

Routing: All employees	SITE OPERATIONS BULLETIN School Year 2026-2027	BULLETIN NUMBER: 32 DATE: October 2, 2026 DUE DATE: December 4, 2026
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Title: CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR BOARD RECOGNITION AND SUBMISSION PROCESS

Issuing Department: Board Services Office and Office of the Superintendent

Reference: Classified Employee Appreciation Week (May 17-21, 2027)

Summary: Please print and post a copy of the circular. Submit both forms, 2027 Site Classified Employee of the Year Representative for your site/department and 2027 District Classified Employee of the Year Recommendation electronically.

Brief Explanation:

On May 19, 2027, San Diego Unified School District will recognize the Site and District Classified Employees of the Year at the 2nd Annual Stars in Education Celebration. During this special event, Site Classified Employees will be honored and the District Classified Employees of the Year awardees will be announced. The event honoring the district's classified employees provides an opportunity for honorees, guests, board members, and the district leadership team to celebrate.

Classified employees are instrumental in setting the stage for student learning and success, aligning with the district's mission to equip all students with the skills, motivation, curiosity, and resilience needed to excel and engage in society. Classified employees play a crucial role in virtually every facet of a school's smooth operation, and this program is wholeheartedly committed to expressing gratitude for those whose contributions are indispensable in establishing Quality Schools in Every Neighborhood, while simultaneously working to enhance the overall quality of life in San Diego.

During the celebration, the following categories of Classified employees will be honored:

1. School site and department representatives (1 employee per site/ department)
2. The San Diego Unified School District Classified Employees of the Year (up to 7 employees; one from each bargaining unit AASD, CSEA-OTBS, CSEA-PARA, CSEA-OSS, POA), ***NEW*** one from the Confidential group, and one from the non-represented Classified Managers group.

The district requests that each school site and department submit one employee to be recognized in these categories.

How to submit an employee:

The department or school site should submit a (one) classified employee to represent the department/school site at the site level AND district level. The site's honoree will be notified of their recognition at the site level and be given the opportunity to apply for district honors. School sites and departments are highly encouraged to submit a site winner who would be willing to apply for district honors.

All submissions should be submitted electronically using the link below (please note, the submission form must be completed all at once, please prepare your submissions prior to filling out the online form):

- 2027 Classified Employee Site/Department Representative Submission Form
<https://forms.gle/6y57mrFVM1dySYb49>

This form is due no later than **December 4, 2026, at 5 p.m.**

If you are named your site's Classified Employee of the Year, you may be eligible to apply for District honors. The site winner must express their intention to participate in the district-level competition by:

1. Download the 2027 District Classified Employee of the Year Application
<https://bit.ly/4hCTiNj>
2. Submit the 2027 District Classified Employee of the Year Application Form
<https://forms.gle/CKeJdzk2UBCmEXRs5>

AND

3. Solicit recommendations from three individuals, which **MUST** include the principal or department head/direct supervisor and two additional staff members. These recommendations must be submitted on the employee's behalf through the provided recommendation link, ensuring that a total of three recommendations are received.
<https://forms.gle/JpxBm8VkXnGmNjY96>

These forms are due no later than **January 13, 2027, at 5 p.m.**

Please note that the recommendation forms must be completed by the deadline to be eligible.

More information can be found on the Classified Employee of the Year Website:
<https://sites.google.com/sandi.net/classifiedemployeeofyear/ceoy>

Selection Process for the 2027 District Classified Employees of the Year

A selection committee consisting of district employees and members of professional organizations will evaluate all submissions that are received for the 2027 Classified Employees of the Year. The committee will evaluate all submissions within the context of the selection

criteria which are organized around three themes:

- Work Performance
- School Community Involvement
- Leadership and Commitment

The selection committee will recommend up to 7 winners for Classified Employee of the Year (one employee from each bargaining unit: AASD, CSEA-OTBS, CSEA-PARA, CSEA-OSS, POA, ***NEW*** Confidential, non-represented Classified Managers. There is no appeal process.

Principals, department managers, staff and families of applicants are invited to attend this special event as we celebrate the efforts of our classified employees.

