

**EXECUTIVE SUMMARY**  
**RECOMMENDATION FOR SUSPENSION & TERMINATION**  
**Denfield Wade – Manager, Food Service I**

I recommend that the School Board approve Denfield Wade's Suspension Without Pay, effective July 20, 2006, and Termination, effective fifteen (15) days after the July 19, 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 Mr. Wade will remain suspended without payment of salary and benefits until final School Board disposition is entered subsequent to the administrative proceedings.

On or about March 7, 2006, Mr. Wade was evaluated, advised of performance deficiencies, rated as unsatisfactory, and placed on a thirty (30) calendar day assistance plan for improvement. Mr. Wade was given timely written feedback, specific recommendations for improvement, and assistance in areas cited as deficient. Having failed to correct his deficiencies, Mr. Wade's performance was rated overall unsatisfactory on April 18, 2006. Sufficient just cause exists to recommend termination of Mr. Wade's employment in accordance with the requirements of the District's Evaluation Process for Miscellaneous Employees and Sections 1012.27(5), 1012.22(1)(f), 1012.40 Florida State Statutes.

- ❖ 09/20/05 Mr. Wade received a memorandum from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Written and/or Oral Assignment: Follows directions easily and effectively**, and was given written improvement strategies.
- ❖ 10/11/05 Mr. Wade received a memorandum from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Written and/or Oral Assignment: Follows directions easily and effectively**, and was given written improvement strategies.
- ❖ 02/24/06 Mr. Wade received a memorandum from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Written and/or Oral Assignment: Follows directions easily and effectively**, and was given written improvement strategies.
- ❖ 02/28/06 Linda Nelson, Principal, J.C. Mitchell Elementary, received an email from Jeannie Gallatin, School Food Service, Field Manager, providing additional managerial assistance for Mr. Wade.
- ❖ 03/07/06 Mr. Wade received monitoring conference notes from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: Maintains effective working relationships with associates/students, Written and/or Oral Assignment: Follows directions easily and effectively**, and was given written improvement strategies.

- ❖ 03/07/06 Mr. Wade received a **Memorandum of Assistance** citing a less than overall satisfactory evaluation from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: *Maintains effective working relationships with associates/students*, Written and/or Oral Assignment: *Follows directions easily and effectively***, and was given written improvement strategies.
- ❖ 03/07/06 Mr. Wade received an unsatisfactory **Preliminary Evaluation** from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: *Maintains effective working relationships with associates/students*, Written and/or Oral Assignment: *Follows directions easily and effectively***, and was given written improvement strategies.
- ❖ 03/07/06 Mr. Wade's job performance is monitored during the 30-day calendar assistance period.
- ❖ 03/08/06 Linda Nelson, Principal, J.C. Mitchell Elementary, received an email from Jeannie Gallatin, Food Service Manager, assigning a training manager to assist Mr. Wade with job performance issues.
- ❖ 03/17/06 Mr. Wade received monitoring conference notes - Day 10 from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: *Maintains effective working relationships with associates/students*, Written and/or Oral Assignment: *Follows directions easily and effectively***, and was given written improvement strategies.
- ❖ 04/03/06 Linda Nelson, Principal, J.C. Mitchell Elementary, received an email from Mr. Wade advising her of concerns in the cafeteria regarding menu choices.
- ❖ 04/04/06 Linda Nelson, Principal, J.C. Mitchell Elementary, received an email from Mr. Wade outlining staff expectations presented at a monthly cafeteria staff meeting.
- ❖ 04/05/06 Mr. Wade received monitoring conference notes - Day 20 from Linda Nelson, Principal, J.C. Mitchell Elementary, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: *Maintains effective working relationships with associates/students*, Written and/or Oral Assignment: *Follows directions easily and effectively***, and was given written improvement strategies.
- ❖ 04/18/06 Mr. Wade received his Final Evaluation – **Overall Unsatisfactory**, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: *Maintains effective working relationships with associates/students*, Written and/or Oral Assignment: *Follows directions easily and effectively***, and was given written improvement strategies.
- ❖ 04/18/06 Mr. Wade received a copy of the competency process for his signature from Mary Powers, Manager, Performance Standards, indicating due process procedures.
- ❖ 04/18/06 Mr. Wade received monitoring conference notes for the conclusion of the Memorandum of Assistance, advising him of (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness: *Maintains effective working relationships with associates/students*, Written**

**and/or Oral Assignment:** *Follows directions easily and effectively*, and was given written improvement strategies.

- ❖ 04/18/06 Mr. Raymond Miller, Director, Professional Standards, received a Request for District Review for Mr. Wade, from Linda Nelson, Principal, J.C. Mitchell Elementary, citing (4) areas of concern in **Job Knowledge, Adaptability to Change, Interpersonal Effectiveness:** *Maintains effective working relationships with associates/students*, **Written and/or Oral Assignment:** *Follows directions easily and effectively*.
- ❖ 05/24/06 Mr. Wade received notification of a pre-disciplinary meeting from Raymond Miller, Director, Professional Standards, to discuss the outcome of the District Review, which was sent certified and regular U.S. mail.
- ❖ 06/01/06 A pre-disciplinary meeting was held and attended by Raymond Miller, Mary Powers and Denfield Wade, to discuss Mr. Wade's unsatisfactory job performance.

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

www.PalmBeachSchools.org

*Sent Certified Mail # 7002 0860 0000 3571 6922 & Regular U.S. Mail*

June 15, 2006

Mr. Denfield Wade  
2965 SW 22 Avenue #108  
Delray Beach, FL 33445

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

Dear Mr. Wade:

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 July 19, 2006, School Board meeting.

On or about March 7, 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 April 18, 2006. Sufficient just cause exists to recommend termination of your employment in accordance with the requirements of the District's Evaluation Process for Miscellaneous Employees and Sections 1012.27(5), 1012.22(1)(f), 1012.40 Florida State Statutes.

Please be advised that I will recommend at the July 19, 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 July 19, 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(1)(f) and 1012.27(5), 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).

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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 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 July 19, 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,

Handwritten signature of Arthur C. Johnson in cursive, with the initials "AK" at the end.

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  
Linda Nelson, Principal, J.C. Mitchell Elementary  
Personnel File