

Office of Superintendent of Schools
Board Meeting of November 18, 2015

November 4, 2015

Jose L. Dotres, Chief Human Capital Officer
Office of Human Capital Management

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

COMMITTEE: PERSONNEL SERVICES AND STUDENT AND SCHOOL SUPPORT

LINK TO STRATEGIC

BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF

Ms. Lubby Navarro, Member, The School Board of Miami-Dade County, Florida, recommends that **Ms. Jennifer R. Suarez** be contractually employed as her Administrative Assistant.

The terms and conditions of service as Administrative Assistant to Board Member is set forth in the contractual forms which have been approved by the School Board Attorney.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, contractually employ Ms. Jennifer R. Suarez as Administrative Assistant to Ms. Lubby Navarro, effective October 23, 2015.