



**Penn Manor
School District**

PENN MANOR SCHOOL DISTRICT

P.O. Box 1001 • Millersville, PA 17551-0301

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www.pennmanor.net

An Equal Opportunity Employer

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Superintendent
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January 2, 2014

Dear Students, Parents/Guardians, Colleagues:

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

Nominations for these awards are open until **February 28, 2014** and should be based on the teacher's ability to promote academic growth in his/her students and for outstanding pupil-teacher relationships. A person may nominate one elementary teacher, one secondary teacher or both. The nominee must presently be employed by the Penn Manor School District.

Letters of recommendation may address the following prompts: 1) Please describe how the nominee has impacted and/or inspired students academically and socially. 2) How has the nominee supported and promoted the school community? 3) Describe additional personal attributes that make this individual an outstanding nominee for this award. All forms should be signed and mailed to:

Outstanding Educator 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 teacher 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 teacher to be aware of your action on his/her behalf, you may wish to drop the teacher a note or send a copy of your letter. Teachers always appreciate knowing how others feel about their efforts. Final selections for these awards will be made by the Outstanding Educator 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 Educator Award winners:

Joyce M. Meley, Central Manor Elementary School
Jennifer L. Ennis, Manor Middle School

Thank you for your continued support. It is the cooperation between the home and school that makes Penn Manor the fine school district it is today.

Sincerely,

A handwritten signature in black ink that reads "Vickie L. Hallock".

Vickie L. Hallock, Co-Chairperson
The Outstanding Educator Committee

A handwritten signature in black ink that reads "Cheryl A. Shaffer, Ed.D."

Cheryl A. Shaffer, Ed.D., Co-Chairperson
The Outstanding Educator Committee

Guidelines for Outstanding Educator Awards

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

A. Number of Awards

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

B. Eligibility

All professional employees, except full time administrators, 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 bring about educational growth in students and on the quality of their relationships with 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 for the District and Building Principals shall comprise the Outstanding Educator 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 Educator 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 Educators" plaque maintained in the Office of the Superintendent. Public recognition of award winners shall be made at the District annual Employee Recognition Dinner.