



Classified Employee Excellence Recognition Award (CEERA)

The Classified Employee Excellence Recognition Award (CEERA) program rewards non-certified employees of the Olathe school district for outstanding service and excellence in their job performance. Nominees might include paraprofessionals, food service employees, secretaries, custodians, business office personnel, grounds maintenance crew members, or other support positions in the district.

Nominations carry over for review month to month for a period of one year (or 3 semesters)

Nomination forms are due by the first of each month, August through May

Nominations must be supported by three letters of recommendation from individuals who have interacted with the classified staff member. Letters of recommendation might come from students, parents, colleagues, vendors, etc. and must outline how the nominee:

- Demonstrates a commitment to being a team player and a positive role model for others.
- Goes above and beyond in their job performance with specific personal characteristics or job skills that make them stand out
- Supports and demonstrates the district's staff guiding principles of:
 - Children first
 - Respect for all
 - Teamwork
 - Excellence and quality
 - Commitment to individual needs

Each recipient receives an unrestricted grant in the amount of \$500 and other commemorative items. The recipient will also be recognized as follows:

- OPSF Website, Facebook page, and e-newsletters
- Olathe District Schools publications and website
- District InfOlathe School News
- Foundation board meeting



Olathe Public Schools Foundation

CEERA NOMINATION FORM (Classified Employee Excellence Recognition Award)

Nominee: _____ Date: _____
 Building: _____ Job Title: _____
 Job Description: _____
 Number of years employed by the Olathe Public Schools District: _____
 Lead Nominator: _____ Phone: _____
 Address: _____ Email: _____

CRITERIA FOR CONSIDERATION:

- Demonstrates a commitment to being a team player and a positive role model for others.
- Goes above and beyond in their job performance with specific personal characteristics or job skills that make them stand out
- Supports and demonstrates the district's staff guiding principles of:
 - Children first
 - Respect for all
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INSTRUCTIONS:

Each nomination should include three* letters of recommendation describing how the employee meets all of the above three listed criteria. Please give specific examples. Attach this form as the cover sheet to the three* recommendations for nomination.

NOMINATORS:

List nominators below, including **email address** and **phone number** for each nominator.

(1) Name: _____ Email: _____ Phone: _____
 (2) Name: _____ Email: _____ Phone: _____
 (3) Name: _____ Email: _____ Phone: _____

** exceptions may be made to the number of nominating letters for those who work in a small work environment.*

Supervisor Name (Please Print): _____

Supervisor Signature: _____

Building Administrator Name (Please Print): _____

Building Administrator Signature: _____

Questions regarding supervisor signatures can be answered by calling 780-8222.

Return this nomination to:
 Olathe Public Schools Foundation – MCC
 300 E. Loula Street Olathe, KS 66061

Phone: 913-780-8222 Fax: 913-780-8104
www.olathepublicschoolsfoundation.org