



# Distinguished Service Award

**Nomination Window: May 24-June 29, 2017**

With the mission of the Midland Public Schools serving as its focus, the Board of Education acknowledges the valuable contributions made by its service employees in providing an excellent education for our students. A quality educational system can only occur when every employee group works together to promote the welfare of the children and the community it serves.

To further recognize the effort put forth by members of our service staff, the Midland Public Schools Board of Education has established the "Distinguished Service Award" to be presented annually. The criteria and procedures for selection are as follows:



**ELIGIBILITY:**

Full-time and part-time employees in the following groups are eligible for nomination. Substitute employees in any group listed below are not eligible.

- ✓ Administrative Assistant
- ✓ Grounds
- ✓ Maintenance
- ✓ Manager
- ✓ Office Professional
- ✓ Paraprofessional
- ✓ Technician
- ✓ Transportation

**CRITERIA FOR ELIGIBILITY:**

The person that is nominated:

- Must have been employed for at least three years.
- Must not be retiring the year following nomination.
- Must perform above job expectations/requirements.

Examples: donates time, volunteers for activities, assists others in time of need, committee involvement/building/district, positive impact on students/staff/community

**PROCEDURES FOR SELECTION:**

- Nominations open May 24, 2017, and may be submitted by anyone.
- Nominations must be **received by the Office of the Superintendent by Thursday, June 29, 2017.** Nominations filed each year shall expire with the announcement of the award winners.
- The Selection Committee shall establish procedures for processing nominations and the criteria for determining who is selected.
- The decision of the Selection Committee is final.

**THE SELECTION COMMITTEE:**

The Selection Committee shall be comprised of the following:

- One elementary principal;
- One secondary principal;
- One representative from the MCEA;
- One community member;
- One Board of Education member; and
- The previous year award recipients.

Appointments shall be made by the Superintendent.

**AWARDS:**

The awards will be presented at the beginning of the school year.

- Up to four individuals may be selected each year.
- Each recipient shall receive a stipend.
- A permanent testimonial shall also be given.



## **Nomination Form**

You may also submit your nomination online. Here is the link: <https://goo.gl/forms/YGNqOJ8CxAtYqfGA2>

**Nominations must be received by the Office of the Superintendent no later than JUNE 29, 2017.**

Name of Nominee: \_\_\_\_\_ Location/Department: \_\_\_\_\_

Briefly describe why you think the nominee merits the distinguished service award.

*(Please focus on the individual's work and contributions that you feel go beyond what is expected in their job duties, including specific examples.)*

Nominated by: \_\_\_\_\_

Your affiliation with MPS : \_\_\_\_\_

*(i.e. student, parent, staff, community member, etc.)*

*For more information contact: Superintendent's Office at 923-5026*