For general information, please contact Melissa Hudson at mhamilton@sandi.net

Submission Type*	Candidate qualifications	Form to Use	Suggested Process
School Site/ Department Representative	1. Must be a classified employee.	Submission Form: https://forms.gle/6y57mrFVM1dySYb49	Principals and department heads should work with their staff to select a classified employee to represent the site/department. This employee should be willing to submit for district honors.
District Classified Employee of the Year	1. Must be a classified employee. 2. <u>Must have</u> at least five years of service in a monthly role.	Employee Application: https://bit.ly/4hCTiNj Application Submission Form: https://forms.gle/CKeJdzk2UBCmEXRs5 Recommendation Form (<u>must have three (3) Applicant Recommendation Forms</u>): https://forms.gle/JpxBm8VkXnGmNjY96	To be eligible for district honors consideration, the site winner must express their intention to participate in the district-level competition by soliciting recommendations from 3 individuals, that MUST include the principal or department head/direct supervisor and two additional staff members. Recommendations must be submitted on the applicant's behalf through the provided recommendation link, ensuring that a total of three recommendations are received.

For more information about this bulletin, contact:

	Primary Contact
Name:	Melissa Hudson
Title:	Conf. Admin Asst II, Board Services/Program Coordinator
Department:	Board Office
Phone:	619-725-5552
Email:	mhamilton@sandi.net

See attachments on next page:

Selection Categories for 2027 Classified Employees of the Year

An applicant for the district award must be a classified employee with at least seven years of service in a monthly role. All Classified employees are eligible, including employees in both supervisor/ management and non-supervisor/ management roles. The applicant must have demonstrated extraordinary service to the district in one of six categories:

1. **Child Nutrition** The work of this candidate must be directly related to food handling and/or preparation. Examples: Food Service Worker, etc.
2. **Maintenance, Operations, and Facilities** The work of this candidate must be directly related to maintenance or operations services. Examples: Custodian, Electrician, Laborer, Caretaker, Landscape Tech, etc.
3. **Office and Technical Business Services** The work of this candidate must be directly related to clerical, secretarial, financial or technological duties. Examples: Secretary, Attendance Clerk, Accountant, Network Systems Technician, Microcomputer Programmer, etc.
4. **Paraeducators** The work of this candidate must provide direct instructional services to students. Examples: Classroom Assistant, Library Assistant, Special Education Assistant, Special Education Technician, etc.
5. **Support Services and Security** The work of this candidate must be directly related to security of students and/or property or work which has duties that are not covered under any of the other categories. Examples: Campus Security Assistant, Community Services Officer, School Police Officer, etc.
6. **Transportation** The work of this candidate must be directly related to student transportation. Examples: School Bus Driver, Dispatcher, Scheduler, etc.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Board Services Office/Board of Education

Classified Employee Representative for Your Site/Department

Classified School Employees' Week Recognition
May 17-21, 2027

This form should be submitted online. Please have the following information ready in order to submit your electronic submission:

1. School or Department Name
2. Name of Classified Representative (***note: all Classified employees are eligible, including employees in both supervisor/ management and non-supervisor/ management roles.***)
3. Email address of employee submitted
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Site Contact Name
7. Telephone Number
8. Name of Site Administrator/Manager/Supervisor

Please notify the employee who will be representing your site of the date of the event. Information will be sent via email to each selected classified representative prior to the event as well. Every site winner will receive a certificate so all forms must be submitted by the due date so that production of the certificate can take place in a timely manner.

Link to 2026-27 Classified Employee Site/Department Submission Form:
<https://forms.gle/6y57mrFVM1dySYb49>

Please refer questions to Melissa Hudson at mhamilton@sandi.net by December 4, 2026, 5pm.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

**2027 District Classified Employee of
the Year**

Classified School Employees' Week takes place May 17-21, 2027

These forms should be submitted online. Please have the following information ready in order to submit your electronic recommendation:

1. School or Department Name
2. Name of Classified Representative (*note: all Classified employees are eligible, including employees in both supervisor/ management and non-supervisor/ management roles*).
3. Email address of employee submitted
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Recommender's name and contact information
7. Description of the employee's qualities and work performance.
8. Each description must include a description of the following qualities and performance
 - a. Work Performance
 - b. School Community Involvement
 - c. Leadership and Commitment
9. Each applicant must have three (3) Recommendation Forms submitted in order to be considered. The recommendations should be from different sources, with at least one recommendation from the employee's supervisor.

Link to 2026-27 District Employee Application:

Link to 2026-27 District Employee of the Year submission form:

<https://forms.gle/CKeJdzk2UBCmEXRs5>

Link to 2026-27 District Employee of the Year recommendation form:

<https://forms.gle/JpxBm8VkXnGmNjY96>

SAN DIEGO UNIFIED SCHOOL DISTRICT

Human Resource Services Division

Please refer questions to Melissa Hudson, mhamilton@sandi.net by **January 13, 2027, 5pm**