

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #23 (2008-2009)

August 25, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: RECOGNITION OF ASD WAREHOUSE PERSONNEL

*ASD Goal: Establish and maintain a supportive and effective learning environment by collaborating with other community agencies to maximize opportunities for lifelong learning.*

PERTINENT FACTS:

Logistics is the name of the game at the Anchorage School District Warehouse, which procures, maintains and transports thousands of tons of materials to ASD facilities. Like an efficient circulatory system, the warehouse is the heart that sustains our district by feeding instructional tools and equipment to district personnel.

That makes just about every employee a customer of the warehouse and customer service is a high priority for warehouse personnel. Whether it is ensuring the integrity of more than 1,500 boxes of high-stakes testing materials and shipping them on time, or distributing thousands of bags, gloves and refreshments for Citywide Cleanup and some 2,000 items for the annual Charitable Giving campaign, or just making sure there are extra chairs for the Volunteer Reception every year, this crew makes it happen.

The best part is they do it all with a smile. Deadlines approach and the staff makes workload adjustments to meet the schedule; materials arrive late, and they provide polite notifications; when substitute materials are needed, they research what is available and offer alternatives. The warehouse crew takes care of business with a calm assurance and professionalism that keeps an astounding number of customers happy.

We are grateful for their patience and consideration. This is a request to officially honor the warehouse staff for excellence in customer service and congratulate them on a job well done.

CC/HG/TW

Approved by: Heather Graves, Communications Director  
Prepared by: Terry Wilson, Communications Specialist