

EXECUTIVE SUMMARY
RECOMMENDATION FOR SUSPENSION & TERMINATION
Isabel Diaz, Custodian

I recommend that the School Board approve Isabel Diaz's Suspension Without Pay, effective June 29, 2006, and Termination, effective fifteen (15) days after the June 28, 2006, 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. Diaz will remain suspended without payment of salary and benefits until final School Board disposition is entered subsequent to the administrative proceedings.

On or about February 1, 2006, Ms. Diaz was evaluated, advised of performance deficiencies, rated as overall unsatisfactory, and placed on a thirty (30) calendar day assistance plan for improvement. Ms. Diaz was given timely written feedback, specific recommendations for improvement, and assistance in areas cited as deficient. Having failed to correct her deficiencies, Ms. Diaz's performance was rated overall unsatisfactory on March 16, 2006. Sufficient just cause exists to recommend termination of Ms. Diaz's employment in accordance with the requirements of the District's Evaluation Process for Levels 16 and Below, Article 12, Section 2C, Agreement Between the School District of Palm Beach County, Florida, and the National Conference of Firemen and Oilers, Local 1227, and Sections 1012.22(6)(f), 1012.27(7)(e) and 1012.33 Florida Statutes.

- ❖ 10/10/05 Ms. Diaz received a memorandum from Richard Valentine, Assistant Principal, Lantana Middle School, regarding a follow up meeting, advising her of (1) area of concern in **Written and/or Oral Assignments: *Follows directions easily and effectively***, and was given written improvement strategies.
- ❖ 11/15/05 Ms. Diaz received a written directive to meet including the right to bring representation from Richard Valentine, Assistant Principal, Lantana Middle School, to discuss job performance issues.
- ❖ 11/17/05 Ms. Diaz received a written notification of verbal reprimand from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (1) area of concern in **Interpersonal Effectiveness: *Handles conflict well***, and was given written improvement strategies.
- ❖ 11/17/05 Ms. Diaz received a written notification of verbal reprimand from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (1) area of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates/students***, and was given written improvement strategies.
- ❖ 11/29/05 Ms. Diaz received conference notes from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (4) areas of concern in **Interpersonal Effectiveness: *Maintains***

*effective working relationships with associates/students, Handles conflict well, **Written and/or Oral Assignments: Follows directions easily and effectively, Attendance,** and was given written improvement strategies.*

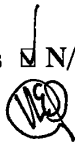
- ❖ 11/29/05 Richard Valentine, Assistant Principal, Lantana Middle School, received a notification of allegations of sexual harassment that took place in April 2005, from Ms. Diaz. On March 1, 2006, the Director of Professional Standards rendered a finding of No Probable Cause.
- ❖ 12/06/05 Ms. Diaz received a memorandum from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (1) area of concern in **Attendance**, and was given written improvement strategies.
- ❖ 12/06/05 Ms. Diaz received a written directive to meet including the right to bring representation from Richard Valentine, Assistant Principal, Lantana Middle School, to discuss job performance issues.
- ❖ 12/20/05 Ms. Diaz received conference notes from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (5) areas of concern in **Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively, Attendance, Additional Factors (Safety)**, and was given written improvement strategies.
- ❖ 12/20/05 Ms. Diaz received an adjusted work schedule directing Ms. Diaz to work with Lydia and Maria from Richard Valentine, Assistant Principal, Lantana Middle School.
- ❖ 01/18/06 Ms. Diaz received Meeting Summary Notes from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (5) areas of concern in **Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively, Attendance, Additional Factors (Safety)**, and was given written improvement strategies.
- ❖ 02/01/06 Ms. Diaz received Monitoring Conference Notes from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (5) areas of concern in **Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively, Attendance, Additional Factors (Safety)**, and was given written improvement strategies.
- ❖ 02/01/06 Ms. Diaz received a Memorandum of Assistance citing a less than satisfactory performance from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (5) areas of concern in **Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Handles conflict well, Written and/or Oral Assignments: Follows directions easily and effectively, Attendance, Additional Factors (Safety)**, and was given written improvement strategies.

