

NELSON EXCELLENCE IN LEADERSHIP AWARD NOMINATION PACKAGE



Équité et excellence en éducation
CASSA-ACGCS
Equity and Excellence in Education



NELSON EXCELLENCE IN LEADERSHIP AWARD (CASSA LEADER OF THE YEAR)

A program to recognize excellence among school system leaders

**Jointly sponsored by Nelson and the Canadian Association of
School System Administrators**

The Nelson Excellence in Leadership Award is based on three premises:

- It is important to acknowledge the dedication and enthusiasm of administrators who guide children's educational experiences. Recognition is a powerful instrument for building pride in accomplishment and continued determination to pursue excellence.
- System leaders who establish the character of a particular school system's programs through the important work with school boards, school leaders, teachers and caring parents help to determine the scope and quality of children's educational experiences
- Children's attitudes toward learning and their perceptions of themselves as lifelong learners are established in their school years. Effective leadership, mentoring and modeling determine whether the school jurisdiction effectively creates this environment.

Members of the Canadian Association of School System Administrators (CASSA) are eligible for nomination and consideration for CASSA's Nelson Excellence in Leadership Awards.

Each provincial/territorial affiliate of CASSA (BCSSA, NWTSA, MASS, OCSOA, etc.) chooses no more than one Nelson Excellence in Leadership Award nomination, from amongst all nominations received, who will be honoured as a Provincial/Territorial Nelson Excellence in Leadership Award winner at CASSA's Annual Conference.

CASSA's National Nelson Excellence in Leadership Award winner will be selected from amongst the provincial/territorial award winners, and announced at CASSA's Annual Conference.

To make a nomination, please read carefully and complete the attached forms, and submit them to:

- The Executive Director of your nominee's provincial/territorial superintendents/directors association, *or*
- Directly to the Executive Director of CASSA at reg_klassen@cassa-acgcs.ca, if your province/territory does not have an affiliate association.

CASSA's nomination deadline is May 16 each year, or earlier as may be determined by the provincial/territorial affiliate.



CANADIAN ASSOCIATION OF SCHOOL SYSTEM ADMINISTRATORS

**NELSON EXCELLENCE IN LEADERSHIP
AWARD (CASSA LEADER OF THE YEAR)**

Nominee Information

Name:

Current Address:

Current Position:

1. CASSA Membership

The nominee has been a member of CASSA for _____ years.

Membership dates (if known):

Briefly summarize the nominee's involvement in CASSA at the Executive, Committee, Provincial/Territorial Affiliate level, etc.:

**2. List the nominee's leadership positions in educational administration.
(Maximum 3)**

•

•

•

3. List significant accomplishments that fulfill the vision of CASSA. (Maximum of 3)

•

•

•

4. Indicate honours that the nominee has received. (Local, provincial/territorial, national, international) (Maximum of 3)

•

•

•

5. What has nominee done to demonstrate the CASSA values of diversity, equity, inclusion and/or well-being in the province/territory or in the board served? (Maximum of 3)

•

•

•

6. What contribution(s) has the nominee made to education or educational administration that has had a national or international impact?

7. List any published writing or presentations (workshops, seminars) of the nominee at the provincial/territorial, national, or international level.

8. Indicate offices held in provincial/territorial, national, or international education organizations. (Maximum of 3)

Office:

Organization:

Office:

Organization:

Office:

Organization:

9 Indicate other professional or personal responsibilities of significance that were assumed by nominee (maximum of 3).

•

•

•

Some persons may be nominated with qualifications for which this instrument is inappropriate or insufficient to give a full sense of the nominee’s contributions to education. As a result, please attach a statement of no more than two pages which cite the person’s achievements that justify nomination for the award.

Headshot photo included

Nomination Submitted by

Name:

Organization:

Email Address:

Nominee Attestation Form

To be completed by the nominee's employer and/or provincial/territorial affiliate association

The purpose of this form is for the system administrator's employer and/or provincial/territorial affiliate association to know that their employee/representative has been nominated for the CASSA's Nelson Excellence in Leadership Awards. It also highlights that the employer and/or provincial/territorial affiliate association understands the following obligations and responsibilities inherent in this nomination:

