



ANNUAL STAFF & COMMUNITY AWARDS 2009

The Superintendent and School Board are committed to recognizing the special achievements and outstanding contributions of students, staff and community partners with the Bellingham Public Schools. With 1,300 employees and numerous dedicated volunteers, the district has a Recognition Program to provide a multitude of ways to genuinely honor the achievements and contributions of all of our stakeholders. This program focuses on strengthening relationships, an essential component in creating the three R's (relationships, relevance and rigor) for each child within our school district. The Annual Awards part of the Recognition Program provides an opportunity to highlight the exceptional work of select honorees each year that make a significant difference in our schools and community. These Annual Award recipients represent the district and help increase awareness of the important contributions of all staff and volunteers.

Who Is Eligible?

Each school may have one Annual Award winner in each of these four categories. Central Services (including maintenance and transportation) may have one Annual Award recipient in any of these four categories who does not work at a school location. From this group of honorees, the District Recognition Committee will select one districtwide Annual Award recipient in each of these categories for a total of five Districtwide Annual Award recipients, including the Leader/Administrator of the Year Award. The Leader/Administrator of the Year Award will only be recognized as part of the Districtwide Annual Award winners, not at individual schools or departments.

1. CERTIFICATED STAFF MEMBER OF THE YEAR

Certificated staff members are employees in positions that require certification from the Washington State Office of the Superintendent of Public Instruction (OSPI). They include teachers, counselors, librarians, nurses, school psychologists, speech/language pathologists, physical and occupational therapists and intervention/prevention specialists. Any permanent certificated employee in the Bellingham School District is eligible. (Please note below that there is a separate category for administrators, who are not eligible for this award.) The Recognition Committee or others may choose to nominate the districtwide recipient in this category for regional, state or national awards.

2. CLASSIFIED STAFF MEMBER OF THE YEAR

Classified staff members are employees who support our schools and Central Services that have education, skills and experience that do not require certification from OSPI. They include paraeducators, secretaries and office staff, registrars, custodians and maintenance staff, bus drivers and transportation staff, food services staff, business and computer network services staff and others. Any permanent classified employee in the Bellingham School District is eligible. The Recognition Committee or others may choose to nominate the districtwide awardee in this category for state, regional or national awards.

3. COMMUNITY PARTNER/SCHOOL VOLUNTEER OF THE YEAR

Community partners or school volunteers may be an individual who is not a paid employee or an organization (such as a community nonprofit or parent organization) that provides a volunteer, unpaid service to the school or district.

4. TEAM OF THE YEAR

In addition to the other Annual Awards, schools and Central Services may select a Team of the Year. Teams are defined as a select group of staff, not an entire staff. Examples may include a grade level team of staff, a kitchen staff team, a counseling staff team, a secretarial team, an Individualized Education Plan staff team, etc.

LEADER/ADMINISTRATOR OF THE YEAR (*One recipient annually throughout the district*)

Administrators are principals, assistant principals, and Central Services directors, assistant directors and managers. Any permanent administrator in the district is eligible. Due to the smaller number of eligible individuals, only one recipient will be honored annually throughout the district rather than at individual schools or departments. Criteria for this award will differ slightly from the awards listed above to align with state criteria for awards such as State Principal of the Year and include collaborative leadership, personalization, curriculum/instruction and assessment. Fellow administrators may choose to nominate the district recipient for state, regional or national awards.

Who Can Nominate?

Students, colleagues, labor associations, supervisors, parents or community members may nominate an eligible individual for any award.

How to Nominate?

During the Annual Awards nominating window (Jan. 5 – Feb. 2, 2009), complete the nomination form and attach supporting documentation. A reason for nomination and at least one letter of recommendation of 200-300 words from a student, colleague, principal/supervisor, parent, or community member is required for submission to a school or Central Services. Only when a school or Central Services selects its award recipient to forward on to the district Recognition Committee is a second letter of recommendation/statement of support required from the principal/supervisor, unless the principal/supervisor is the nominator. Nomination criteria should include, but is not limited to (see Scoring Rubric for detailed criteria):

- Excellence in job performance in the position and profession *or* volunteer role
- Successful relationships with students, staff, parents and the public
- Positive impact on students, staff, school and district culture
- Demonstrated commitment to the district's strategic plan to help all students be ready for college, career and citizenship
- Dedication to professional growth and improvement
- Community engagement and education advocacy work
- Collaborative leadership, personalization, curriculum/instruction/assessment (these additional criteria required for Leader/Administrator of the Year Award only)

Where Can I Get A Nomination Form?

The nomination form is available on the district Web site at <http://www.bham.wednet.edu/staff/RecognitionStandingCommittee.htm> or at each school and district site.

Where Do I Submit a Nomination?

Paper copies of the completed nomination forms and the required supporting documentation should be submitted to the nominee's supervisor/principal by the Feb. 2 deadline (see timeline below). Central Services nominations should be submitted directly to the Superintendent's office. Schools should forward their school recipients by noon on Feb. 17 to the Superintendent's office to be considered for the district-level awards.

What Is the Process and Timeline for 2008-09 Annual Awards? How Will Recipients Be Honored?

January 5, 2009	Nomination window opens.
Feb. 2, 2009 noon	Nomination window closes. All nominations must be received in paper form to principals/supervisors by noon. Schools determine the process to select their school winners using the nomination criteria.
Feb. 17, 2009 noon	Schools select school award winners and forward their selections (nomination forms and supporting documentation including principal's letter of recommendation or statement of support) to the Superintendent's office by noon. Schools should plan to notify or surprise their school award winners and determine a meaningful way to honor them at their work site. (Each school award winner will receive a certificate from the district by the end of February. District will publicize all school award recipients later in the spring.)
March 2–13, 2009	District Recognition Committee scores nominations for districtwide award winners in each of the categories.
March 17, 2009	District Recognition Committee reviews scoring and completes its selections. Committee submits those names to the Superintendent. Districtwide award recipients are kept confidential until surprise visits.
March 27–April 2, 2009	Superintendent, School Board representative, Principal/Supervisor, Recognition Committee representative, Award Sponsor representative and local media make surprise visit to the Districtwide Award recipients' places of work to surprise and honor them.
Aug./Sept. 2009	All award recipients are recognized at the All Staff Kick-off Meeting.