- ❖ 02/01/06 Ms. Diaz received an unsatisfactory **Preliminary Evaluation** from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (5) areas of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates/students, Handles conflict well,*** **Written and/or Oral Assignments: *Follows directions easily and effectively,*** **Attendance, Additional Factors (Safety),** and was given written improvement strategies.
- ❖ 02/13/06 Ms. Diaz received Monitoring Conference Notes from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (6) areas of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates/students, Handles conflict well,*** **Written and/or Oral Assignments: *Follows directions easily and effectively, Completes assignments on time and in compliance with directions given,*** **Attendance, Additional Factors (Safety),** and was given written improvement strategies.
- ❖ 02/27/06 Ms. Diaz received Monitoring Conference Notes from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (6) areas of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates/students, Handles conflict well,*** **Written and/or Oral Assignments: *Follows directions easily and effectively, Completes assignments on time and in compliance with directions given,*** **Attendance, Additional Factors (Safety),** and was given written improvement strategies.
- ❖ 02/28/06 Ms. Diaz received a verbal reprimand with written notation from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (1) area of concern in **Written and/or Oral Assignments: *Follows directions easily and effectively,*** and was given written improvement strategies.
- ❖ 03/02/06 Ms. Diaz received a written request from Basilio Torrez, Head Custodian, Lantana Middle School, advising her of (1) area of concern in **Additional Factors (Safety)** for not answering her walkie-talkie, and was given written improvement strategies.
- ❖ 03/16/06 Ms. Diaz received Conference Notes to conclude the Memorandum of Assistance from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (6) areas of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates and students, Handles conflict well,*** **Written and/or Oral Assignments: *Follows directions easily and effectively, Completes assignments on time and in compliance with directions given,*** **Attendance, Additional Factors (Safety),** and was given written improvement strategies.
- ❖ 03/16/06 Ms. Diaz received an unsatisfactory **Final Evaluation** from Richard Valentine, Assistant Principal, Lantana Middle School, advising her of (4) areas of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates/students, Handles conflicts well,*** **Written and/or Oral Assignments: *Follows directions easily and effectively,*** **Additional Factors (Safety),** and was given written improvement strategies.
- ❖ 03/17/06 Mary Powers received a Request for District Review from Ann Clark, Principal, Lantana Middle School, for Isabel Diaz advising her of (4) areas of concern in **Interpersonal Effectiveness: *Maintains effective working relationships with associates/students, Handles conflicts well,*** **Written**

and/or Oral Assignments: *Follows directions easily and effectively, Additional Factors (Safety),* and was given written improvement strategies.

- ❖ 05/03/06 Ms. Diaz received a verbal reprimand with written notation from Richard Valentine, Assistant Principal, Lantana Middle School advising her of (1) area of concern in **Additional Factors (Safety)**, and was given written improvement strategies.
- ❖ 05/05/06 Ms. Diaz was sent a notification of a pre-disciplinary meeting, both certified and regular U.S. mail, with a copy faxed to Frank Sosa, NCF&O, from Raymond T. Miller, Director, Professional Standards, to discuss the outcome of the review.
- ❖ 05/06/02 through 04/06/05 Ms. Diaz's annual evaluations.
- ❖ 05/16/06 A pre-disciplinary meeting was held and attended by Raymond T. Miller, Mary Powers, Frank Sosa, and Isabel Diaz.

LEGAL SIGN-OFF: Yes N/A





THE SCHOOL DISTRICT
OF PALM BEACH COUNTY, FLORIDA
Raymond T. Miller, Director
Department of Professional Standards
3370 FOREST HILL BLVD., A-115
WEST PALM BEACH, FL 33406-5780
561-434-8408 FAX 561-434-8178

ANN KILLETS
CHIEF ACADEMIC OFFICER

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT OF SCHOOLS

COPY

www.PalmBeachSchools.org

Sent Certified Mail # 7002-0860-0000-3571-6885 & Regular U.S. Mail

May 24, 2006

Ms. Isabel Diaz
1609 Crestwood Blvd.
Lake Worth, FL 33460

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

Dear Ms. Diaz:

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 June 28, 2006, School Board meeting.

On or about February 1, 2006, 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 March 16, 2006. 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, Article 12, Section 2C, Agreement Between the School District of Palm Beach County, Florida, and the National Conference of Firemen and Oilers, and Sections 1012.27(7)(e), 1012.22(6)(f) and 1012.33 Florida Statutes.

Please be advised that I will recommend at the June 28, 2006, meeting of the School Board of Palm Beach County, Florida, that your employment terminate effective upon expiration of fifteen (15) days subsequent to the June 28, 2006, 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(6)(f) and 1012.27(7)(e), Florida Statutes. 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. You have a choice of filing a grievance or requesting a hearing before the Division of Administrative Hearings (DOAH).

An Equal Education Opportunity Provider

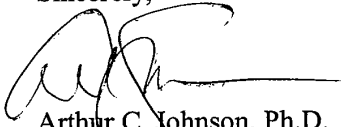
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Isabel Diaz
May 24, 2006
Page two

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 Gerald Williams, 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 June 28, 2006, 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:AK:MW:RTM:jw

- c. Ann Killets, Chief Academic Officer
- Melinda Wong, Director, Compensation and Employee Information Services
- Vicki Evans-Paré, Associate Counsel for Personnel
- Raymond T. Miller, Director of Professional Standards
- Ann Clark, Principal, Lantana Middle School
- Personnel File