



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

600 Southeast Third Avenue • Fort Lauderdale, Florida 33301 • Office: 754-321-2600 • Fax: 754-321-2701

**ROBERT W. RUNCIE**  
*Superintendent of Schools*

**The School Board of  
Broward County, Florida**

Nora Rupert, Chair  
Heather P. Brinkworth, Vice Chair

Robin Bartleman  
Patricia Good  
Donna P. Korn  
Laurie Rich Levinson  
Ann Murray  
Dr. Rosalind Osgood  
Abby M. Freedman

September 18, 2018

Ms. Demetra Burleson-Liburd  
11575 NW 51st Place  
Coral Springs, Florida 33076

**Re: Robert W. Runcie v. Demetra Burleson-Liburd**

Dear Ms. Burleson-Liburd:

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 your formal suspension without pay. This recommendation is predicated upon the charges outlined in the attached Administrative Complaint.

These charges will be presented to the School Board on **Tuesday, October 2, 2018, at 10:05 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 calendar days after receipt of the written notice**, submit a written request for a hearing to Robert W. Runcie, Superintendent, Broward County School District, 600 S.E. 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: asj  
Attachment

c: Jeffrey S. Moquin, Chief of Staff  
Craig Nichols, Chief Human Resources and Equity Officer  
Valerie Wanza, Ph.D., Chief School Performance and Accountability Officer  
Barbara Myrick, General Counsel  
Susan Rockelman, Director, Talent Acquisition & Operations (Instructional)  
Linda Gonzalez, Director, Employee and Labor Relations  
Mathew Whaley, Principal, Meadowbrook Elementary School  
Robert Hutchinson, Chief, Broward District Schools Special Investigative Unit  
Lula Taylor, Supervisor, Personnel Records