

**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 - 24, 2020 and Administrative Professionals Day, April 22, 2020 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 27, 2020 and recorded in the official records thereof.

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Cary Moreth

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Matt Boebel

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Mike Cozzi

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Terry McKeown

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Tamara Peterson

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David Schueler

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Linda Wojcicki