

**WATERTOWN SCHOOL DISTRICT #14-4  
CLASSIFIED STAFF MEMBER OF THE YEAR NOMINATION FORM**

Each year, the Watertown School District accepts nominations for its Classified Staff Member of the Year Award. This is a tremendous opportunity for us to recognize employees in our system who have done an outstanding job in their schools or areas. The areas that will be eligible to submit nominations are: Transportation, Food Service, Elementary School, Middle School, High School, and Central Office (Athletics, Superintendent's Office, Business Office, Computer Services, Student Services)

Here are four guidelines for you to consider when submitting your nominee.

1. It is important to emphasize that the search is not for the "best classified employee", but for one who exemplifies the finest in his or her position.
2. The major purpose of the program is to recognize the contribution of classified staff members. Each candidate should be an exceptionally skilled and dedicated classified employee, who is planning to continue in his or her position.
3. Each candidate should have the respect and admiration of students, teachers, parents, and colleagues and play an active, useful role in the school and community.
4. All of the above qualifications are important considerations, but the most important quality is a superior ability to inspire and help students of all backgrounds and abilities.

Please type or write legibly. Attach additional comments if necessary.

Nominee's Name: \_\_\_\_\_ Nominated By: \_\_\_\_\_

Building: \_\_\_\_\_ Current Position: \_\_\_\_\_

Total Years of Experience in the Watertown School District: \_\_\_\_\_

Please share the information to support your nomination. The information should relate to the guidelines identified above.

1. Please list experiences (years and locations)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What specific qualities or characteristics make this classified employee unique in his/her position?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Why do you feel this certified employee should be chosen as Watertown's Classified Staff Member of the Year? Please share any general comments regarding this nominee.  
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4. Professional organizations and affiliations. (List professional organizations and offices held currently or in the past by the nominee.)

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5. Community involvement. (Organizations or community activities that nominee has been involved in.)

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We are excited to see who will be nominated this year to continue the strong tradition that was started 7 years ago! Past winners of the Classified Staff Member of the Year are:

2003 – Deanna Hickel, Paraprofessional – McKinley

2004 – Marilyn Day, Administrative Office Clerk – High School

2005 – John Cordell, Building Maintenance Manager – High School

2006 – Donna Sheehan, Administrative Assistant to Superintendent & Dianne Breitag, Administrative Assistant to Assistant Superintendent – Central Office

2007 – Tom Lohr, Head Custodian – Middle School

2008 – Cheri Ludwig, Transportation & Marge Bollinger, Kitchen Manager – HS

2009 – Colita Remmers, Library Aide - Roosevelt

The Watertown Classified Staff Member of the Year Committee will consist of the following members:

Superintendent	Three Community Members
Assistant Superintendent	Three Teachers
Board Member	Three Building Administrators