

Ms. Lubby Navarro, Board Member

SUBJECT: PROTOCOL

COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS

**LINK TO STRATEGIC
BLUEPRINT: INFORMED, ENGAGED AND EMPOWERED
 STAKEHOLDERS**

At its October 11, 2006 regular Board meeting, the School Board approved Agenda Item B-2, sponsored by School Board Chair Ms. Perla Tabares Hantman, entitled "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." Agenda Item B-2 sought the development of a Protocol Manual for the conduct of Miami-Dade County Public Schools' ceremonies, programs, dedications, receptions and other events. Subsequently, a manual was developed and entitled "Protocol Guidelines for Official School Board Events" and it was most recently updated in January of 2017. Although the manual undergoes annual review for minor edits and revisions, a comprehensive and thorough review of the manual may provide recommendations and changes to enhance our district procedures.

In an effort to ensure that there is general conformity with the District's protocol guidelines, based on current practices and recent developments, this item seeks to authorize the Superintendent to conduct a comprehensive review of protocols, handbooks, manuals, and procedures related to all official protocols of the district, including the presentation of School Board Members' ceremonial proclamations and awards, and other similar recognitions in order to enhance efficiencies and streamline the process. The item further requests that the Superintendent make any necessary recommendations or revisions, as appropriate, and report back to the Board by August 2018.

This item has been reviewed and approved by the School Board Attorney's office as to form and legal sufficiency.

ACTION PROPOSED BY

LUBBY NAVARRO: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

- 1) conduct a comprehensive review of the protocols, handbooks, manuals, procedures related to all official protocols of the district; and
- 2) based on said review, make any recommendations or revisions, as appropriate, and report back to the Board by August 2018.