



403.3 AP BTPS Outstanding Support Staff Award

APPROVED: 2015.08.19

AMENDED:

REVIEWED: 2015.08.19

This award has been established by Buffalo Trail Public Schools in honor of Amy Rodgers.

Amy Patricia Rodgers (Currie) began her career with BTPS in November of 1999. Her first job was a temporary position as an Administrative Assistant at the Wainwright High School. In February of 2000, she moved to the Central Services and was Secretary to the Director of Student Services. In June of 2003, she found her home as an Administrative Assistant at the Wainwright Elementary School, where she worked up until her diagnosis in 2012.

Amy was a mixture of several great attributes. She was smart, professional, fair and loved being around the kids and staff at the school. Her sense of humor was also very memorable and she tried to make the best of every situation. Her infectious laugh was one that all could recognize and she would always greet you with a smile. She took the time to make sure everyone was listened to and would help in any way she could.

Amy was very involved in her community and very passionate about those causes close to her. Her fitness was very important to her and she did many charitable events to support her family and friends. She had many good friends of all ages and origins, from her school friends in Irma, to her college girlfriends, and all in between, she was just a great person to be around and everyone loved her.

Her family meant the world to her; this included her Mom, Dad and siblings, and especially her husband, Ron and their three children, Storm, Kirsten and Mason.

THE AWARD

BTPS has an incredible team of support staff members who provide invaluable service to our students. Within our support staff team, we provide services to students in administrative assistant, instructional assistant, library technician, central services, maintenance, technology and custodial roles. All of these bodies are integral to our BTPS Mission and essential to supporting effective teaching that maximizes student learning. While BTPS recognizes that our support staff is collectively outstanding, this award is meant to provide opportunity to:

- Recognize exceptional service to students, staff, parents and the school community
- Honour creativity, innovation, stick-to-itiveness and generosity
- Celebrate passion for students and commitment to the school community
- Exemplify fairness, empathy, respect, caring and a positive attitude

PROCEDURES

Eligibility and Restrictions

To be nominated for this award, the individual must:

- Be a current employee of Buffalo Trail Public Schools;
- Have been employed, on a full time/part time basis, by BTPS for a least the last two school years;
- Be eligible to be a member of CUPE;
- Have not won this award in the past;
- Only one nomination per support staff member is accepted;
- Support staff members must be nominated individually; support staff teams are not eligible.

Nominations

A support staff member can be nominated for this award by:

- A current BTPS Staff member
- A parent of a student currently enrolled in BTPS
- A member of the Board of Trustees who is not on the selection committee.

Criteria for Selection

Support staff members are essential to the success in schools. Each contributes to the collective success desired in the BTPS Mission. Support staff members are also integral to the team and their ability to work with the team as essential to supporting students. The selection committee will look for specific examples of:

- a. How the nominee provides exceptional service to students, staff, and parents.
- b. Where the nominee demonstrates creativity, innovation, stick-to-itiveness and generosity.
- c. How the nominee exhibited passion for student learning and a commitment to the school.
- d. Where the nominee showed fairness, empathy, respect, caring and a positive attitude.

Selection Committee

The Buffalo Trail Public Schools Outstanding Support Staff Award selection committee will include:

- One representative of the CUPE Local executive
- One senior administration representative
- One BTPS Board of Trustees representative

Nomination Packages

Nomination packages must include:

- A nomination form; (see nomination package)
- A letter of support from the school principal;
- A signed permission from the nominee that permits their name to be submitted for this award. (see nomination package)

Nomination packages can include:

- Up to four submissions from different individuals that are a maximum of one page in length (typewritten, double spaced, size 12, Arial font) that supports the nomination of the candidate. Each submission is to be signed and dated by the individual providing the information.

**Nomination packages must be received no later than
the last day in September of that year.**

**Buffalo Trail Public Schools
Outstanding Support Staff Award
Nomination Form "A"**

This nomination form provides information required to proceed with the nomination for the BTPS Outstanding Support Staff Award. The entire document must be completed and signed by the nominator. The nominee must also sign to give consent that they will allow their name to stand for this award. All section must be complete for this application to go forward.

Nominator Information:

(Mr./Mrs./Ms.) _____
First Name Surname

Day Time Phone - _____ Email Address - _____

The person that I wish to nominate for the BTPS Outstanding Support Staff Award is:

(Mr./Mrs./Ms.) _____
First Name Surname

School - _____ Position - _____

Evening Phone - _____ Email Address - _____

****NOTE: You must include a "head and shoulders" picture of the nominee as a part of the submission package.**

Nominee Permission

(Mr./Mrs./Ms.) _____
First Name Surname

School - _____ Position - _____

I give my permission to have my name put forward as a nomination for the BTPS Outstanding Support Staff Award. I also consent to BTPS sharing the information provided in my nomination package for the purposes of celebrating the nominees or as the recipient of the award.

Signature

Date

Buffalo Trail Public Schools Outstanding Support Staff Award Nomination Checklist

To ensure that a complete package is submitted for the candidate, the following checklist provides the information that is required to have the nominee considered for this award:

1. Nomination Form “A” – this form must be completed and signed by the nominator and the nominee.
2. A head and shoulder photo of the nominee – this can be submitted electronically to superintendent@btps.ca or attached to the nomination package.
3. A letter of support from the principal of the school that the nominee is currently working.
4. Up to four submissions from individuals that speak to the nominee suitability to meet the selection criteria:
 - a. How the nominee provides exceptional service to students, staff, and parents.
 - b. Where the nominee demonstrates creativity, innovation, stick-to-itiveness and generosity.
 - c. How the nominee exhibited passion for student learning and a commitment to the school.
 - d. Where the nominee showed fairness, empathy, respect, caring and a positive attitude.

***Please note that each submission can be a maximum of one page in length and must be typewritten, double spaced, size 12, Arial font. It MUST also be signed and dated by the author.**

5. Once a complete package has been gathered, it must be placed in a single envelope and submitted to the Executive Assistant to the Superintendent by van mail. The deadline for submission is the last Friday in September.