

EXECUTIVE SUMMARY
RECOMMENDATION FOR SUSPENSION & TERMINATION
Maria Warren, Secretary – Non-Confidential I

I recommend that the School Board approve Maria Warren's Suspension Without Pay, effective October 20, 2005, and Termination, effective fifteen (15) days after the October 19, 2005, Board Action subject only to appeal under Section 120.68, Florida Statutes, unless a timely request for an administrative hearing is made within the (15) days stated herein pursuant to Sections 120.569 and 120.57, Florida Statutes, wherein Ms. Warren will remain suspended without payment of salary and benefits until final School Board disposition is entered subsequent to the administrative proceedings.

On or about May 10, 2005, Ms. Warren was evaluated, advised of performance deficiencies, rated as unsatisfactory, and placed on a thirty (30) calendar day assistance plan for improvement. Ms. Warren was given timely written feedback, specific recommendations for improvement, and assistance in areas cited as deficient. Having failed to correct her deficiencies, Ms. Warren's performance was rated overall unsatisfactory on June 9, 2005. Sufficient just cause exists to recommend termination of Ms. Warren's employment in accordance with the requirements of the District's Evaluation Process for Levels 16 and Below, Article 3, Section C, Agreement Between the School District of Palm Beach County, Florida, and the Association of Educational Secretaries and Office Professionals, and Sections 1012.27(5), 1012.22(f) and 1012.34 Florida Statutes.

- ❖ 12/14/04 Ms. Warren received a memorandum from Cheryl Sansone, Title 1 Specialist, regarding Ms. Warren's professional behavior.
- ❖ 12/16/04 Ms. Warren received a memorandum from Cheryl Sansone, Title 1 Specialist, as a follow-up to the December 14, 2004 meeting.
- ❖ 12/22/04 Ms. Warren received a memorandum from Celia Elrod, Title 1 Manager, addressing the meeting of December 14, 2005 regarding Ms. Warren's professional behavior.
- ❖ 01/14/05 Ms. Warren received a memorandum from Cheryl Sansone, Title 1 Specialist, as a follow-up indicating Ms. Warren's efforts to comply to requests made regarding professional behavior.
- ❖ 01/14/05 Ms. Warren received meeting summary notes from Mary Powers, Manager, Performance Standards advising her of (2) areas of concern in **Interpersonal Effectiveness: Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively**, and was given written improvement strategies.
- ❖ 05/10/05 Ms. Warren received a memorandum recommending strategies for improvement and advised of (4) areas of concern in **Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Presents ideas effectively, Written and/or Oral Assignments: Follows directions easily and effectively, Completes assignments on time and in compliance with directions given**, from Cheryl Sansone, Title 1 Specialist.
- ❖ 05/10/05 Ms. Warren received monitoring conference notes from Mary Powers, Manager,

Performance Standards, advising her of (7) areas of concern in **Job Knowledge, Self Motivation: Builds on strengths and works on deficiencies, Self Management: Personally well organized, Utilizes time effectively, Interpersonal Effectiveness: Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively, Completes assignments on time and in compliance with directions given**, and was given written improvement strategies.

