



# Dundee Community Schools

*Vision Statement: "Students First" – Inspire, Educate, Innovate, Celebrate*  
*Mission Statement: Dundee Community Schools is setting a course for student success. We will challenge and inspire ever student, every day, in every class through innovation and dedication - promoting knowledgeable, responsible, and caring citizens.*

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 Superintendent

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## Staff Member of the Month Nomination Form

Staff Member Being Nominated: \_\_\_\_\_

Job Title: \_\_\_\_\_

Nominating Staff Member: \_\_\_\_\_

Please explain the reason for nominating this staff member (Please use the back of this form if more space is needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *This form must be turned in to Jenny Wilson by the last Monday of every month that we are in session with students. This program begins in September and will run through May with the Staff Member of the Year announced in June.*
- *The Staff Member of the Month will be selected by the District Strategic Plan Steering Committee based on review of the nominations. This individual will receive a \$50.00 award from the Leski MEEMIC Insurance Agency. The Steering Committee consists of: The Superintendent, each Building Principal, Riverside Academy Director, Business Manager and Board of Education President. (These individuals are not eligible for Employee of the Month/Year)*
- *There will be one Staff Member of the Month announced on the 1<sup>st</sup> Monday of every month via email notification to the district staff (beginning with October announcing September’s award winner).*
- *The Staff Member of the Month will be invited to attend the Board of Education meeting following the announcement, which is the 2<sup>nd</sup> Monday of every month at 5:30pm (most occur in the MS Media Center)*
- *Each Staff Member of the Month will be eligible to become the Staff Member of the Year through a selection from the Steering Committee. On the last day of school, a Staff Member of the Year will be announced and will be awarded \$500 from Leski Meemic Insurance Agency at the end of the year Luncheon (which will be offered beginning with the 2017-18 school year).*
- **NO ANONYMOUS NOMINATIONS WILL BE ACCEPTED**

\_\_\_\_\_  
 Nominating Staff Member Signature

\_\_\_\_\_  
 Date