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LYNDONVILLE CENTRAL SCHOOL  
*2021 Staff Member of the Year*



*Recognizing OUTSTANDING service at LCS.*

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Nomination Packet  
2020-21

*Deadline for Submission: March 12, 2021*

*"Excellence is doing ordinary things extraordinarily well."*

*--John W. Gardner*

# LYNDONVILLE CENTRAL SCHOOL

## 2020-21 Staff Member of the Year



*Recognizing OUTSTANDING service at LCS*

### **The Nomination Process**

Students, former students, parents, colleagues, administrators, or members of the Lyndonville community may nominate staff members for this honor. Staff members include clerical, teacher aides, teacher assistants, custodial, nurse, and bus drivers.

Nomination packets are available at the District's main office as well as on the district website ([www.lyndonvillecsd.org](http://www.lyndonvillecsd.org)). All nominations must be returned to:

**Lyndonville Central School, Central Office**  
**Staff Member of the Year Selection Committee**

25 Housel Avenue  
Lyndonville, NY 14098

The nominated staff member must meet the eligibility requirements outlined. Three finalists will be chosen from the pool of nominations.

The number of nominations a staff member receives has little to do with selecting a finalist. When nominating a staff member, it is important to highlight examples that illustrate the candidate's dedication and their ability to go above and beyond to fulfill their service to students and the school.

Upon verification that the nominated staff member meets the required criteria, the nominator (with help from the administration if requested) must submit 2 additional letters of support to complete the nomination process. These should come from peer groups different than that of the nominator. Cover letters are included in this packet.

### **The Selection Process**

An impartial selection committee comprised of the former staff member of the year (after initial year), a high school student council member, an elementary leadership club member, a PTSA representative, one representative from each area (Elementary, Secondary, and K-12 Specialty Teacher), a school board member, an administrator, and the superintendent, selects the *Staff Member of the Year* from those nominated.

The winner will be announced annually, at the regular meeting of the Board of Education in June. The *Staff Member of the Year* will receive a \$500.00 district grant, as well as a plaque

commemorating their achievement. The grant may be used for any educational initiative or project within the recipient's department or school.

## LYNDONVILLE CENTRAL SCHOOL

# 2020-21 Staff Member of the Year



*Recognizing OUTSTANDING service at LCS.*

### **Eligibility Requirements and Criteria for Staff Member of the Year**

- The nominee must be a current staff member within the Lyndonville Central School District.
- The nominee must have completed **4 years of service at Lyndonville.**
- A nominee for Staff Member of the Year should:
  - Be exceptionally dedicated, knowledgeable, and skilled
  - Inspire students of all backgrounds and abilities to learn
  - Have a strong sense of values, integrity and professional ethics
  - Have the respect and admiration of students, parents, and colleagues
  - Play an active role in the school community

### **Time Line for Staff Member of the Year**

- March 12 : Nominations packets are due
- March 15 – April 2:- Committee meets to review nominations and select 3 finalists from the pool of nominations received.
- April 12: Finalists & nominators are confidentially notified
- April 30: Nominee's belief statements are due
- May 3 – May 14th: Selection Committee meets to select the LCS Educator of the Year.
- June 1 – Educator of the Year confidentially notified and nominators confidentially notified
- June 14<sup>th</sup> - Educator of the Year announced/honored at the regular meeting of the school board.

LYNDONVILLE CENTRAL SCHOOL  
*2021 Staff Member of the Year*



Nomination Form

Due March 12, 2021

Name of Staff Member: \_\_\_\_\_

Position: \_\_\_\_\_

Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Nominee: (Check One)

- Colleague                       Former Student                       Current Student  
 Parent of Student                       Administrator                       Community Leader/Resident

***\*\*A complete nomination consists of the nomination form, recommendation, and two letters of support. No nominee will be considered unless ALL items have been returned by the deadline.***

CHECK HERE if you would like assistance in gathering letters of support for your candidate.

# LYNDONVILLE CENTRAL SCHOOL

## 2020 Staff Member of the Year



### Recommendation

Due March 12, 2021

Nominee's Name: \_\_\_\_\_

Using specific examples, succinctly explain what qualities the nominee possesses, and what activities they have undertaken on behalf of the school and its students that qualify the nominee to receive the honor of *Staff Member of the Year*. (Refer to the criterion listed in the award description)

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Letter of Support

Due March 12, 2021

Nominees's Name: \_\_\_\_\_

Name of person writing letter: \_\_\_\_\_

Your Relationship to Nominee:

- Colleague    Student    Parent    Administrator    Community Member

***Please attach your letter to this cover page and submit to:***

Lyndonville Central School, Central Office  
Staff Member of the Year Selection Committee  
25 Housel Avenue  
Lyndonville, NY 14098

• A candidate for *Staff Member of the Year* should:

- Be exceptionally dedicated, knowledgeable, and skilled
- Inspire students of all backgrounds and abilities to learn
- Have a strong sense of values, integrity and professional ethics
- Have the respect and admiration of students, parents, and colleagues
- Play an active role in the school community

In your letter, please cite specific examples and observations that demonstrate how this candidate embodies any or all of the attributes listed above.

LYNDONVILLE CENTRAL SCHOOL  
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Letter of Support

Due March 12, 2021

Nominees's Name: \_\_\_\_\_

Name of person writing letter: \_\_\_\_\_

Your Relationship to Nominee:

- Teacher/Colleague    Student    Parent    Administrator    Community Member

***Please attach your letter to this cover page and submit to:***

Lyndonville Central School, Central Office  
Educator of the Year Selection Committee  
25 Housel Avenue  
Lyndonville, NY 14098

• A candidate for *Educator of the Year* should:

- Be exceptionally dedicated, knowledgeable, and skilled
- Inspire students of all backgrounds and abilities to learn
- Have a strong sense of values, integrity and professional ethics
- Have the respect and admiration of students, parents, and colleagues
- Play an active role in the school community

In your letter, please cite specific examples and observations that demonstrate how this candidate embodies any or all of the attributes listed above.