

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-6, 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-6 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 an annual review for minor edits and revisions, a review of the manual may provide recommendations and changes to enhance protocols.

R
e
v
i
s
e
d

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 request the Superintendent to conduct a review of the "Protocol Guidelines for Official School Board Events" with an emphasis on School Board Members' ceremonial proclamations, awards, recognitions at District events and other similar recognitions, in order to enhance efficiencies and streamline processes. The item further requests that the Superintendent establish a protocol guideline for board member assistants who are representing a Board Member at events and make any necessary revisions to the "Protocol Guidelines for Official School Board Events" and issue a revised manual by August 2018, as appropriate.

R
e
v
i
s
e
d

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, request the Superintendent to:

- 1) conduct a review of the implementation of "Protocol Guidelines for Official School Board Events" with an emphasis on School Board Members' ceremonial proclamations, awards, recognitions at District events and other similar recognitions; and
- 2) establish a protocol guideline for board member assistants who are representing a Board Member at events; and
- 3) based on said review, make any necessary revisions to the "Protocol Guidelines for Official School Board Events", and issue a revised manual by August 2018, as appropriate.

R
e
v
i
s
e
d