

Classified Employee Excellence Recognition Award (CEERA)

The Classified Employee Excellence Recognition Award (CEERA) program recognizes non-certified Olathe Public Schools employees for outstanding service and excellence in their job performance. Nominees may include paraprofessionals, food service employees, secretaries, custodians, business office personnel, grounds maintenance crew members, or other support positions in the district.

Each recipient will receive a \$500 unrestricted grant and other celebratory items.

The Olathe Public Schools Foundation (OPSF) will choose up to 2 CEERA award winners each month, September through May, but nominations are accepted throughout the year. Nominations will be kept on file for consideration for up to three semesters from the time they are received.

Ready to Nominate Someone? It's Easy!

1. Collect letters of recommendation from at least 3 non-related individuals who have interacted with the classified staff member. These 3 nominators may not be related to each other or the nominee. While 3 letters are required, there is no limit to the number of nomination letters. Additional letters may be from coworkers, vendors, parents, students, volunteers, etc.
2. Complete the CEERA nomination form on the next page. Make sure to get a signature from the nominee's building administrator and supervisor (where applicable). The building administrator can help.
3. Turn in the completed packet (letters and nomination form) to the main office at the nominee's building or directly to the OPSF.

Criteria for Consideration

- Demonstrates a commitment to being a team player and a positive role model for others
- Goes above and beyond in their job performance with specific personal characteristics or job skills that make them stand out
- Supports and demonstrates the district's staff guiding principles of: children first, respect for all, teamwork, excellence and quality, and commitment to individual needs



Olathe Public Schools Foundation
300 E Loula; Olathe, KS 66061
913-780-8222
foundation@olatheschools.org
www.OlathePublicSchoolsFoundation.org

Helpful Hints

- View a list of past CEERA winners on the OPSF website. In most cases, employees are not eligible for repeat recognition.
- Nomination letters should be heartfelt and provide good reasons why the person should be selected, but they don't need to be lengthy.
- Nomination letters may be drawn or dictated for nominators for whom letter writing is not possible.
- Letters may be submitted in any language.
- You may nominate someone you interacted with in the past. You don't need to interact with them currently (Ex: the secretary at your child's last school).
- "Team" nominations are not accepted. Each nominee must have their own separate nomination packet.
- Contact the nominee's building administrator or the OPSF office if you need assistance.
- Visit the OPSF website for sentence starter ideas.

Classified Employee Excellence Recognition Award Nomination Form

STEP #1

Nominee: _____ Date: _____

Building: _____ Job Title: _____

Job Description: _____

Number of years employed by the Olathe School District: _____

Coordinating Nominator: _____ Phone: _____

Address:/District Building _____ Email: _____

STEP #2

Collect a minimum of 3 letters that address the below criteria. Nominators should not be related to each other or the nominee. Nominators do not need to have a current relationship to the nominee. List other nominators on an additional sheet.

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

STEP #3

Supervisor Name (Please Print): _____

Supervisor Signature: _____

Building Administrator Name (Please Print): _____

Building Administrator Signature: _____

Each nomination should include a minimum of three letters of recommendation from non-related individuals describing how the employee meets all of the below criteria. Please give specific examples.

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 - Children first
 - Teamwork
 - Commitment to individual needs
 - Respect for all
 - Excellence and quality

STEP #4

Attach this form to the 3+ recommendation letters and submit the completed packet to the nominee's building's main office or directly to the OPSF. PDF copies may be emailed to foundation@olatheschools.org.



Recognition Program Sponsor

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