

ADMINISTRATIVE CIRCULAR NO. 21

Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: 9/5/18

To: Area Superintendents, Site Administrators, Division and Department Heads

Subject: 2018 COMMUNITY SERVICE ASSOCIATION, CSA, CAMPAIGN

Department and/or Persons Concerned: All district staff.

Due Date: October 22, 2018

Reference: None

Action Requested:

1. Announce the CSA Membership Drive at a staff meeting, via staff newsletter, posting of this circular on staff bulletin board, etc.
2. Locations with field employees (e.g., Pupil Transportation, Physical Plant Operations, Food Services and Prep Kitchens): Packets will be distributed via school mail for distribution.
3. Encourage employees to run for the CSA Board of Directors.

Brief Explanation:

About the Community Service Association

The Community Service Association, CSA, is the district's employee voluntary contribution club. Employee donations are collected through voluntary payroll deductions and are disbursed at the end of each school year by the CSA Board of Directors through grants to local non-profits and to those charities designated by district employees. In addition, each November, the Board of Directors distributes holiday gifts to local agencies that serve the homeless population. In 2017-2018, employee contributions through CSA benefitted over 150 agencies. (See attached.)

CSA is governed by a Board of Directors, comprised of ten elected district employees: five certificated staff, three classified employees, and two administrators/supervisors. Board elections are held each year during the membership campaign drive.

Fall Membership Drive, 2018

Your assistance and leadership is needed to ensure a successful 2018 CSA Membership Drive. The campaign will run from October 22 through December 7, 2018. CSA is seeking the assistance of district leaders to promote the CSA Membership Drive through announcement at a staff meeting, notice in a staff newsletter, posting of this circular on a staff bulletin board, etc.

An email notice concerning the CSA Membership Drive campaign will be distributed to all employees the week of October 22, 2018.

Employees may sign up for a voluntary payroll deduction, and, if they choose, designate an agency to receive their donations via PeopleSoft. Once these actions are taken, members' status in CSA will remain intact and no further action will be required. Members wishing to make changes to membership status, donation level, or designated donations, may voluntarily do so at any time via PeopleSoft.

Employees who do not have access to PeopleSoft will be able to join CSA through submission of hard copy forms. (Cost centers such as Food Services and Prep Kitchens, Physical Plant Operations, Pupil Transportation, etc., will continue to receive hard copy materials via school mail for distribution to staff members.)

CSA Board of Directors Election, Fall 2018

The CSA Board of Directors election will be held in November, 2018. There are openings on the Board in the following categories: certificated (1), classified (1) and administrator/supervisor (1). CSA members are encouraged to consider running for election to the Board of Directors. Meetings are held seven times a year for approximately one hour. Serving on the CSA Board of Directors is an opportunity to be involved in a decision-making group while making significant contributions to those in need in our community. All interested district employees are welcome to run for election.

Questions regarding the CSA membership drive or the CSA Board of Directors election may be directed to Barbara Asaro, CSA Secretary/Treasurer, through district e-mail at csa@sandi.net.

Michelle Bryant
Chair, Board of Directors
Community Service Association

APPROVED:



Cindy Marten
Superintendent

CM:ba

Attachment

Distribution: Lists A, B, C, D, E, and F