

Ms. Ana Rivas Logan, Board Member

SUBJECT: REQUEST APPROVAL OF RESOLUTION NO. 08-42 OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ENDORSING APRIL 20-26, 2008 AS ADMINISTRATIVE PROFESSIONALS WEEK AND APRIL 23, 2008 AS ADMINISTRATIVE PROFESSIONALS DAY

COMMITTEE: INSTRUCTIONAL EXCELLENCE & COMMUNITY ENGAGEMENT

LINK TO DISTRICT STRATEGIC PLAN: DEVELOP AND IMPLEMENT NEW PROCESSES AND PROGRAMS TO IMPROVE STAFF SATISFACTION AND RETENTION

This year, organizations and businesses across the nation will celebrate Administrative Professionals Week April 20-26, 2008, and Administrative Professionals Day April 23, 2008.

Administrative professionals make up a considerable percentage of the U.S. workforce. According to the U.S. Department of Labor statistics, there are more than 4.1 million secretaries and administrative assistants working in the United States and 8.9 million people working in various administrative support roles.

Administrative Professionals Week, formerly known as Secretary's Day, recognizes the work of secretaries, administrative assistants, receptionists and other administrative support professionals. The observance was first established in 1952 as National Secretaries Week in an effort to recognize secretaries for their contributions to the workplace and to attract people to secretarial/administrative careers. To keep pace with changing job titles and expanding responsibilities, in 2000 the name of the observance was changed. Over the years, Administrative Professionals Week and Administrative Professionals Day have come to be placed among the nation's largest workplace observances. The observances are celebrated worldwide and bring together millions of people for community events, educational seminars, and corporate activities.

This year's theme is "*Forward Moving*," which denotes how career-minded administrative professionals are positioning themselves for success in today's ever-changing business environment.

ACTION PROPOSED BY ANA RIVAS LOGAN: That The School Board of Miami-Dade County, Florida, approve Resolution No. 08-42, endorsing April 20-26, 2008 as Administrative Professionals Week and April 23, 2008 as Administrative Professionals Day.

**RESOLUTION NO. 08-42
OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA,
ENDORING APRIL 20-26, 2008 AS ADMINISTRATIVE PROFESSIONALS WEEK AND
APRIL 23, 2008 AS ADMINISTRATIVE PROFESSIONALS DAY**

WHEREAS, this year organizations and businesses across the nation will celebrate Administrative Professionals Week April 20-26, 2008 and Administrative Professionals Day April 23, 2008; and

WHEREAS, administrative professionals make up a considerable percentage of the U.S. workforce with more than 4.1 million secretaries and administrative assistants working in the United States and 8.9 million people working in various administrative roles, according to the U.S. Department of Labor; and

WHEREAS, Administrative Professionals Week, formerly known as Secretary's Day, recognizes the work of secretaries, administrative assistants, receptionists, and other administrative support professionals; and

WHEREAS, the observance was first established in 1952 as National Secretaries Week in an effort to recognize secretaries for their contributions to the workplace and to attract people to secretarial/administrative careers; and

WHEREAS, this year's theme is "*Forward Moving*," which denotes how career-minded administrative professionals are positioning themselves for success in today's ever-changing business environment;

NOW, THEREFORE BE IT RESOLVED, THAT:

The School Board of Miami-Dade County, Florida, approve Resolution No. 08-42 of The School Board of Miami-Dade County, Florida, endorsing April 20-26, 2008 as Administrative Professionals Week and April 23, 2008 as Administrative Professionals Day.

A copy of this resolution is placed in the permanent records of this Board

Presented this sixteenth day of April, A.D. 2008

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

CHAIR

ATTEST:

Secretary