

SECTION I

Administration of Adult/Vocational Education Program

MISSION STATEMENT

OF

MIAMI SPRINGS ADULT AND COMMUNITY AND EDUCATION CENTER

Our adult center is committed to providing the highest quality of educational services to our diverse student population of lifelong learners. We also support the Mission Statement of Miami Springs Senior High by providing a seamless delivery system of services to students attending both schools.

Our adult center is also highly dedicated to serving the Adults with disabilities population by offering an array of challenging activities for their educational, career, personal, and social enhancement.

SCHOOL COLORS AND MASCOT

Garnet and Gold are the school colors. The Hawk is our mascot.

SCHOOL MOTTO

“Come Shine With Us at Night”



Miami-Dade County Public Schools

giving our students the world

Principal

Ms. Eunice C. Soto

Miami-Dade County School Board

Agustin J. Barrera, Chair

Perla Tabares Hantman, Vice Chair

Frank J. Bolaños

Evelyn Langlieb Greer

Dr. Robert B. Ingram

Dr. Martin Karp

Ana Rivas Logan

Dr. Marta Pérez

Dr. Solomon C. Stinson

Superintendent of Schools

Rudolph F. Crew, Ed.D.

VISION

We are committed to provide educational excellence for all.

MISSION

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

CORE VALUES

Excellence

We pursue the highest standards in academic achievement and organizational performance.

Integrity

We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

Equity

We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship

We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

MIAMI SPRINGS ADULT AND COMMUNITY EDUCATION CENTER

751 Dove Avenue • Miami Springs, Florida 33166

305-885-3585 • Fax 305-884-2632 • <http://miamispringsad.dadeschools.net>

2006-2007 ORGANIZATIONAL CHART

THE SCHOOL BOARD OF MIAMI-DADE COUNTY

Mr. Agustin J. Barrera, Chair

Ms. Perla Tabares Hantman, Vice Chair

Mr. Frank J. Bolaños

Dr. Robert B. Ingram

Dr. Martin Karp

Ms. Evelyn Langlieb Greer

Dr. Marta Pérez

Ms. Ana Rivas Logan

Dr. Solomon C. Stinson

SUPERINTENDENT OF SCHOOLS

Rudolph F. Crew, ED. D.

ASSOCIATE SUPERINTENDENT SCHOOL OPERATIONS

Mr. Freddy Woodson

REGIONAL CENTER III SUPERINTENDENT

Mr. George A. Nuñez

REGIONAL CENTER III DIRECTOR FOR THE MIAMI SPRINGS SENIOR FEEDER PATTERN

Mr. Robert Kalinsky

MIAMI SPRINGS ADULT AND COMMUNITY EDUCATION CENTER

**FULL-TIME PERSONNEL
FOR 2006-2007**

Eunice C. Soto	Principal
Terence G. Braithwaite	Assistant Principal
Rafael Sosa	Assistant Principal
Zanith Toomes	Assistant Principal
Olympia Adreani	Adult/Vocational Counselor
Nurylin Rivera-Weinstein	Adult/Vocational Counselor
Edward F. Ende	Adult/Vocational Teacher ABE/AHS
Alicia Zincke	Adult/Vocational Teacher ABE/AHS
Elvira C. Andreoli	Principal's Secretary
Donna Lee	Registrar Education Center
Urania Martinez	Treasurer Education Center
Miguel Ramirez	Data Input Specialist
Miryam Serrano	Data Input Specialist

MEMORANDUM

TO: Off-Campus Instructional and Support Staff
Miami Springs Adult and Community Education Center

FROM: Robert Hernandez, Principal
Miami Springs Adult and Community Education Center

SUBJECT: PAYROLL SCHEDULE FOR 2003 - 2004 SCHOOL YEAR

Below are the new payroll dates for the 2003-04 school year.

