

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 31, 2008

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 18, 2008

Reference: Classified School Employees Week (May 18-24, 2008)

Action requested: Submit attached **SELECTION FORM for Classified Employee Representative**

Brief Explanation:

On May 22, 2008, San Diego Unified School District will recognize May 18-24, 2008, as Classified School Employees' Week. Unlike previous years, the recognition to honor the district's classified employees, will not be held as part of the Board of Education meeting. This change will allow honorees, guests, board members and the district leadership team to celebrate, socialize and mingle without interruption. During the celebration, school site representatives will be honored and the San Diego Unified School District Man and Woman of the Year awardees will be announced.

The San Diego Unified School District has requested that a classified employee representative be selected from each school/work site to be recognized at this ceremony. Additionally, each representative will receive a copy of the board-adopted resolution to take back to his/her site.

Please work with your staff in selecting a classified employee to represent your site/department, complete and return the attached **SELECTION FORM for Classified Employee Representative**. Send the completed form to: Gloria Rangel, Room 1241, Eugene Brucker Education Center, by April 18, 2008, at 5:00 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.

Sam Wong
Chief Human Resources Officer

APPROVED:



Jodi Smith
Chief of Staff

SW:gr
Attachments
Distribution Lists: A, C, D, E, F, and O

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

SELECTION FORM
for
Classified Employee Representative

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Classified School Employees' Week recognition
Thursday, May 22, 2008 at 4:00 p.m.

School or Department Name: _____

Name of Classified Representative: _____

Job Classification of Classified Representative: _____
(Monthly status only – no 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 18, 2008.**