- ❖ 05/10/05 Ms. Warren received a **Preliminary Evaluation** from Cheryl Sansone, Title 1 Specialist, advising her of (7) areas of concern in **Job Knowledge, Self Motivation: Builds on strengths and works on deficiencies, Self Management: Personally well organized, Utilizes time effectively, Interpersonal Effectiveness: Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively, Completes assignments on time and in compliance with directions given**, and was given written improvement strategies.
- ❖ 05/10/05 Ms. Warren received a **Memorandum of Assistance** from Cheryl Sansone, Title 1 Specialist, advising her of (7) areas of concern in **Job Knowledge, Self Motivation: Builds on strengths and weaknesses, Self Management: Personally well organized, Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Handles conflicts well, Written and/or Oral Assignments: Follows directions easily and effectively, Completes assignments on time and in compliance with directions given**, and was given written improvement strategies.
- ❖ 05/25/05 Ms. Warren received monitoring conference notes from Mary Powers, Manager, Performance Standards, advising her of (4) areas of concern in **Job Knowledge, Self Management: Personally well organized, Written and/or Oral Assignments: Follows directions easily and effectively, Completes assignments on time and in compliance with directions given**, and was given written improvement strategies.
- ❖ 06/09/05 Ms. Warren received her annual evaluation from Cheryl Sansone, Title 1 Specialist, advising her of (4) areas of concern in **Self Motivation: Builds on strengths and works on deficiencies, Self Management: Utilizes time effectively, Interpersonal Effectiveness: Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively**, and was given written improvement strategies.
- ❖ 06/09/05 Ms. Warren received monitoring conference notes from Mary Powers, Manager, Performance Standards, advising her of (7) areas of concern in **Job Knowledge, Self Motivation: Strives to succeed, Builds on strengths and works on deficiencies, Self Management: Utilizes time effectively, Adaptability to Change, Interpersonal Effectiveness: Presents ideas effectively, Written and/or Oral Assignments: Follows directions easily and effectively**, and was given written improvement strategies.
- ❖ 06/09/05 Ms. Warren received a memorandum indicating a less than satisfactory evaluation from Cheryl Sansone, Title 1, Specialist, advising her of (8) areas of concern in **Job Knowledge, Self Motivation: Strives to succeed, Builds on strengths and works on deficiencies, Self Management: Utilizes time effectively, Adaptability to Change, Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Presents ideas effectively, Written and/or Oral Assignments: Follows directions easily and effectively**, and was given

written improvement strategies.

- ❖ 06/15/05 Ms. Cheryl Sansone, Title 1 Specialist, received a memorandum from Ms. Warren in response to her less than satisfactory final evaluation.
- ❖ 06/16/05 Mr. Raymond Miller, Director of Professional Standards, received a memorandum from Kay Scott, Director, NCLB/Federal Programs, requesting a District Review to discuss Ms. Warren's job deficiencies.
- ❖ 06/20/05 Ms. Warren received conference notes from Mary Powers, Manager, Performance Standards, advising her of the status of the Memorandum of Assistance (hand delivered).
- ❖ 06/22/05 Ms. Celia Elrod, Title 1 Manager, received a notification of representation letter from Isidoro Garcia, P.A., regarding representation of Ms. Warren as her attorney.
- ❖ 07/12/05 Ms. Warren received a notification of pre-disciplinary meeting from Raymond Miller, Director, Professional Standards, to discuss outcome of District Review.
- ❖ 07/25/05 & 08/15/05 Ms. Warren and her legal representative, Mr. Isidoro Garcia, P.A., attended a pre-disciplinary meeting and presented information they believed relevant to Ms. Warren's District Review.
- ❖ 08/19/05 Ms. Warren received written notification of temporary reassignment sent regular U.S. mail, certified mail, and hand delivered by Mary Powers, Manager, Performance Standards.

Chronology – Non-instructional

Name: Maria Warren
Department: NCLB/ Federal Grants
Contract: AESOP
Position: NCLB Secretary I
Director: Kay W. Scott
Specialist: Celia Elrod
Specialist: Cheryl Sansone

Preliminary Evaluation: 05/10/05

Areas of Concern:

1. **Job Knowledge**
Performs job responsibilities with methods, techniques, and skills required of position
2. **Self Motivation**
 - c. Builds on strengths and works on deficiencies
3. **Self Management**
 - a. Personally well organized
 - b. Utilizes time effectively
5. **Interpersonal Effectiveness**
 - b. Handles conflict well
6. **Written and/or Oral Assignments**
 - a. Follows directions easily and effective
 - b. Completes assignments on time and in compliance with directions given

Assistance period: 05/10/05-06/09/05

Evaluation: 06/09/05

Areas of Concern:

2. **Self Motivation**
 - a. Strives to succeed
 - c. Builds on strengths and works on deficiencies
3. **Self Management**
 - b. Utilizes time effectively
5. **Interpersonal Effectiveness**
 - a. Maintains effective working relationships with associates/students
 - b. Handles conflict well
 - c. Presents ideas effectively
6. **Written and/or Oral Assignments**
 - a. Follows directions easily and effectively
9. **Additional Factor(s)**

NAME	DATE	DOCUMENTATION	RECOMMENDED IMPROVEMENT STRATEGIES
Cheryl Sansone	12/14/04	Memo	Professional Behavior
Cheryl Sansone	12/16/04	Memo	Follow-up on Dec. 14, 2004 meeting
Celia Elrod	12/22/04	Memo	Professional Behavior
Cheryl Sansone	01/14/05	Memo	Follow-up meeting
Mary Powers	01/14/05	Meeting Summary	5b, 6a
Cheryl Sansone	05/10/05	Memo	Strategies for improvement 5a, 5c, 6a, 6b
Mary Powers	05/10/05	Monitoring Conf. Notes	1, 2c, 3a,b 5b, 6a,b
Maria Warren	05/10/05	Preliminary Evaluation	1,2c, 3a,b, 5b, 6a,b

Chronology – Non-instructional

Cheryl Sansone	05/10/05	Memorandum of Assistance	1, 2c, 3a, 5b, 6a,b,
Mary Powers	05/25/05	Monitoring Conf. Notes	1, 3a, 6a, 6b
Maria Warren	06/09/05	Annual Evaluation	2c, 3b, 5b, 6a
Mary Powers	06/09/05	Monitoring Conf. Notes	1, 2a, 2c, 3b, 4, 5c, 6a
Cheryl Sansone	06/09/05	Memorandum Less than Satisfactory Evaluation	1, 2a, 2c, 3b, 4, 5a, 5c, 6a
Maria Warren	06/15/05	Memo to Cheryl Sansone	Rebuttal to final evaluation
Kay Scott	06/16/05	Memo to Raymond Miller	Request for District Review
Mary Powers	06/20/05	Conference Notes	Status on Memo of Assistance (Drop by visit)
Isidoro Garcia, P.A.	06/22/05	Notification of Representation Letter	Represent Ms. Warren
Ray Miller	07/12/06	Notification of Pre-disciplinary Meeting	Discuss outcome of District Review
Isidoro Garcia, P.A.	07/25/05 08/15/05	Attended a pre-disciplinary meeting with Maria Warren	Discuss outcome of pre-disciplinary meeting relevant to Maria Warren
Maria Warren	08/19/05	Notification of temporary reassignment	Sent U.S. and certified mail, and hand delivered



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

DIVISION OF HUMAN RESOURCES
DEPARTMENT OF PROFESSIONAL STANDARDS
3370 Forest Hill Boulevard, A-115
West Palm Beach, FL 33406-5870

(561) 434-8545 FAX: (561) 434-8178

JAMES HAYES, JR.
CHIEF OFFICER

RAYMOND T. MILLER
DIRECTOR

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT

Certified Mail # 7002 0860 0000 3571 6168 and Regular U.S. Mail

September 26, 2005

Ms. Maria Warren
17218 Shettland Lane
Loxahatchee, FL 33470

RE: Notification of Public Record

Dear Ms. Warren:

As you are aware, the Professional Standards investigation concerning competency policy violations you are alleged to have committed, has recently been concluded. You were previously advised that the investigative file concerning this matter and its content would be considered public record at the conclusion of the investigation.

This letter is to confirm that the above material will be released, upon request, minus any allowable exemptions, ten (10) days following your receipt of this letter. This notification is made consistent with Florida Statute 1012.31.

Sincerely,

A handwritten signature in black ink that reads "Raymond T. Miller".

