Ms. Perla Tabares Hantman, Chair

Co-Sponsors: Dr. Steve Gallon III, Vice Chair
                    Ms. Lucia Baez-Geller
                    Dr. Dorothy Bendross-Mindingall   A
                                                           D
                    Ms. Christi Fraga   D
                    Dr. Marta Pérez   E
                                                           D
                    Ms. Maria Teresa Rojas
                    Ms. Luisa Santos

SUBJECT: **SCHOOL BOARD ENDORSEMENT OF APRIL 18-24, 2021 AS
                    ADMINISTRATIVE PROFESSIONALS WEEK AND APRIL 21,
                    2021 AS ADMINISTRATIVE PROFESSIONALS DAY**

COMMITTEE: **PERSONNEL, STUDENT, SCHOOL & COMMUNITY SUPPORT**

**LINK TO STRATEGIC
BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

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 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.

This year marks the 69th anniversary of Administrative Professionals Day. Over the decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. It 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 to recognize support staff.

Today, there are about 4.3 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.

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

**ACTION PROPOSED BY CHAIR
MS. PERLA TABARES HANTMAN:**   That The School Board of Miami-Dade County,
                                    Florida, approve the endorsement of April 18-24,
                                    2021 as Administrative Professionals Week and
                                    April 21, 2021 as Administrative Professionals
                                    Day.

**Revised
H-10**