<u>PAY PERIOD</u> <u>FROM - THRU</u>	<u>PAYROLL DUE</u>		<u>PAY DATE</u>
06/20 - 07/03/03	07/02/03	Approved (1) day early due to Independence Day.	07/11/03
07/04 - 07/17/03	07/17/03		07/25/03
07/18 - 07/31/03	07/31/03		08/08/03
08/01 - 08/14/03	08/14/03		08/22/03
08/15 - 08/28/03	08/27/03	Approved (1) day early due to Labor Day.	09/05/03
08/29 - 09/11/03	09/11/03		09/19/03
09/12 - 09/25/03	09/25/03		10/03/03
09/26 - 10/09/03	10/09/03		10/17/03
10/10 - 10/23/03	10/23/03		10/31/03
10/24 - 11/06/03	11/05/03	Approved (1) day early due to Veteran=s Day.	11/14/03
11/07 - 11/20/03	11/18/03	Approved (2) days early due to Thanksgiving Day.	11/26/03
11/21 - 12/04/03	12/04/03		12/12/01

12/05 - 12/18/03	12/11/03	<i>Approved</i>	12/19/03
		<i>(7) days early</i>	
		<i>due to Winter Recess.</i>	
12/19 - 01/01/04	01/05/04	<i>Approval</i>	01/09/04
		<i>held until</i>	
		<i>after recess.</i>	
01/02 - 01/15/04	01/14/04	<i>Approved</i>	01/23/04
		<i>(1) day early</i>	
		<i>due to Martin L. King=s Day.</i>	
01/16 - 01/29/04	01/29/04		02/06/04
01/30 - 02/12/04	02/11/04	<i>Approved</i>	02/20/04
		<i>(1) day early</i>	
		<i>due to President=s Day.</i>	
02/13 - 02/26/04	02/26/04		03/05/04
02/27 - 03/11/04	03/11/04		03/19/04
03/12 - 03/25/04	03/25/04		04/02/04
03/26 - 04/08/04	04/08/04		04/16/04
04/09 - 04/22/04	04/22/04		04/30/04
04/23 - 05/06/04	05/06/04		05/14/04
05/07 - 05/20/04	05/20/04		05/28/04
05/21 - 06/03/04	06/03/04		06/11/04
06/04 - 06/17/04	06/17/04		06/25/04
06/18 - 07/01/04	07/01/04		07/09/04

INSTRUCTIONS FOR M-DCPS' SCHOOL OPERATIONS ELECTRONIC STAFF REFERENCE GUIDE

The Miami-Dade County Public Schools Systems has created an electronic staff reference guide which promotes uniformity at all locations. This document can be easily access via the internet.

There are over 20 computers in the media center with Internet access. Media center personnel will be able to assist you accessing this procedure. The following steps will also permit you to access the Miami-Dade County Public Schools staff reference guide via the internet.

1. Turn on the computer.
2. Locate the Internet icon on the computer.
3. Double click on the icon.
4. Log on the Internet.
5. Go to the section on the screen that says Address. This section is usually on the top of your screen under the tool bar. Clear all the information on this line and type the following:

www2.dadeschools.net

This web address must be typed exactly as shown above. Do not use capital letters or leave spaces in between.
6. Press Enter. The M-DCPS Home Page should now appear in your screen.
7. Double click on the link titled **Employees** (third picture).
8. Click on the link labeled Handbooks. This will take you to a Web Page titled Adadeschools.net e-Handbooks. If you are viewing this information in your home computer, you must have Adobe Acrobat Reader installed. Follow the online instructions to install it.
9. Type Electronic Staff into the Policy Manual Search bar. Click on "search" under the bar. This will bring up the Electronic Staff Reference Guide. Click on "View" to access the guide.
10. Once you have reached this Web Page, you may select the item you wish to view. Click on the desired section.

INSTRUCTIONS FOR CENTER'S WEB PAGE

The center has its own web page. The following steps will access you to it.

1. Follow steps 1 through 6 on the previous page (1-6).
2. Click on the link titled Schools.
3. Click on the link titled Schools/Information.
4. Click on the link titled Vocational/Adult Education Centers.
5. Click on the link titled Miami Springs Adult Education Center.
6. Click on the Web site link <http://miamispringsad.dadeschools.net>