

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #224 (2003-2004)

April 12, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: RESOLUTION IN SUPPORT OF ADMINISTRATIVE
PROFESSIONALS DAY, APRIL 23, 2004

RECOMMENDATION:

It is the Administration's recommendation that the School Board adopt the attached resolution designating April 23, 2004 as Administrative Professionals Day in the Anchorage School District.

PERTINENT FACTS:

Each year, the International Association of Administrative Professionals sets aside a day to recognize administrative professionals. Administrative Professionals Day has been established to honor and recognize administrative professionals for their contributions in the workplace.

Setting aside a day to recognize the efforts of our administrative professionals is one way to let them know they are valued and respected. They deserve our thanks and appreciation during this day and always.

CC/LW/LN

Prepared by: Lori Nakanishi, Communications Specialist

Approved by: Larry Wiget, Executive Director, Public Affairs

**ANCHORAGE SCHOOL BOARD
ASDR 2003/2004-11**

**RESOLUTION IN SUPPORT OF ADMINISTRATIVE
PROFESSIONALS DAY, APRIL 23, 2004**

WHEREAS, Professional Secretaries Day was introduced over 50 years ago to commemorate secretarial pride in performance; and

WHEREAS, Professional Secretaries International which sponsors the event changed its name to Administrative Professionals International, to reflect the changing responsibilities and nature of the position; and

WHEREAS, an administrative professional is an individual who possesses a mastery of office skills, carries out a wide variety of tasks in diverse office settings, demonstrates the ability to assume responsibility, exercises initiative and judgment and makes decisions within the scope of assigned authority; and

WHEREAS, an administrative professional is the person upon whose skills, loyalty and efficiency the functions of many Anchorage School District facilities depend;

NOW THEREFORE BE IT RESOLVED that the Anchorage School Board designates April 23, 2004 as Administrative Professionals Day in the Anchorage School District and asks all its employees to join together in honoring and recognizing the District's clerical, administrative and support staff for their dedication, effectiveness, and hard work.

PASSED AND APPROVED by the Anchorage School Board this 12th day of April, 2004.

ANCHORAGE SCHOOL BOARD

Jake Metcalfe, President

Macon Roberts
Tim Steele
Crystal Kennedy

John Steiner
Mary Marks
Jeff Friedman

Carol Comeau, Superintendent