

Office of the School Board Members  
Board Meeting of April 18, 2007

April 17, 2007

Ms. Ana Rivas Logan, Board Member

**SUBJECT:           REQUEST FOR APPROVAL OF RESOLUTION NO. 07-19 OF THE  
SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA,  
ENDORING APRIL 22-28, 2007, AS ADMINISTRATIVE  
PROFESSIONALS WEEK AND APRIL 25, 2007, AS  
ADMINISTRATIVE PROFESSIONALS DAY**

**COMMITTEE:       INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT**

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

Administrative Professionals Week and Administrative Professionals Day were established in 1952 as "National Secretaries Week" in an effort to recognize secretaries for their contributions in the workplace and to attract people to secretarial/administrative careers. The International Association of Administrative Professionals announced the name change in 2000 to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with gifts of appreciation.

Employers are urged to observe Administrative Professionals Week by providing training for their administrative staff through seminars, continuing education or self-study materials. Another suggestion is to make a commitment toward delegating responsibilities that better utilize the skills of administrative professionals. The official theme for this year's event is "Shaping the Future."

**REVISED  
H-5**

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor Statistics, and 8.9 million people working in various administrative support roles.

**ACTION PROPOSED BY**

**MS. ANA RIVAS LOGAN:** Request for approval of Resolution No. 07-19 of The School Board of Miami-Dade County, Florida, endorsing April 22-28, 2007, as Administrative Professionals Week and April 25, 2007, as Administrative Professionals Day. There is no cost to the District.

REVISED

**RESOLUTION NO. 07-19  
OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA,  
ENDORISING APRIL 22-28, 2007, AS ADMINISTRATIVE PROFESSIONALS WEEK  
AND APRIL 25, 2007, AS ADMINISTRATIVE PROFESSIONALS DAY**

**WHEREAS**, Administrative Professionals Week was originally established in 1952 as "National Secretaries Week" as a way to recognize secretaries for their contributions in the workplace and to attract people to secretarial/administrative careers; and

**WHEREAS**, in 2000 the International Association of Administrative Professionals announced a name change to "Administrative Professionals Week" and "Administrative Professionals Day" to keep pace with changing job titles and expanding responsibilities of today's administrative workforce; and

**WHEREAS**, Administrative Professionals Week is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with gifts of appreciation;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The School Board of Miami-Dade County, Florida, approve Resolution No. 07-19 of The School Board of Miami-Dade County, Florida, endorsing April 22-28, 2007, as Administrative Professionals Week and April 25, 2007, as Administrative Professionals Day.

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

**Presented this eighteenth day of April, A.D. 2007**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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CHAIR

ATTEST:

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SECRETARY