

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Superintendent of Schools

March 14, 2018

<b>Legislative File</b>	
File ID Number:	18-0333
Introduction Date:	03/14/2018
Enactment Number:	18-0471
Enactment Date:	03/14/2018
By:	er

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Proclaiming April 25, 2018, as Administrative Professionals Day

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1718-0159—Proclaiming April 25, 2018, as Administrative Professionals Day.

**BACKGROUND**

Administrative Professionals Day is widely observed in many workplaces in the United States and other countries around the world. To show its appreciation of the work carried out by its Classified Administrative Professionals staff, OUSD would like to highlight the important role of its Administrative Professionals their importance to the success of the children of Oakland.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1718-0159—Proclaiming April 25, 2018, as Administrative Professionals Day.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1718-0159**

- Proclaiming April 25, 2018, as Administrative Professionals Day -

**WHEREAS**, Administrative Professionals play an essential role in coordinating the office operations of businesses, government and educational institutions as well as other organizations; and,

**WHEREAS**, the work of Administrative Professionals today requires advanced knowledge and expertise in communications, computer technology and software, office technology, project management, organization, customer service and other vital management skills; and,

**WHEREAS**, every day in Oakland Unified School District (the District), Administrative Professionals work in operations behind the scenes to ensure bills are paid, attendance tracked, repairs scheduled, phones answered, calendars managed and to ensure a host of other critical functions are fulfilled; and,

**WHEREAS**, every day in the District Administrative Professionals also work directly with principals, teachers, students and families to ensure everything is in place for each student to have the most successful education experience; and,

**WHEREAS**, every day in the District Administrative Professionals model for OUSD students the work ethic, high self-expectation and professional, collaborative, and courteous communication skills that contribute to students' Social Emotional Learning; and,

**WHEREAS**, the District's Administrative Professionals play an invaluable role in creating an exceptional public school system, with high standards of teaching and learning for every student, high standards of service to schools and a commitment to the values of achievement, accountability and equity; and,

**WHEREAS**, April 25, 2018, is National Administrative Professionals Day; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Oakland Unified School District hereby proclaim April 25, 2018, as Administrative Professionals Day in the District in recognition of—and in honor of—each and every member of the District's Administrative support team and urges all residents of the District to honor—everyday—their critical and often unsung contributions.

Passed by the following vote:

PREFERENTIAL AYE:                      Gema Quetzal (Student Director)

PREFERENTIAL NOE:                      None

PREFERENTIAL ABSTENTION:              None

PREFERENTIAL RECUSED:                  None

AYES:                                      Jody London, Nina Senn, Roseann Torres, Shanthi Gonzales,  
James Harris, Vice President Jumoke Hinton Hodge, President  
Aimee Eng

NOES:                                        None

ABSTAINED: None  
RECUSED: None  
ABSENT: Enasia Mc-Elvaine

**CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on March 14, 2018.

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**OAKLAND UNIFIED SCHOOL DISTRICT**

*Aimee Eng*

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Aimee Eng  
President, Board of Education

*Kyla Johnson-Trammell*

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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education