

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

**SUBJECT: APPOINTMENTS AND ASSIGNMENTS OF PERSONNEL NEW TO  
THE SCHOOL DISTRICT**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

**LINK TO DISTRICT**

**STRATEGIC PLAN: GENERAL OPERATIONS**

Pursuant to the stipulations of the Inter-Local Agreement (ILA) with Miami-Dade County and in accordance with the Board's approval at the October 15, 2008, Board Item H-2, the Inspector General was authorized to submit personnel recommendations to fill the approved open position on the IO contract salary schedule. Accordingly, the following employment recommendation is being submitted by the Inspector General for approval, by the Board, effective upon successful completion of the OIG's background check.

There is no cost to the District for this item and no relocation expenses will be given to this employee.

**Ms. Wanda V. Diaz**, is recommended for appointment to the open, budgeted position of OIG Administrative Assistant, IO Salary Schedule, Office of the Inspector General (OIG). Ms. Diaz received an Associate Degree in Secretarial Sciences from University of Puerto Rico, Humacao College. Ms. Diaz's work history from 1984 through the present includes Executive Secretary, U.S. Army School of the Americas, Training and Development Office, Ft. Benning, Georgia; Translator, U.S. Army School of the Americas, Ft. Benning, Georgia; Executive Secretary II, Department of Information Services, Miami-Dade County Public Schools, Miami, Florida; Administrative Aide, Office of Management and Compliance Audits, Miami-Dade County Public Schools, Miami, Florida; Administrative Aide, Office of Inspector General, Miami-Dade County Public Schools, Miami, Florida; Administrative Secretary, Specialized Programs-Charter School Operations, Miami-Dade County Public Schools, Miami, Florida.

**RECOMMENDED:** That effective March 26, 2009, or as soon thereafter as can be facilitated and pending the successful completion of the OIG's background check, The School Board of Miami-Dade County, Florida, appoint:

1. **Ms. Wanda V. Diaz** to the open budgeted position of OIG Administrative Assistant, IO Salary Schedule, Office of the Inspector General (OIG).