

Recognition Committee Meeting Minutes

4 to 5 p.m. Dec. 11, 2008

Attendees: Allan Botts, Judy Berglund, Melinda Nelson, Kelly Bashaw, Denise Suess, Lauren Thomas, Jeff Coulter, Mary Ann Stuckart, Tanya Rowe, Chair; and Margaret Gude, Recorder.

The sole agenda item was to examine and update the annual awards process and materials for the 2009 awards.

At the request of district staff and the Recognition Committee, Tanya reported that she met with the Bellingham Administrator Organization co-President Tom Venable about introducing the Leadership Award to administrators and getting their feedback. Soon after, Venable introduced the idea at the Dec. 10 Leadership meeting of all administrators. Jeff Coulter gave a report on administrator feedback after the Leadership meeting. The administrators had a chance to review the idea and give written and verbal feedback. Coulter reported that the vast majority of feedback was positive from district administrators. The Recognition Committee then unanimously decided to put such an award in place within the annual award process. The criteria for this award will be different in that the nominations will go directly to the Superintendent. Administrators will have no involvement in this award. Coulter agreed to e-mail all administrators with a summary of the feedback and the committee's decision to move forward.

The committee then began a review of the annual awards process, timeline, information and forms.

After reviewing the draft 2009 documents, the committee decided to approve them with some minor changes noted.

Timeline: Announce the nominating window (Jan. 5 – Feb. 2) before winter break in an e-mail to all staff. *(Due to weather emergencies the week before Winter Break, the initial announcement of the 2009 Annual Awards will be made on Jan. 12.)*

Process: Add Leadership Award to mix of awards.

Forms and Information Sheets: Add a 200-300 word limit on letters of support/recommendation.

Scoring Rubric: Approved as is. The committee found it to be an improvement to have a wider point spread and more criteria to work with when scoring. The committee also discussed possibly scoring the nominations as a sub-group in the smaller teams. This will be pursued further by e-mail communications in the new year.

Lauren Thomas suggested that it might be a good idea to announce the nominating window to students during school daily announcements, on posters and by e-mail.

Jeff Coulter stated that his staff responded very positively to the annual awards, especially after the Back-to-School Kick Off when they were all honored. It was clear that the awardees represented all the good work in the schools and district and did not have the competitive, “singling out” edge that some worried about in the first year of the annual awards.

Next steps and meetings:

Committee scoring will take place March 2 – 13, 2009. *Please hold time on your calendars for scoring nominations in this window.*

Next full meeting of the committee to finalize scoring and selections will be March 17, 2009 at 4 p.m.