

TO: All Staff Members

FROM: Angie L. Baumann

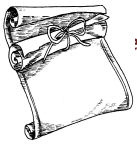
RE: **"AWARD FOR EXCELLENCE"**

DATE: **2020 - 2021**

Many Norfolk Public School employees are exemplary in the performance of their responsibilities. The **"Award for Excellence"** was implemented to recognize those employees for their contributions to our district, students, parents, staff, and patrons.

The guidelines for this award are as follows:

1. Any staff member may be nominated for the **"Award for Excellence"** except administrators and supervisors
2. Nominations may be from co-workers, students, parents, or patrons. *(A sample nomination form is on the back of this memo.)*
3. The nomination should include:
 - a. Name of staff member
 - b. Building(s) assigned
 - c. Date of nomination
 - d. Explain reason for the nomination in detail:
 - 1) School pride/spirit
 - 2) Shows initiative
 - 3) Positive role model
 - 4) High professional standards
 - 5) Enhances the school environment
 - 6) Community involvement
 - 7) Positive working relationship with staff, parents, students, and patrons
 - 8) Demonstrates excitement for their position
 - 9) Helps further the district and/or building mission and goals
 - e. Typed or neatly handwritten
 - f. Signed by person(s) nominating
 - g. Emailed or sent on delivery to the Director of Human Resources/Accreditation at the Central Office labeled **"Award for Excellence"** Nomination
4. Selection committee will be composed of:
 - a. One Board of Education member
 - b. One elementary principal
 - c. One administrator from Junior High
 - d. One administrator from Senior High
 - E. One Central Office ex-officio member
5. Committee will meet the last Tuesday of the month preceding the month the award will be presented
6. Recipient will be invited to attend the next board meeting
7. Five recipients – September, November, January, March, and May – annually. Recipients receive:
 - ✓ \$500 to be used in the recipient's building *(with input from the recipient on how the money is used)*
 - ✓ \$50 to be used by the recipient at a local restaurant of their choice
 - ✓ A plaque recognizing their service to the district
8. Nominations will be carried from one month to the next month
9. Non-recipient nominations will be carried over for one year
10. Recipients of the award are not eligible again for five years



Date: ____/____/____

Name of staff member:

School(s):

Position (*i.e., teacher, custodian, food service, etc.*):

Reason(s) for nomination (*use additional sheet if necessary*):

Signature(s) of person(s) making nomination:

Please place in envelope on delivery or send to:
"Award for Excellence Nomination"
Director of Human Resources and Accreditation
Norfolk Public Schools
P.O. Box 139
Norfolk, NE 68702-0139