

Ms. Perla Tabares Hantman, Vice Chair

SUBJECT: REQUEST THAT THE SUPERINTENDENT DEVELOP CENTRALIZED GUIDELINES FOR THE SCHOOL BOARD'S APPROVAL IN THE FORM OF A PROTOCOL MANUAL FOR THE CONDUCT OF MIAMI-DADE COUNTY PUBLIC SCHOOLS CEREMONIES, PROGRAMS, DEDICATIONS, RECEPTIONS AND OTHER EVENTS

COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS

The School Board of Miami-Dade County, Florida has numerous events for which consistency of protocol is required. These events include, among others, dedications, receptions and award ceremonies. In an effort to maximize stakeholder community involvement and participation in the various district events, it is desirable for the Superintendent to develop a manual of procedures for consistency in organizing those events for the School Board's approval and adoption.

The types of events which should be addressed include:

- General Guidelines for ceremonies and receptions--scheduling, invitations, order of program, formal introductions, instructions to the dais, receiving line, and planning the event.
- Specific Guidelines covering graduations, groundbreaking ceremonies, building dedications, naming new facilities, employee awards ceremonies, change of leadership ceremonies, retirement receptions, Board meetings, Board resolutions, anniversary ceremonies, open houses, visiting dignitaries, conducting tours and luncheons and other events.
- Protocols for Written Correspondence, including E-Mail etiquette, and verbal communications, fundamentals of business protocol, common protocol questions and answers and essentials of excellent customer service.

ACTION PROPOSED BY

VICE CHAIR PERLA TABARES HANTMAN:

That The School Board of Miami-Dade County, Florida direct the Superintendent to develop centralized guidelines in the form of a Protocol Manual for the Conduct of Miami-Dade County Public Schools Ceremonies, Programs, Dedications, Receptions and other Events for approval and School Board adoption at the December 13, 2006 meeting.