



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

January 16, 2018

Dear County and District Superintendents and Charter School Administrators:

2018 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR PROGRAM

I am pleased to invite each County Office of Education (COE) to participate in the 2018 Classified School Employees of the Year (CSEY) Program. Presented by California Casualty, the Classified School Employees Association, and the California Department of Education (CDE), the CSEY Program highlights the contributions of classified school employees who support the education of California's public school students in preschool through grade twelve.

The program's goals are to identify six exemplary classified school employees throughout California for the CSEY award. The 2018 CSEY Program will identify and honor classified employees working in the following categories: Child Nutrition; Maintenance, Operations, and Facilities; Office and Technical; Para-Educator and Instructional Assistance; Support Services and Security; and Transportation.

Eligibility Criteria

Eligibility for the 2018 CSEY Program is limited to candidates who meet the following criteria:

- Current classified employee in a California public school (preschool through grade twelve), including charter schools, district offices, and COEs
- Rank and file employee, not in a management or supervisory position
- Minimum of five years of service in nomination category

County Selection Process

Each COE is encouraged to submit one candidate in each of the six categories for consideration by the California Department of Education's selection committee. COEs identify their nominees through a local selection process determined by each COE. The CDE encourages COEs to collaborate with employee organizations and school districts in the local selection process. The CDE encourages participation in the CSEY Program by all counties; however, COE participation is voluntary.

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Nominations for the CSEY Program can ONLY be submitted by a COE.

Nominations will not be accepted directly from schools, school districts, or other organizational entities. Applications must be **postmarked by Tuesday, March 20, 2018**. Application and nomination forms are available on the CDE Classified School Employee of the Year Web page at <http://www.cde.ca.gov/ta/sr/cl>.

Statewide Selection Process

The CDE will convene a selection committee to evaluate the nominations, and I will announce the recipients of the CSEY Awards in April. There will be one awardee in each of the six categories. The awardees will be honored at a luncheon in Sacramento during Classified School Employee Week, May 21–27, 2018.

If you have any questions regarding this subject, please contact Cindy Quiralte, CSEY Program Coordinator, District Innovation and Improvement Office, by phone at 916-319-0841 or by e-mail at cquiralte@cde.ca.gov.

Sincerely,



Tom Torlakson

TT:df

cc: CSEY County Coordinators
CSEY Organizational Sponsors