



"Committed to Excellence"

Support Staff of Excellence Awards Program

Cover Page

Name of Nominee: _____

School/Building Name: _____ Department: _____

1. The nominator completes a written narrative, obtains at least two letters of support, and forwards this package to the nominee's supervisor or principal.

Name of Nominator: _____

Home Address: _____

E-Mail Address: _____

School Phone: _____ Home Phone: _____

Signature of Nominator: _____ Date: _____

2. The supervisor or principal reviews the nomination, may add an optional letter of support, and forwards this package directly to the Superintendent's Office.

Name of
Supervisor/Principal: _____ Title: _____

School/Building: _____ Phone: _____

Signature of Nominator: _____ Date: _____



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INSTRUCTIONS

Purpose:

Those who support teaching are involved in the most noble of professions. Support staff execute extraordinary and diverse activities to support teaching and learning. Through these activities, they assure the skills, knowledge, and character needed to ensure a future with promise for our students.

Because this work is honorable, support staff must be honored. The *Cortland Support Staff Awards of Excellence Program* exists to recognize and promote excellence and the vital role support staff serve in the lives of our children. Its purpose is to recognize those skills and accomplishments that directly promote our district's vision of the future for our children described on page four of these materials.

The *Cortland Support Staff of Excellence Awards Program* is rooted in Cortland's Guiding Values. The Guiding Values are:

P	ROFESSIONALISM
R	ESPECT
I	NTEGRITY
D	ILIGENCE
E	XCELLENCE & EQUITY

Nomination Process:

1. Nomination information and requirements are available on the Cortland Enlarged City School District website, and in each building office.
2. A paper copy of the completed requirements, with any supporting documentation, must be completed for each candidate. This is the only information the Review Committee will have to evaluate each candidate so it must describe excellence.
3. All members of the support staff are eligible for nomination (including clerical, cafeteria, transportation, operations and maintenance, teaching assistants and aides, nurses, technology departments and their supervisors). Nomination requirements can be completed by the individual, by others, or through a combination of efforts.
4. To be considered for the *Cortland Support Staff Awards of Excellence Program*, each of the nomination requirements must be completed, with preference given for a neatly typed nomination package.

5. The complete nomination package includes three parts:
 - (1) A written narrative completed by the nominator.
 - (2) A minimum of two thoughtful letters of support prepared by a colleague, parent, student, and/or community member.
 - (3) Review of the nomination package and an optional additional letter of support from the supervisor/ principal.
6. When the written narrative and minimum of two letters of support are completed, the nominator must forward them to the nominee's supervisor or principal for review and optional letter of support.
7. The complete nomination package is sent directly from the supervisor/principal to the Superintendent's Office. Those received by the due date will be reviewed by the Review Committee.
8. The deadline for completed nominations is on or before June 30, 2025. To be considered for ***Support Staff Awards of Excellence Program*** recognition, a completed nomination package with letters of support and any supporting documentation must be received in the Superintendent's Office by the close of business on that date. The address is:

Cortland Support Staff Awards of Excellence Program
Superintendent's Office
1 Valley View Drive, Cortland, NY 13045

9. Awards will be announced in September.
10. Questions or clarifications should be directed to the Superintendent's Office.

Narrative Requirements (to be completed by the nominator):

Type the narrative on separate pages as necessary. Each page must include the name of the nominee at the top right corner of the page. The nomination narrative must include written commentary on the following:

1. Your observations of the nominee's practice or expression of one or more of the District's five guiding values of 1) **Professionalism**, 2) **Respect**, 3) **Integrity**, 4) **Diligence** and 5) **Excellence and Equity**. Provide as much specific information as you can, providing specific examples or documentation when you can.
2. The nominee's contributions toward the fulfillment of the District's Vision (page 4.) Provide as much detail as you can, including examples or documentation as appropriate.

Letters of Support (to be completed by a colleague, parent, teacher and/or community member):

The nominator should include in the nomination package two confidential letters of support using the forms provided.

CORTLAND ENLARGED CITY SCHOOL DISTRICT

District Mission

Our fundamental purpose is to ensure high levels of learning for every student.

District Vision

We help every student be ready for career, college, and citizenship having reached competency in our essential social emotional and academic learning standards.

District Commitments

- *Hold high expectations for all;*
- *Build a shared knowledge and commitment to our mission, vision, collective commitments, and interdependent goals through modeling, acknowledging, and celebrating;*
 - *Instructional*
 - *Program*
 - *Policy*
 - *Fiscal*
- *Make decisions that are aligned with our mission and vision and that are data driven;*
- *Involve stakeholders (community, staff & students) in the learning process*
- *Create and maintain a positive, safe, and secure learning environment for all;*
- *Ensure a collaborative culture exists, focused on continuous improvement and learning for everyone;*
- *Provide collaborative teams with time, direction, feedback, training, and resources to support them in their work.*

District Goals

We commit to a progressive learning environment that promotes the development of every student, staff and board member as a whole person.

- *All K-8 students will score proficiently on (ELA) AIMSwebPLUS benchmark assessment and/or meet the expected growth by the spring benchmark.*
- *All K-8 students will be proficient and/or make the expected amount of growth (Math) by the spring benchmark.*
- *Every student will graduate after four years of high school.*
- *Every high school student will be enrolled in 6.5 credits.*
- *Every high school student will achieve at least 6.5 credits annually.*
- *We will increase the number of secondary students who achieve Advanced Placement or Concurrent Enrollment credit.*

We will cultivate Pride in the school community through student empowerment, while celebrating success, supporting each other through growth, and honoring every voice.

- *We will reduce chronic absenteeism.*
- *Every 7-12 student will engage in at least on extra- or co-curricular activity.*



Support Staff of Excellence Awards Program

Letter of Support

Name of Nominee: _____

Letter of Support Writer's Name: _____

Relationship to Nominee: _____

Address: _____

Telephone: _____ E-Mail: _____

Name of Nominator: _____

Nominator's Address: _____

Instructions to the Letter Writer: Please type your statement and return it to the nominator by June 20, 2025.

Use the space below, and attach additional pages as necessary. While your letter can be written as a general testimonial, it would be helpful to the Review Committee to read your comments on the following:

1. How long and in what capacity have you known the nominee?
2. Comment on the nominee's success in promoting the District's Guiding Values. Provide as much detail as you can, including examples as appropriate.
3. Comment on how the nominee has contributed toward the achievement of the District's Vision (Page 4). Provide as much specific information as you can.

Letter Writer's Signature _____ Date: _____



Support Staff of Excellence Awards Program

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Letter of Support Writer's Name: _____

Relationship to Nominee: _____

Address: _____

Telephone: _____ E-Mail: _____

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3. Comment on how the nominee has contributed toward the achievement of the District's Vision (Page 4). Provide as much specific information as you can.

Letter Writer's Signature _____ Date: _____