



**Resolution to Hire an Administrative Assistant
09082025-A**

Sponsor: Community Education Council 23

WHEREAS, the Community Education Council 23 requires competent staff to support it in the fulfillment of its mission, powers, and duties, and

WHEREAS, the Community Education Council 23 is authorized by law to appoint, supervise, evaluate and discharge an Administrative Assistant, and

WHEREAS, the Community Education Council 23 has conducted an application and interview process of qualified candidates, now therefore be it

RESOLVED that the Community Education Council 23 appoints *Lashana Phillips* to the position of Administrative Assistant effective as soon as possible, with an agreed upon yearly salary of **\$XX,XXX** upon the successful submission and acceptance of DOE-required documentation, including a check of key background information, fingerprint clearance by the Division of Human Resources and a reference check by the Council.

This resolution was adopted by roll call vote of the Community Education Council 23 on September 8, 2025 by a vote of: 9Yes/ 1 No/ 0 Abstain

VOTING RECORD:

Katherine Brockington –Yes

Melinda French – No

Presil Garcia – Yes

Amanda Pitts – Yes

Pamelita Romero – Yes

Latisha Shaw – Yes

Joan Stewart – Yes

Jorshea Tucker – Yes

Tenisha Wright – Yes

Osariemen Elcock – Yes