



Nomination Form

Date: _____

Nominee's Name: _____
Last First Middle Initial

Home Address: _____
Street City Zip

Present Assignment: Building(s) _____ Assignment _____

Name of Immediate Supervisor: _____

Please circle the appropriate category: Elementary (Grade EC – 5) Secondary (Grade 6 – 12)

Person Making Nomination: _____
(Please circle) Student Parent Staff Member Administrator Community Member

Where can you be reached? (phone/email) _____

How is the nominee known to you?

Please list names of endorsers: (attach letters)

Name	Group Represented or Category of Endorser
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Nominator _____

Signature of Nominee _____

Signature of Immediate Supervisor _____

Program Description

The purpose of the Educator of the Year award is to recognize the outstanding contributions to the education program of the Appleton Area School District by a teacher or professional educator (e.g., Student Services) from each level, **elementary level (grades EC – 5)** and **secondary level (grades 6 - 12)**. A secondary purpose of the award is to increase community awareness of the achievements and accomplishments of public schools, thus heightening respect for the education profession as a whole.

The Awards

There will be one award granted in each category, **elementary** and **secondary**, in **August** of each school year. The winners will be presented with their award at an all-staff gathering held at the beginning of the school year or another suitable occasion, or means should this event not be held (preferably not in conjunction with other award ceremonies or graduation exercises).

Each entrant will receive a certificate of recognition, and each winner will receive a plaque and an unrestricted cash award of \$1,000.

While it is planned to renew these awards annually, the Mielke Family Foundation may, with proper notice, terminate its sponsorship at any time.

Considerations for Selection

Nominees will be judged primarily on the significance of their contribution to the well-being of the educational community and the impact of their contributions upon others. Considerations of the selection committee will include:

1. Has the nominee provided unique service or achieved above and beyond what is expected in the usual staff assignment?
2. In what ways has the nominee beneficially affected each or any of the following areas: curriculum/educational program, school culture, family and community engagement, student engagement/relationships, and/or individual or group achievements?
3. What positive changes have resulted from the nominee's educational leadership?
4. Are there specific achievements or accomplishments of students that can be traced to the nominee's influence?
5. Is the nominee endorsed by representatives of other schools and community groups?

The Selection Process

I. Nominations

- A. Each nomination is to be made on the form designed specifically for this purpose.
- B. A Biographical Sketch is to accompany each nomination form, containing personal and educational background and employment history.
- C. The nominee should describe their Philosophy of Teaching or their approach to their professional assignment.
- D. Each nomination should be accompanied by letters of endorsement from students, teachers/colleagues, community members/parents, and administrators. Quantity is not a significant measure; rather, there should be a wide range of support demonstrated for the nominee.
- E. The completed nomination package may not exceed 18 pages. Any pages beyond that will not be forwarded to the committee.

The recommended makeup of the package follows:

- ✓ Biographical Sketch 2-page maximum
- ✓ Philosophy of Teaching 2 pages maximum
- ✓ Letters of endorsement:
 - From students 2 letters, 1 page maximum per letter
 - From teachers/colleagues 2 letters, 2 pages maximum per letter
 - From community members/parents 2 letters, 2 pages maximum per letter
 - From administrators 2 letters, 2 pages maximum per letter

The above information should be assembled in a suitable folder or loose-leaf binder and delivered as a complete entity with the completed nomination form to the Screening Committee (via the Scullen Leadership Center), on or before June 15. The nomination package should be in an 8½ x 11" format. Do not include photographs as part of the nomination package.

II. Selection Committee

The Selection Committee will be overseen by an Assistant Superintendent/School Services. The Selection Committee will consist of the following AASD stakeholders: the Board of Education President, a community member and/or a parent, a teacher, and a student from one of the high schools. The Selection Committee process will be facilitated by an AASD School Principal. It shall be the duty of the Selection Committee to select the winner of each award following the given considerations. Where there is no unanimous agreement, a majority vote shall decide the winner.

III. Timeline

Nominations can be made after **March 1** each year and must be received in the School Services office by **June 15**. The Selection Committee shall complete its selection by **August 1**.