

Office of Professional Standards
Maria Teresa Rojas, Assistant Superintendent

**SUBJECT: RECOMMENDED SUSPENSION WITHOUT PAY
OF EMPLOYEE FOR 20 WORKDAYS AND TRANSFER
CASSANDRA E. WILLIAMS – INVENTORY CONTROL SPECIALIST
MAINTENANCE MATERIALS MANAGEMENT**

**LINK TO STRATEGIC
FRAMEWORK: STRATEGIC/DISTRICT LEADERSHIP**

On March 23, 2010, the following letter was sent to Ms. Cassandra E. Williams:

This is to notify you that the Superintendent of Schools will be recommending to The School Board of Miami-Dade County, Florida, at its scheduled meeting of April 14, 2010, that the School Board suspend you without pay from your current position as Inventory Control Specialist at Maintenance Materials Management, for 20 workdays, and transfer you to a position of the same pay grade at a workplace to be determined by administration, effective at the close of the workday, April 14, 2010, for just cause, including, but not limited to: violation of School Board Rules 6Gx13- 4-1.08, Violence in the Workplace; 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4A-1.213, Code of Ethics. This action is taken in accordance with Sections 1001.32(2), 1012.22(1)(f), and 447.209, Florida Statutes.

If the School Board accepts (or approves) the Superintendent's recommendation, you will be notified of the School Board's action.

You have waived, in writing, your right to contest your suspension.

RECOMMENDED: That effective April 14, 2010, at the close of the workday, the School Board suspend Ms. Cassandra E. Williams, Inventory Control Specialist at Maintenance Materials Management, for 20 workdays without pay, and transfer her to a position of the same pay grade at a workplace to be determined by administration.

MTR