- The provincial/territorial affiliate of CASSA is responsible for receiving and choosing the provincial/territorial winner of the Nelson Excellence in Leadership Award from amongst any and all nominations submitted to them.
 - Each affiliate's chosen provincial/territorial Nelson Excellence in Leadership Award recipient will be expected to travel to and from the CASSA Annual Conference to participate in the national recognition ceremony.
 - The nominee's employer and/or the provincial/territorial affiliate association will assume costs for travel, lodging, meals, and the conference registration fee.
 - The provincial/territorial recipients will be honoured at CASSA's Annual Conference, at which time the National Nelson Excellence in Leadership Award winner will be announced from amongst those provincial/territorial recipients.
 - CASSA will reimburse the nominee, employer, or provincial/territorial affiliate association for the National Nelson Excellence in Leadership Award recipient's CASSA conference registration fee and transportation.
 - The EXL National Award recipient will receive a life membership in CASSA.
 - The National Nelson Excellence in Leadership Award recipient is considered to be Canada's School Superintendent of the Year, and is expected to attend the next American Association of School Administrators (AASA) national conference in that capacity. The cost of travel, lodging, meals, and the AASA conference registration fee will be reimbursed in full by CASSA.
-

Acknowledgement and Endorsement of Nomination

This is to certify that I acknowledge and endorse the nomination of:

(Name of Nominee)

For the Nelson Excellence in Leadership Award representing:

Employer or Provincial/Territorial Affiliate Association Name and Title of Individual Completing Form

Signature

Date

School Division / Organization

Mailing Address

City / Town

Province / Territory

Postal Code

Area Code and Phone Number

Email Address

Nominee Acknowledgement

To be completed by the nominee

I permit a headshot photo to be submitted with this nomination package: Yes No

I acknowledge that should my provincial/territorial affiliate choose me as their Nelson Excellence in Leadership Award winner, I will attend the awards ceremony at CASSA's Annual Conference. Yes

I acknowledge that if I am selected as the National Nelson Excellence in Leadership Award recipient, a press release will be issued by CASSA, and I will attend the next AASA Annual Conference Yes

Signature of Nominee

Date

Guidelines for Selecting Recipients of the Nelson Excellence in Leadership Award

1. The Nelson Excellence in Leadership Award is intended to recognize any present CASSA member who has demonstrated outstanding ability and leadership.
2. The CASSA Executive Director shall provide notice soliciting nominations to the CASSA Board of Directors, and Presidents of CASSA's provincial and territorial affiliates. The notice will include this nomination package and guidelines.
3. The CASSA Executive Director will receive nominations for the CASSA/Nelson Excellence in Leadership Award between October 1 and May 16 for awards to be presented at the Annual Conference in July each year. Nominations received after May 16th will be considered only by consent of the Executive Council.
4. All nominations shall be made on a form provided by CASSA. No more than an additional two pages of supporting data may be submitted with the nomination.
5. Nominations shall be collected through the provincial/territorial affiliates for consideration in determining the provincial/territorial award recipient, who would then serve as the affiliate's nominee for the National Nelson Excellence in Leadership Award. Nominations of CASSA members in provinces or territories in which there is no affiliate association may be submitted directly to the CASSA Executive Director. No more than one nominee may be submitted from any province or territory to be considered for the National Nelson Excellence in Leadership Award. In the event that no provincial/territorial affiliate association exists and multiple nominations from a province/territory are received, the CASSA Nelson Excellence in Leadership Award Selection Panel will designate a provincial/territorial winner. All nominations for the National Nelson Excellence in Leadership Award must be received by the deadline.
6. A CASSA/Nelson selection panel will consider all nominations for the National Nelson Excellence in Leadership Award that are received by May 16th, at the CASSA office.
 - The Nelson Excellence in Leadership Award Selection Panel will consist of a minimum of the CASSA Executive Director, the CASSA President, the Executive Director of a provincial/territorial affiliate association in which the annual conference is to be hosted, and 1 or 2 representatives from Nelson.
 - In the event of a potential conflict of interest (i.e., a member of the Award Selection Panel being from the same provincial/ territorial affiliate as one of the nominees), the Executive Director from the affiliate that hosted the conference the previous year, the Past President, the President Elect, or other members of the CASSA Executive may be asked to fill any vacancy(s) on the selection panel.
7. The selection panel will consider the suitability of candidates for the Nelson Excellence in Leadership Awards based on responses to the items contained in the Nomination Forms and in the one or two pages of additional information provided with the nominations. CASSA's purpose, vision, values, beliefs and core commitments will be a further lens through which nominations will be considered for the national Nelson Excellence in Leadership Award