one candidate to be recommended to the Superintendent of Schools. The name and records of the recommended candidate will be forwarded to Management Selection to initiate reference checks and drug testing as necessary.

**PROPOSED LANGUAGE RECOMMENDED TO BE APPROVED BY THE BOARD FOR THIS POSITION ONLY:**

- D. Personnel Management and Services will convene the Interview Committee. The Interview Committee shall be constituted as follows:
- two community representatives to include one individual from the food service industry and one individual from the hospital food service industry; Revised
  - a representative from one of the local colleges and universities in the area of hospitality management;
  - one school site administrator (principal or assistant principal according to the level of the position);
  - one district region office administrator selected by the Superintendent of Schools or designee; and
  - the Deputy Superintendent for Personnel Management and Services, or designee (non-voting).
- F. ...The Review Committee, consisting of the appropriate member of the Superintendent's Executive Staff, a representative from the food service industry, and a representative from one of the local colleges and universities in the area of hospitality management, Revised will examine all interview data and interview each finalist. The Review Committee shall submit not more than three finalists for a final determination and recommendation for appointment to the Superintendent of Schools. The names and records of the recommended candidate will be forwarded to Personnel Management and Services to initiate reference checks and drug testing as necessary.

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

- a. waive the membership of the Interview and the Review Committees found in Section II, D and F. School Board Rule 6Gx13-4A-1.16, Assignment, Transfer, and Appointment–Non-School Site Administrative Positions, for the position of Administrative Director, Food and Nutrition, MEP pay grade 24; and
- b. authorize the proposed membership of the Interview and the Review Committees and the proposed language for the submission of finalists to the Superintendent of Schools for the position of Administrative Director, Food and Nutrition, MEP pay grade 24.