

To All School and Department Secretaries:

Our 10th Annual Summer Secretaries Institute will be held at the Colorado Convention Center July 29, 2009. Attached is the Workshop schedule of events. Updates are also available on our web site at: <http://dotsweb.dpsk12.org/secretarymeeting/>

Transportation details: 5 DPS busses will transport you to/from the Convention Center. This transportation is optional if you would like to save on gas and parking costs. The details are:

July 29 – **depart at 7:00 a.m.** for Convention Center from:

North High School
Abraham Lincoln High School
Thomas Jefferson High School
Montbello High School
Manual High School

July 29 – **depart 4:00 p.m.** from Convention Center to schools listed above.

You are key to our continued efforts to create the best urban school district in the nation. We hope you will join us.

JoAnn M. Buck

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