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File ID Number	24-0643
Introduction Date	04/10/2024
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Chief of Talent

Meeting Date April 10, 2024

Subject **Proclaiming - April 24, 2024 - Administrative Professionals Day**

Action Requested Adoption by the Board of Education of Resolution No. 2324-0128 - Proclaiming April 24, 2024, as Administrative Professionals Day.

Discussion 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. 2324-0128 - Proclaiming April 24, 2024, as Administrative Professionals Day.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 2324-0128**

- Proclaiming - April 24, 2024 - 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 24, 2024, 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 24, 2024, 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:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

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 April 10, 2024.

OAKLAND UNIFIED SCHOOL DISTRICT

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By:	

Benjamin Davis
President, Board of Education

Kyla Johnson-Trammell
Superintendent and Secretary, Board of Education