



Please refer to attached policy 6460 "Outstanding Career Recognition"

*Sections A and B to be completed by the individual or organization proposing the recognition.
Section C to be completed by appropriate Cazenovia CSD administrator. The form should then be submitted to the appropriate building principal to initiate an administrative review of the request.
Sections D and E to be completed by the recognition committee.*

Submitted by _____ (please print name)
Address _____
Phone # _____
Signature _____ Date _____

SECTION A: (To be completed by Nominating Person/Group)

All submissions will be presented in writing on this form and will contain a brief statement to include the following:

Type of Recognition Proposed (plaque, signage, display, or memorial (physical or financial)):

Identify the location where the recognition will be placed, if applicable:

- High School Middle School Burton Street Elementary School
 District-wide Facility Other _____

Are there any other recognitions in the district named for the individual or group? If yes, please identify the location: _____

Name of Person Being Recognition _____

1. Summary of Biographical Data: _____

2. Describe the type of recognition proposed and where the proposed installment will be located:

3. A statement of rationale for the recognition explaining why the nominee should be recognized in this manner:

SECTION B: (To be completed by Nominating Person/Group)

Please provide evidence below or attached for outstanding career recognition criteria. Exceptional Performance, Impact and Results, Innovation and Creativity, Leadership and Influence, Diversity and Inclusion Advocacy, Continuous Learning and Development, Ethics and Integrity, Impact Beyond the Role, Adaptability and Resilience, and Long-Term Influence.

Permission to proceed with application must be granted by the nominee, please indicate here:

SUBMISSION TO ADMINISTRATOR

SECTION C:

Building Principal: _____ Date _____

Supervisor of Building & Grounds _____ Date _____

Superintendent of Schools: _____ Date _____

SECTION D: (To be completed by the Recognition Committee)

- The individual has been thoroughly vetted (through a review of relevant and appropriate files/news archives/other records) for the criteria listed below (see more details in policy 6460)

- The honoree is recommended for the following type of recognition:

Criteria for Outstanding Career Recognition

Exceptional Performance, Impact and Results, Innovation and Creativity, Leadership and Influence, Diversity and Inclusion Advocacy, Continuous Learning and Development, Ethics and Integrity, Impact Beyond the Role, Adaptability and Resilience, and Long-Term Influence.

<p><i>Office Use Only</i></p> <p>1. Completed application reviewed by the Recognition Committee DATE: _____</p> <p>Application presented as an information item to the Board ___Y / ___N</p> <p>2. Final Decision by Board of Education to be made at a subsequent meeting, but no later than 3 months following first presentation to the Board of Education.</p> <p>3. Application Approved by the Board of Education ___Y / ___N DATE: _____</p>

Form Reviewed: September 16, 2024

Form Adopted: September 16, 2024

Book	Cazenovia Central School District Policy Manual
Section	6000 Personnel
Title	Outstanding Career Recognition
Code	6460
Status	Active
Adopted	September 16, 2024

SUBJECT: OUTSTANDING CAREER RECOGNITION

The Cazenovia Central School District and Board of Education recognizes the importance and benefit of publicly recognizing, celebrating, and appreciating the outstanding career performance and contributions of people associated with the school district.

The goal of this policy is to establish a legacy system of recognition for those educators, employees, or leaders who dedicate their careers and/or volunteer time and talent to exemplify the highest standards, produce transformative work, improve education and inspire students, and are models both in the school district and in the community. Factors supporting such recognition may include, but are not limited to the following: a person holding a significant record of service and leadership, community service directly or indirectly related to the education profession, or sustained service to the profession above and beyond typical job responsibilities. Individuals eligible for recognition may include, but not be limited to, high-quality educators, administrators, and staff members. The district aims to demonstrate recognition that is equitable, sincere, meaningful, adaptable, relevant, and timely. The Board authorizes the Superintendent to promulgate regulations regarding criteria for outstanding career recognition, and to establish a standard nomination form.