Raymond T. Miller
Director of Professional Standards

RTM:jw

C: James Hayes, Jr., Chief Officer of Human Resources
Vicki Evans-Paré, Associate Counsel for Personnel

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RAYMOND T. MILLER
DIRECTOR

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT

Certified Mail # 7002-0860-0000-3571-6267 & Regular U.S. Mail

September 30, 2005

Maria Warren
17218 Shettland Lane
Loxahatchee, FL 33470

**NOTICE OF SUSPENSION AND RECOMMENDATION
FOR TERMINATION FROM EMPLOYMENT**

Dear Ms. Warren:

Based upon substantial information presented to me, I must hereby inform you that I have just cause sufficient to warrant disciplinary action against you. I will recommend your suspension without pay and termination from employment with the School District at the October 19, 2005, School Board meeting.

On or about May 10, 2005, you were evaluated, advised of performance deficiencies, rated as unsatisfactory, and placed on a thirty (30) calendar day assistance plan for improvement. You were given timely written feedback, specific recommendations for improvement, and assistance in areas cited as deficient. Having failed to correct your deficiencies, you were rated unsatisfactory on June 9, 2005. Sufficient just cause exists to recommend termination of your employment in accordance with the requirements of the District's Evaluation Process for Levels 16 and Below and Sections 1012.22, 1012.27 and 1012.34 Florida Statutes.

Please be advised that I will recommend at the October 19, 2005, meeting of the School Board of Palm Beach County, Florida, that your employment terminate effective upon expiration of fifteen (15) days subsequent to the October 19, 2005, Board meeting and shall be subject only to appeal under Section 120.68, Florida Statutes, unless a timely request for an administrative hearing is made within the fifteen (15) days stated herein, pursuant to Sections 120.569 and 120.57, Florida Statutes, wherein you will remain suspended without payment of salary and benefits until final School Board disposition is entered subsequent to the administrative hearing proceedings. This action is taken in accordance with Sections 1012.22(f) and 1012.27(5), Florida Statutes. You have a choice of filing a grievance or requesting a hearing before the Division of Administrative Hearings (DOAH). Failure to timely request an administrative hearing shall waive all rights to request a DOAH hearing on such matters and shall be subject only to appeal rights under Section 120.68, Florida Statutes.

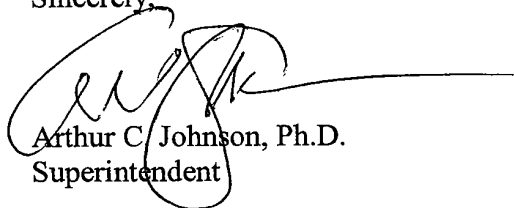
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Maria Warren
September 30, 2005
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Should you desire a hearing, a request must be made in writing within or prior to the fifteen (15) days stated in this letter, and addressed to JulieAnn Rico Allison, Chief Counsel to the School Board, 3318 Forest Hill Boulevard, C-302, West Palm Beach, Florida 33406. If you decide to appeal a decision made by the School Board with respect to any matters considered at this meeting or hearing, you will need a record of the proceedings, and for such purpose, you may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based. You shall have the responsibility at your own cost, to arrange for the transcript. You were previously advised, that the competency process report concerning this matter and its contents are considered public record and will be released, upon request, minus any allowable exemptions, ten (10) days after the date of that Notification of Public Record correspondence.

The October 19, 2005, School Board meeting will be held in the Board Room at 3300 Forest Hill Boulevard, West Palm Beach, Florida. The Board has set aside the time of 4:30 p.m. so that you or your representative may make an oral statement of no more than three minutes relative to your suspension and dismissal. If you or your representative intend to speak before the School Board, please immediately notify Ms. Alicia Palmer, Board Office, at (561) 434-8139.

Sincerely,



Arthur C. Johnson, Ph.D.
Superintendent

ACJ:GAW:JHJ:RTM:jw

- c. Gerald A. Williams, Chief Officer of Administration
- James Hayes, Jr., Chief Officer of Human Resources
- Melinda Wong, Director, Compensation and Employee Information Services (*Personnel File*)
- JulieAnn Rico Allison, Chief Counsel to the School Board
- Vicki Evans-Paré, Associate Counsel Personnel
- Celia Elrod, Assistant Director, NCLB/Federal Grants