

THE LIMESTONE DISTRICT SCHOOL BOARD

THE BARRY C. O'CONNOR EXCELLENCE IN EDUCATION AWARD

Terms of Reference

1.0.0 Background

1.1.0 Barry C. O'Connor recognizes excellence in education as provided by support staff throughout the district. He has established an award to recognize support staff in the following categories: Clerical and Secretarial, Custodial and Maintenance, Educational Services Staff, Educational Assistants, Central Office Staff and Administrators, and Other Support Staff and Volunteers.

2.0.0 Awards

2.1.0 The Barry C. O'Connor Excellence in Education Award will recognize the outstanding contribution of individual Limestone District School Board support staff in the improvement of programs or services they provide.

2.2.0 The Award consists of a plaque engraved with the names of the successful candidates, one from each of the following categories: Clerical and Secretarial, Custodial and Maintenance, Educational Services, Educational Assistants, Central Office Staff and Administrators, and Other Support Staff and Volunteers. The plaque shall be displayed in the Board Office.

2.3.0 Each Award shall be presented at the annual graduation ceremonies of the school where the recipient is actively engaged or in the case of Central Office/Educational Services staff, at a special staff function.

2.4.0 Each recipient of the Award shall receive:

2.4.1 the recognition of having his or her name engraved on the Award;

2.4.2 a suitably framed "Excellence in Support Staff Award" certificate.

3.0.0 Nominations

3.1.0 The Director shall send requests for nominations to Trustees, Principals, Chairs of School Councils, and all employee groups by the third week of April, each year.

3.2.0 Nominations on behalf of support staff who have exhibited exemplary professional practices for a minimum of five years, shall be elicited from School Councils, employee groups, or from individuals interested in education.

3.3.0 Each nomination form shall contain a sketch of the personal background of the nominee and a complete and detailed account of his/her contribution to education in Ontario and specifically, in the Limestone District School Board or its predecessor boards.

3.3.1 Each nomination shall include a citation to be read at the presentation. The citation shall be edited by staff at the nominating school and submitted on one 8.5" x 11" page double spaced, and in Times New Roman 12-point font with standard margins. **Please send an electronic version.**

3.4.0 Applications shall be submitted to the Director of Education annually by no later than the end of May.

4.0.0 Selection Committee

4.1.0 The Selection Committee shall consist of a Trustee appointed by the Board, the President of CUPE, Local 1480, the Chair or designate from the Non-Union Group, a Superintendent appointed by the Director of Education and a staff person from the Director of Education's office. Every effort should be made to ensure that all Committee members are present at the meeting, where the final selection of the award recipients is made.

4.2.0 The designated Superintendent shall be the chair of the Selection Committee.

5.0.0 **Decisions**

5.1.0 The Selection Committee may choose one person, from each employee category, to receive the Barry C. O'Connor Award. The Committee is not obliged to select an award winner from every category, if in the opinion of the Committee no candidate meets the minimum threshold required to receive the award. The decision of the Committee shall be final.

April 2017