

Enid Weisman, Assistant Superintendent
Human Resources, Recruiting, Performance Management and Labor Relations

SUBJECT: CONTRACTUAL EMPLOYMENT OF ADMINISTRATIVE ASSISTANTS TO INDIVIDUAL SCHOOL BOARD MEMBER

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

LINK TO STRATEGIC FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP

Ms. Susana V. Castillo, Member-Elect, The School Board of Miami-Dade County, Florida, recommends that **Ms. Viviana A. Jordan** and **Ms. Myrna Hernandez** be contractually employed as her Administrative Assistants.

The terms and conditions of service as Administrative Assistant are set forth in the contractual forms which have been approved by the School Board Attorney for the employment of **Ms. Viviana A. Jordan** and **Ms. Myrna Hernandez**.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Viviana A. Jordan and Ms. Myrna Hernandez, as Administrative Assistants to Member-Elect, Ms. Susana V. Castillo, effective November 20, 2012, or as soon thereafter as can be facilitated.