

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: January 26, 2009

Subject: Employee of the Month-January

Administrator Responsible:

Name: Linda Buchman

Position: Community Relations Officer

Purpose of Agenda Item:

Information only **Action needed** **Report**

Additional Information and/or Back-Up:

Spring Branch ISD's Employee of the Month for January is:

**Lupe Garcia
Ridgecrest Elementary School**

In every school, there is that one special person that parents, staff and administrators look to who not only knows every child by name and understands their needs but also goes above and beyond to support all members of the school community. Ridgecrest Elementary is fortunate to have an administrative assistant who does all of this and more. This year, this amazing lady contacted nearly every university in Texas to promote a college-going culture – yielding t-shirts, banners and college memorabilia for Ridgecrest students who otherwise would have little personal connection to higher education.

In addition, she volunteers her time to serve on the Ridgecrest PTA board, organizing fundraisers, and annual appreciation events for parents and teachers. She also serves as a connector – linking the school to its surrounding community, and making sure that school administration knows when a student is in need of supplies, uniforms or social services. Highly respected by all, even new administrative assistants in other schools know that Lupe Garcia is the go-to person to ask for help to do their jobs well. In the words of Trish Thomas, Ridgecrest’s principal, “Mrs. Garcia is a very efficient and organized administrative assistant who goes above and beyond the call of duty.” We are very proud to recognize Lupe Garcia as the SBISD January Employee of the Month.