

ADMINISTRATIVE CIRCULAR NO. 59

Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 19, 2007
To: All Employees
Subject: NOMINATIONS FOR CLASSIFIED EMPLOYEE MAN AND WOMAN OF THE YEAR

Department and/or Persons concerned: Classified employees with three years of monthly service

Due Date: Friday, March 2, 2007

Reference: Classified School Employees Week

Action requested: Submit attached Nomination Petition as appropriate

Brief Explanation:

In May 2007, the Board of Education will present the Twenty-fourth Annual Classified Employee of the Year Awards to an outstanding man and woman and runners up.

A nominee for the award must be a classified employee with at least three years of service in a monthly position, and must have demonstrated extraordinary service, involvement, and/or accomplishments through his/her employment with the district and/or involvement in the community.

If you know of a classified employee who is deserving of this special award, please submit his or her name using the attached Nominating Petition. The petition requires the printed names and signatures of the nominee's site administrator/manager and five district employees and their statements in support of the nomination will be permitted. **Only the first five statements will be accepted.**

Please send or hand-deliver completed petitions in a sealed envelope to: Gloria Rangel, Eugene Brucker Education Center, Room 1241, no later than 5 p.m. Friday, March 2, 2007. Incomplete petitions, petitions without signature, or those received after the deadline will not be considered, as well as petitions which contain nominating statements that exceed the allocated space on the form.

Questions may be directed to Gloria Rangel at 619-725-8172 or grangel@sandi.net.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Jodi Smith
Chief of Staff

RGP:gr
Distribution: List G

