

January 3, 2011

Dear Staff Members, Students, Parents/Guardians:

The Penn Manor School District is seeking nominations for the **Outstanding Employee Awards**, which will be presented later this school year to one elementary and one secondary support employee. Nominations are being solicited from parents/guardians, students, and staff members in the Penn Manor School District.

Nominations for these awards are open until **February 28, 2011** and should be based on the staff member's ability to support the educational program and the quality of his/her relationships with staff and students. A person may nominate one elementary staff member, one secondary staff member or both. The nominee must presently be employed by the Penn Manor School District.

Letters of nomination need not be lengthy. They should simply name the person and the school in which the nominee presently is working and indicate why you feel this person is a worthy candidate for this award. If you wish, just complete the attached form and submit it to the Outstanding Employee Committee, or send an e-mail to [ellen.pollock@pennmanor.net](mailto:ellen.pollock@pennmanor.net). Letters, forms, and e-mails will be considered equally. All letters and forms should be signed and mailed to:

Outstanding Employee Award Committee  
Administrative Offices  
Penn Manor School District  
P. O. Box 1001  
Millersville, PA 17551-0301

OR submitted to any Penn Manor Building Principal

Each staff member will be informed of his/her nomination, but will not be told who nominated him/her or shown the letters. Therefore, if you want the person to be aware of your action on their behalf, you may wish to drop the person a note or send a copy of your letter. Final selections for these awards will be made by the Outstanding Employee Committee composed of District Administrators and School Board Members. Names of award winners will be made public in April.

Congratulations again to last year's Outstanding Employee Award winners:

**Louise W. Aument, Eshleman Elementary School**  
**Edward R. Saxton, District Maintenance Building**

Thank you for your continued support.

Sincerely,

The Outstanding Employee Committee  
Ellen Pollock, Chairperson

## **Guidelines for Outstanding Employee Awards**

The Committee shall use the criteria listed below for the selection of Outstanding Employee Award recipients.

**A. Number of Awards**

Two awards shall be given annually. One shall go to an elementary employee and the other to a secondary employee.

**B. Eligibility**

All support personnel who have five (5) or more years of service in Penn Manor School District shall be eligible.

**C. Qualities to be Evaluated**

The recipients shall be judged on their ability to support the educational program and the quality of their relationships with staff and students.

**D. Nominations**

Nominations shall be solicited in the form of letters of recommendation, e-mails, or completed nomination forms supplied by the School District. Nominations shall be accepted from students, parents/guardians, colleagues in the Penn Manor Schools.

**E. Selection**

School Board members assigned to employee recognition functions, the Business Manager, Director of Support Services, Director of Buildings and Grounds, as well as Building Principals shall comprise the Outstanding Employee Selection Committee. All nominations shall be reviewed by this committee and the two winners chosen. Each person shall be considered as being nominated only once regardless of the number of letters which are received for any one individual.

**F. Notification of Nominees**

All nominees for the Outstanding Employee Awards shall be notified of this recognition by the Superintendent. Letters of nomination, nomination forms, and e-mails, however, shall not be made available to those nominated.

**G. Recognition of Winners**

Names of the nominees shall not be revealed, just the two winners. The names of these two winners shall be engraved on plates and affixed to the "Outstanding Employees" plaque maintained in the Office of the Superintendent. Public recognition of award winners shall be made at the District annual Employee Recognition Dinner.

**2011 OUTSTANDING EMPLOYEE AWARD**

NOMINATIONS

Date \_\_\_\_\_

**ELEMENTARY** Staff Member:

Name \_\_\_\_\_

School \_\_\_\_\_

Brief comments supporting this nomination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECONDARY** Staff Member:

Name \_\_\_\_\_

Check one: Penn Manor High School \_\_\_\_\_  
Marticville Middle School \_\_\_\_\_  
Manor Middle School \_\_\_\_\_

Brief comments supporting this nomination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominations submitted by: \_\_\_\_\_

Signature

Check one: Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Colleague \_\_\_\_\_

Print your Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forward to:

Outstanding Employee Award Committee  
Administrative Offices  
Penn Manor School District  
P.O. Box 1001  
Millersville, PA 17551-0301

OR Any Penn Manor Building Principal

**DEADLINE FEBRUARY 28, 2011**