



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 SOUTHEAST THIRD AVENUE • FORT LAUDERDALE, FLORIDA 33301-3125 • TEL 754-321-2050 • FAX 754-321-2705

ROBERT W. RUNCIE
Superintendent of Schools

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January 19, 2016

Elaine Jaffe
3400 Galt Ocean Drive
#1510 S
Ft. Lauderdale, FL 33308

Dear Ms. Jaffe:

Pursuant to Florida Statute 1012.33, you are hereby notified that I, Robert W. Runcie, Superintendent will make a recommendation to The School Board of Broward County, Florida for five (5) days suspension without pay as a teacher of The School Board of Broward County, Florida. This recommendation is predicated upon the charges outlined in the attached Administrative Complaint.

These charges will be presented to the School Board on Tuesday, February 9, 2016, at 10:15 a.m., at Kathleen C. Wright Administration Building, 600 Southeast Third Avenue, Fort Lauderdale, Florida. Pursuant to Florida Statute Chapter 120, you may request a formal hearing, provided that you request said hearing, in writing, to the Superintendent as set forth in the Notice section of the Administrative Complaint.

This is your notice pursuant to Florida Statute 1012.31 that the material contained in your investigative file, is a public record and it will become available for inspection by the public ten days from receipt of this letter. Any request made by the public for the documentation referred to above will be provided in accordance with the laws of the State of Florida and Federal law.

Sincerely,



Robert W. Runcie

NOTICE

If you wish to contest the charges, you must, **within 15 days after receipt of the written notice**, submit a written request for a hearing to Robert W. Runcie, Superintendent, Broward County School District, 600 3rd Ave., Ft. Lauderdale, FL, 33301. If timely requested, such hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings of the Department of Management Services. The hearing shall be conducted within 60 days after receipt of the written appeal in accordance with chapter 120, Florida Statutes.

FAILURE TO TIMELY REQUEST A HEARING WILL RESULT IN A WAIVER OF THE RIGHT TO CONTEST THE CHARGES.

IF YOU WANT TO HIRE AN ATTORNEY, YOU HAVE THE RIGHT TO BE REPRESENTED BY AN ATTORNEY IN THIS MATTER.

RWR/TLR:cr
Attachment

- c: Jeffrey S. Moquin, Chief of Staff
- Valerie Wanza, Ph.D., Chief School Performance and Accountability Officer
- Barbara Myrick, Interim General Counsel
- Dorothy Davis, Director, Employee and Labor Relations
- Susan Rockelman, Director, Instructional Staffing
- Anthony Williams, Chief, Broward District Schools Police Department
- Susan Leon-Leigh, Principal, Coral Springs High School
- Lula Taylor, Supervisor, Personnel Records