

Ms. Perla Tabares Hantman, Board Member

SUBJECT: OFFICE OF THE SCHOOL BOARD MEMBERS SUPPORT STAFF

COMMITTEE: INNOVATION, GOVERNMENTAL RELATIONS AND COMMUNITY ENGAGEMENT

LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES

School Board Members' support staff play an intricate roll in the daily operations carried out by each individual Board Member's Office. They are responsible for a plethora of duties including constituent services, school visits, community events, legislative research and writing, and other administrative tasks. Though in many cases their duties may extend beyond those listed above, their duties are nonetheless directed by each Board Member.

Prior to the appointment of an Administrative Assistant, the candidate contractually agrees to stipulations encompassed in the description of the position. Per the current agreement: "The duties and assignments of the Administrative Assistant shall be directed by the Board Member at whose pleasure the Administrative Assistant serves. The Administrative Assistant's activities are also limited and restricted by applicable Board Policies which define the position of the Administrative Assistant... The Administrative Assistant serves entirely at the pleasure of the individual Board Member to whom s/he is responsible..."

In an effort to ensure uniformity and propriety in district protocol involving support staff assigned to individual Board Members, protocol guidelines for duties and responsibilities for non-Board Member support staff should be developed. These guidelines should specify that any tasks, duties, or operation carried out internally in each Board Member Office are at the discretion of the specific Board Member and are not subject to input or direction by outside personnel.

ACTION PROPOSED BY

PERLA TABARES HANTMAN: That The School Board of Miami-Dade County, Florida, request the Superintendent to develop and distribute to each Board Office protocol guidelines for non-Board Member support staff duties and assignments no later than December 1, 2017.

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