

Vera A. Hirsh, Assistant Superintendent
Human Resources, Recruitment and Performance Management

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

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO DISTRICT
STRATEGIC PLAN: GENERAL OPERATIONS**

Dr. Lawrence S. Feldman, Member, The School Board of Miami-Dade County, Florida, recommends that Ms. Jackeline Fals-Chew be contractually employed as his Administrative Assistant.

Mr. Renier Diaz de la Portilla, Member, The School Board of Miami-Dade County, Florida, recommends that Ms. Viviana A. Jordan 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. Jackeline Fals-Chew and Ms. Viviana A. Jordan.

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RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Jackeline Fals-Chew as Administrative Assistant to Member, Dr. Lawrence S. Feldman, effective November 18, 2008; and Ms. Viviana A. Jordan as Administrative Assistant to Member, Mr. Renier Diaz de la Portilla, effective December 1, 2008, or as soon thereafter as can be facilitated.

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