

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 11, 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 17, 2009

**Reference:** Classified School Employees Week (May 17-23, 2009)

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

**Brief Explanation:**

On May 19, 2009, San Diego Unified School District will recognize May 17-23, 2009, as Classified School Employees' Week. The recognition to honor the district's classified employees will be held as part of a special Board of Education meeting to be held off site. 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, 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 17, 2009, 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](mailto:grangel@sandi.net).

Donis Armenta  
Director of Classified Personnel

APPROVED:



Sam Wong  
Chief Human Resources Officer

SW:gr  
Attachment (1)  
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*  
**Tuesday, May 19, 2009 at 4:00 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: (    ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
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 3, 2009, 5:00 p.m.**