

RESOLUTION OF APPRECIATION

WHEREAS, Administrative Professionals Week has been celebrated in the United States since 1952 when it was originally called National Secretaries Week; and

WHEREAS, today National Secretaries Week/Administrative Professionals Week is one of the largest workplace observances outside of employee birthdays and major holidays; and

WHEREAS, the function of offices in American schools, businesses, and government depend upon the secretary whose skills, loyalty, and efficiency make America work; and

WHEREAS, the Administrative Professional's job today requires skills in management functions and technology, including: project management; integrated computer software applications; organization and scheduling; communications and research; document preparation, storage, and retrieval, with emphasis on electronic record keeping; customer service and public relations; and


WHEREAS, Administrative Professionals are our "managers" of first impressions with our public;

THEREFORE, the Board of Education of Bloomingdale Elementary School District 13 urges citizens and other staff during Administrative Professionals Week, April 20 – 26, 2014 and Administrative Professionals Day, April 23, 2014 to make special efforts to show their support for administrative professionals who work daily to make their lives and their work better for this and other communities.

Adopted by the Board of Education of Bloomingdale School District 13 at its regular meeting on Monday, April 28, 2014 and recorded in the official records thereof.




Diane Birkley



Susan Lancaster

Cary Moreth



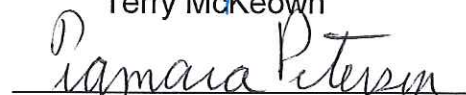
Linda Wojcicki



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Tamara Peterson