

2026 Classified Employee Shining Star Award NOMINATION PACKET

**Award Winners Announced
Thursday, May 14th at the
Excellence in Education Awards Ceremony
YV Tech, doors open at 5:00 pm
Tickets On Sale Now \$5
www.YakimaSchoolsFoundation.org**



EXCELLENCE IN EDUCATION AWARDS

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.

The purpose of this award is to recognize the outstanding achievements of Yakima Public Schools' classified employees. It honors those employees who consistently demonstrate outstanding work performance, exemplary leadership, collaboration, and dedication to the district and its mission . . . every day. Five award winners will be identified and publicly acknowledged at the Excellence in Education gala in their honor.

Information contained in the nomination materials will be treated as confidential and used only by the selection committee composed of representatives from the classified employee groups and the community. *(A copy will also be given to the nominee.)*

Please review the nomination guidelines on the next page of this form closely before completing both the Nomination and Recommendation forms. All information must be completed digitally and please note that the Nomination Form is to be *signed by both the nominator and the nominee's supervisor.*

Please email your signed submission by April 17, 2026 at 4:00 p.m. to abarca.karla@ysd7.org. Late submissions cannot be accepted.

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.

Nomination Guidelines

Who can be nominated?

All classified employees are eligible to be nominated for this award. To view a list of past Shining Star winners please click [here](#).

Previous winners are not eligible for this award.

Any person may nominate a classified employee (with the exception of the nominee's evaluator). *Recommendations may be completed by any staff member, student, parent, evaluator or community member.*

A nominee must be a regular contracted employee for **at least two years as of April 17, 2026**. **A nominee must be in good standing and approved for advancement in the process by both their evaluator and by the Human Resources department.**

What paperwork needs to be submitted by the nominator (note that the nominator is the main coordinator of a complete packet)?

- **One (1) Nomination Form** per nominee.
- **A minimum of one (1) Recommendation Form** per nominee.
(A maximum of two will be accepted.)
- **One (1) Headshot** of the nominee.
- A resume, list of accomplishments, and/or link to their updated LinkedIn profile.
- Include **3-5 photos** of nominee's skills in action.

Criteria for nominations should include:

- high job performance in the position held
- personal impact within the immediate job surroundings
- personal impact on the Yakima School District
- Positive and professional relationship with other staff members, students, parents, and the public (including social media).
- continuously learning/improving
- activities and accomplishments that brought distinction to the employee and to the Yakima School District
- The nominee's evaluator **MUST** sign the nomination form

After being received (by April 17, 2026 at 4:00 p.m.), both the Human Resources Department and the Selection Committee will review the nomination. The selection

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.

committee is composed of past winners and members of the community.

NOTE: This is an individual award, not a group award.

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.

Classified Employee of the Year “Nomination Form”

The nominator is responsible for writing the nomination (nominator cannot be the nominee’s evaluator), securing a recommendation (or 2) then submitting the packet together with the nomination and the recommendation(s) to Central Services receptionist, 104 N 4th Ave, no later than April 17, 2026 at 4:00 p.m.

Nominee’s Name _____ Employee Group _____

School/Department _____ Job Title _____

Nominee’s Email: _____ Phone: _____

Evaluator’s Name and Signature: _____

Supervisor’s Name and Signature: _____

Nominator’s Name (cannot be the nominee’s evaluator): _____

Nominator’s Phone: _____ Email: _____

Nominator’s Signature: _____

*Please make your comments clear & concise, **using examples**, where possible, to illustrate your remarks. A rubric of the following criteria is used to evaluate the nominee. A nominator may include no more than two pages including this form.*

Criteria for nominations should include:

- ☐ high job performance in the position held
- ☐ personal impact within the immediate job surroundings
- ☐ personal impact on Yakima Public Schools
- ☐ positive professional relationship with other staff members, students, parents, or the public
- ☐ self-improvement, continuous learning
- ☐ activities and accomplishments that brought distinction to the employee and to the Yakima Public Schools

I believe that the above employee should be honored as a Classified Employee of the Year because:

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.

Classified Employee of the Year

“Recommendation Form” 1 of 2

One recommendation is required. It cannot be from the nominator. Two recommendations maximum. The nominator is responsible for securing a recommendation (or 2) and submitting them, signed, with the nomination form.

Due to Central Services receptionist, 104 N 4th Ave, no later than April 17, 2026 at 4:00 p.m.

Recommendation for: _____ School/Dept. _____

Recommendation by (name): _____
_____staff _____student _____parent _____community

Recommender's E-mail: _____ Phone: _____

Recommender's Signature: _____

*Please make your comments clear & concise, **using examples**, where possible, to illustrate your remarks. A rubric of the following criteria is used to evaluate the nominee. A recommender may include no more than two pages including this form.*

Criteria for nominations should include:

- ☐ high job performance in the position held
- ☐ personal impact within the immediate job surroundings
- ☐ personal impact on Yakima Public Schools
- ☐ positive professional relationship with other staff members, students, parents, or the public
- ☐ self-improvement
- ☐ activities and accomplishments that brought distinction to the employee and to the Yakima Public Schools

I believe that the above employee should be honored as a Classified Employee of the Year because:

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.

Classified Employee of the Year

“Recommendation Form” 2 of 2

One recommendation is required. It cannot be from the nominator. Two recommendations maximum. The nominator is responsible for securing a recommendation (or 2) and submitting them, signed, with the nomination form.

Due to Central Services receptionist, 104 N 4th Ave, no later than April 17, 2026 at 4:00 p.m.

Recommendation for: _____ School/Dept. _____

Recommendation by (name): _____
_____staff _____student _____parent _____community

Recommender's E-mail: _____ Phone: _____

Recommender's Signature: _____

*Please make your comments clear & concise, **using examples**, where possible, to illustrate your remarks. A rubric of the following criteria is used to evaluate the nominee. A recommender may include no more than two pages including this form.*

Criteria for nominations should include:

- ☐ high job performance in the position held
- ☐ personal impact within the immediate job surroundings
- ☐ personal impact on Yakima Public Schools
- ☐ positive professional relationship with other staff members, students, parents, or the public
- ☐ self-improvement
- ☐ activities and accomplishments that brought distinction to the employee and to the Yakima Public Schools

I believe that the above employee should be honored as a Classified Employee of the Year because:

The nominator coordinates all materials, and supplies them to abarca.karla@ysd7.org by 4:00 pm on Friday, April 17, 2026.