

NEW HAMPSHIRE SCHOOL ADMINISTRATORS ASSOCIATION

CHAMPIONS FOR CHILDREN



DATE: January 18, 2019
TO: All Members of NHSAA
FROM: Heather Cummings
Chair, Outstanding Service Award Committee
SUBJECT: Call for Nominations
2019 NHSAA Outstanding Service Award

Each year since 1994, The New Hampshire School Administrators Association has been pleased to recognize an outstanding New Hampshire school system leader (who is **not** a superintendent of schools) with a special award at its annual meeting. The NHSAA 2019 Outstanding Service Award Committee is charged with selecting an individual from the nominations of members. The purpose of this memo is to invite you to nominate a candidate for consideration by our committee.

If you wish to nominate an administrator you believe exemplifies the criteria listed on the second page of this memo, please forward the form below along with a nomination letter and two letters of endorsement to me by **Friday, February 22, 2019**. *See note below.

*NHSAA Outstanding Service Award
c/o Heather Cummings
SAU #49
140 Pine Hill Road, PO Box 190
Wolfboro Falls, NH 03896
Fax: 569-6983 ♦ Phone: 569-1658*

To assist you in your nomination, please consider that the candidate will be evaluated using the following criteria: leadership for learning, communication skills, professionalism, and community involvement. (See next page for criteria and timeline.)

Due Date – Friday, February 22, 2019

*New Hampshire School Administrators Association
2019 Outstanding Service Award*

Nominee's Name: _____ SAU # _____

Nominator's Name: _____ SAU # _____

*NOTE: As nominator you are responsible for soliciting two letters of endorsement plus a letter from the nominee's superintendent, if different from the nominator.

Letters of nomination and endorsement should address the following criteria:

- Nominee works to improve district educational programs and/or services
- Nominee is focused in a direction and is moving to achieve SAU/district purpose
- Nominee contributes to workplace climate and high morale
- Nominee anticipates emerging problems and acts to resolve them
- Nominee demonstrates professional growth and involvement

Letters of endorsement are to be limited to two in addition to that of the superintendent, if different from nominator.

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2019 Outstanding Service Award Timeline

January 18, 2019	Invitation to nominate mailed to all NHSAA members
February 22, 2019	Nomination form and letters in support of nominee due to chair's office
March 25, 2019	Winner selected and notified by the chair
April 8, 2019	Winner announced via press release
June 24, 2019	Recognition ceremony at the annual meeting