

SAN DIEGO CITY SCHOOLS

Date: January 27, 2006

To: Site Principals, Vice Principals, Division and Department Heads, Child Development Center Administrators, Governance Team Chairpersons and Chairs of School Site Councils

Subject: CLASSIFIED SCHOOL EMPLOYEES' WEEK BOARD RECOGNITION

Department and/or Persons concerned: All Staff

Due Date: Friday, April 21, 2006

Reference: Classified School Employees Week (May 14-20, 2006)

Action requested: Submit attached SELECTION FORM for Classified Employee Representative

Brief Explanation:

The Board of Education will adopt a Resolution recognizing May 14-20, 2006, as Classified School Employees' Week at a special board meeting scheduled for Tuesday, May 16, 2006. To honor the district's classified employees, the Board has requested that a classified employee representative be selected from each school/work site to be recognized at this meeting. Additionally, each representative will receive a copy of the board-adopted resolution to take back to his/her site.

The board meeting will begin at 4 p.m. in the Eugene Brucker Education Center auditorium. The agenda includes recognition of classified employee representatives and award presentations for Classified Man and Woman of the Year.

Please work with your staff in selecting a classified employee to represent your site/department, and complete the attached SELECTION FORM for Classified Employee Representative. Send the completed form to: Gloria Rangel, Room 1241, Eugene Brucker Education Center, by April 21, 2006, at 5 p.m.

Principals and department managers are invited to attend this special event as we celebrate the efforts of our classified employees. For general information, you may contact Gloria Rangel at 619-725-8172 or grangel@sandi.net.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Carl A. Cohn
Superintendent of Schools

RGP:gr

Attachments

Distribution: Lists A, C, D, E, F, and O

SAN DIEGO CITY SCHOOLS
Human Resource Services Division

SELECTION FORM
for
Classified Employee Representative

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Classified School Employees' Week recognition
Board of Education Meeting
Eugene Brucker Education Center Auditorium
Tuesday, May 16, 2006 at 4 p.m.

School or Department Name: _____

Name of Classified Representative: _____

Job Classification of Classified Representative: _____
(Monthly status only – not hourly, temporary, or substitute)

Employee ID # _____
(Site secretary completes for identification purposes only)

Site contact name: _____
(Please Print)

Telephone Number: (_____) _____ - _____
Area Code

PRINT Name of Site Administrator/Manager

SIGNATURE of Site Administrator/Manager

Date Signed

- Please notify the employee who will be representing your site of the date and time of event.
- Information/Instructions will be sent to each selected classified representative prior to event.
- **Return form to Gloria Rangel, Room 1241, Eugene Brucker Education Center no later than Friday, April 21, 2006, 5 p.m.**