

Cedar Hill Independent School District
BOARD OF TRUSTEES

Meeting Date: September 13, 2010
Presented by: Horace Williams, Superintendent of Schools
Subject: Employee of the Month for September, 2010

Information Item

BOARD GOAL: Recruit, develop and retain highly qualified employees in an environment that embraces diversity.

BACKGROUND INFORMATION:

Each month the district plans to feature an employee of the month. Nominations are received from the campus and district administrators. The selected employee will be recognized at the Board meeting with a plaque and certificate. The honoree will also be featured in the Superintendent's Bulletin.

For the month of September, our Employee of the Month is Sylvia Sanchez.

CONTACT PERSON(S):

Dr. Homer Carter, Chief Academic Officer
Diane Case, Executive Director of Instructional Technology/Media Services
Ed Ohan, Instructional Coordinator, Technology

FUNDING SOURCE:

Local funds

ENCLOSURE:

The Employee of the Month for September is Sylvia Sanchez. Sylvia has been an employee of CHISD since 1996. Before her employment with the district, she volunteered at High Pointe Elementary, the 5th and 6th grade centers and W. S. Permenter Middle School where her children went to school. She worked as the Library Aide at W. S. Permenter for seven years. In March of 2003, she transferred to the Special Education Department and worked at Cedar Hill High School as the Assessment Clerk for three years. She returned to W. S. Permenter in 2005, where she currently works as the Counselor's Secretary and Registrar.

Sylvia's duties include registering and withdrawing students, requesting and processing records, maintaining academic history files, reporting grades, filing student records, answering routine phone inquiries, and occasionally translating for staff and students when needed.

Sylvia enjoys working in the counselor's office at W. S. Permenter. "Every day is different in the Counselor's Office. I enjoy helping the parents and students that come to our office, getting to know them, and showing them that we are here to offer the best quality of education." She also enjoys working with the faculty at W. S. Permenter. "For me, PMS is like home, and the people who work here are like my family. My job is made easier by the full support I get from the whole staff, parents, and students."

W. S. Permenter's principal, Dr. Roache-Davis, speaks highly of Sylvia. "Mrs. Sanchez is a valued employee at W. S. Permenter Middle School. As the secretary in the counselor's office, she is very often the first line of contact for parents asking about PMS. She is kind, patient, and always willing to go beyond the call of duty. Whenever we need a substitute during the summer, she drops whatever she is doing and makes herself available to come in and help. Everyone on staff loves her because she is such a caring person."

When not at work, Sylvia enjoys spending time with her friends and family, including her two dogs, Layla and Luna.

Please congratulate this month's Employee of the Month, Mrs. Sylvia Sanchez.