District employees or residents of the district may nominate a person or persons for recognition by requesting the nomination form from the district clerk. An honoree may be a current or former employee, including retirees. The nomination form must include clear justification for the recognition, a specific description of the recognition proposed, and, if such recognition involves a physical installation, the recommended wording of any inscriptions, suggested location, and the type of installations (such as signage, and displays). The nomination form must also indicate the source(s) of funding for any proposed recognition.

The Board, in consultation with the Superintendent, will make the final determination about materials, design, and wording of all forms of recognition and will ensure that physical items are crafted so they are as maintenance free as possible, of high quality, and consistent in style, material and workmanship to be suitable for the intended location. The Board of Education will also have the authority to approve the location for the installation and priority will be given to the uniformity of style and size in relation to other materials previously erected. All forms of recognition, whether physical or financial, must be approved in advance by the Board of Education before they are accepted and/or placed.

In its deliberations, the Board of Education may also solicit and consider the views of the district community including community residents, staff and students. However, the Board of Education reserves the right to accept, alter, or reject any proposal for recognition. In addition, the Board of Education reserves the right, at its sole discretion, to change, modify, rename, or remove any recognition.

The Board has the sole discretion to determine whether posthumous individuals will be recognized for outstanding career accomplishments on a case-by-case basis. If the nomination for recognition is for a posthumous individual, there will be a waiting period of at least one year from the date of death before a form will be accepted for consideration.

Since public schools are the property of all within the community past, present, and future, the Board of Education will not name school buildings, facilities, areas within facilities, school grounds, events or activities after individuals or families. This policy shall not apply to those facilities so named for individuals prior to its

adoption.

REGULATION

Criteria for Outstanding Career Recognition

The following criteria may be considered when evaluating a nomination and proposal for outstanding career recognition:

- a. **Exceptional Performance:** Consistently exceeding expectations, demonstrating exceptional skills, knowledge, and expertise.
- b. **Impact and Results:** Making significant contributions that produce tangible results and positively impact students.
- c. **Innovation and Creativity:** Introducing new ideas, methods, or solutions that lead to improved processes, products, or services.
- d. **Leadership and Influence:** Inspiring and leading others, whether through formal leadership roles or by example, and influencing positive change.
- e. **Diversity and Inclusion Advocacy:** Demonstrating a commitment to promoting diversity, equity, and inclusion through creating opportunities for all, awareness, advocacy, and support.
- f. **Continuous Learning and Development:** Demonstrating a commitment to continuous improvement and expanding skills.
- g. **Ethics and Integrity:** Demonstrating honesty, integrity, and professionalism, which builds trust and respect.
- h. **Recognition and Awards:** Receiving formal recognition, awards, or accolades.
- i. **Impact Beyond the Role:** Contributing through mentorship, volunteer work, or involvement in community organizations.
- j. **Adaptability and Resilience:** Successfully navigating challenges, adapting to change, and maintaining a positive attitude in the face of adversity.
- k. **Long-Term Influence:** Leaving a lasting legacy through transformative work.

The Board of Education recognizes that appreciation should be sincere, specific, meaningful, adaptable, relevant and timely.

- a. **Sincere and Specific.** It should reflect a genuine expression of appreciation and recognition of the educator and/or employee sharing a specific thing that the educator or employee does well.
- b. **Meaningful.** It should be aligned with the values, goals, and priorities that matter the most (to the district, culture/climate, etc.)
- c. **Adaptable.** The diverse workplace demands alternative ways to appreciate and recognize as no single format works for everyone all the time. Recognition should be adapted and valuable to the receiver.
- d. **Relevant.** Recognition should be provided by someone of significance to the receiver.
- e. **Timely.** It is important that rewards respond to the behavior they are intending to reinforce during the recommended appreciation and/or recognition.

Procedures

- a. A request, using the nominating form, for the naming must be submitted to the district clerk, accompanied by supporting documentation and narrative to illustrate compliance with the above criteria. The request

will be forwarded to an ad hoc recognition committee created by the Superintendent for an initial determination of compliance with the above criteria.

- b. The President of the Board of Education shall communicate in writing a response to the proposed naming to the requesting party.
- c. The plaque shall be appropriately worded and approved by the Board of Education and shall be permanently affixed by the district at, in, or near a designated location.

Adopted: 9/16/24