

Enid Weisman, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT: CONTRACTUAL EMPLOYMENT OF CHIEF OF STAFF TO  
INDIVIDUAL SCHOOL BOARD MEMBER**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

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

Ms. Susie V. Castillo, Member, The School Board of Miami-Dade County, Florida, recommends that **Ms. Viviana A. Jordan** be contractually employed as her Chief of Staff to Board Member.

The terms and conditions of service as Chief of Staff to Board Member are set forth in the contractual forms which have been approved by the School Board Attorney for the employment of **Ms. Viviana A. Jordan.**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, contractually employ Ms. Viviana A. Jordan as Chief of Staff to Board Member, Ms. Susie V. Castillo, effective December 12, 2013, or as soon thereafter as can be facilitated.