

O.E.C.T.A. HALTON ELEMENTARY UNIT EDUCATOR OF THE YEAR

I PURPOSE:

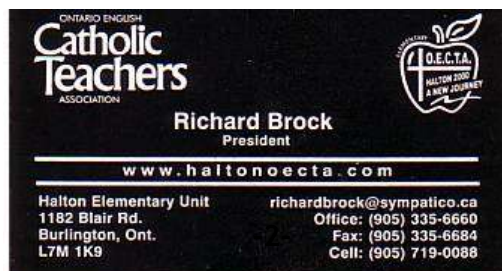
This award recognizes outstanding service to the teaching profession, as well as, to the aims of the Catholic Teachers' Association.

II GUIDELINES:

1. Eligibility extends to any member in good standing of O.E.C.T.A.
2. Nominations shall be submitted by O.E.C.T.A. Elementary members only. Letters of support may come from any interested party and accompany the official application form or under separate letter.
3. Each nomination must include the following information: nominated teacher's name, school, a resume of their service record and summary of professional/community contributions.
4. For any nomination to be considered by the committee, the official application form for the Educator's Award must be completed and signed by the nominator(s).
5. The selection committee will request submission of nominations by mid-May each year. Names of nominees will be kept in strictest confidence.
6. It is intended that this award be presented annually if there is a candidate who fits the nomination criteria.
7. Biographical files for all persons nominated each year and for the recipient of the award for each year are to be kept in the Educator of the Year Award file at the O.E.C.T.A. Unit Office.
8. Nominations will be kept active, for selection purposes, for three (3) years.

DEADLINE: FIRST FRIDAY IN MAY - ANNUALLY

SELECTION BY: COMMITTEE MEMBERS



III NOMINATION PROCESS:

1. A nominee must have worked directly or indirectly for the betterment and growth of the Local and/or Provincial O.E.C.T.A.
2. A nominee must have completed a minimum of ten (10) years total service in teaching (classroom and/or other educational capacity).

3. A nominee must have shown leadership by working toward the improvement of Catholic education and the teaching profession in their personal example.
4. A nominee may have contributed toward the community through participation in community organizations, (eg. Service, cultural, charitable, church...).
5. The official Nomination form must be completed in full.

IV COMMITTEE MEMBERSHIP:

The Selection Committee shall be comprised of:

1. A minimum of five members at large who applied for the committee in May/June annually to a maximum of nine (9) committee members.
2. Up to two members of the Presidential Council, if they agree to attend.
3. A committee member must excuse themselves from the selection process if their name appears in any candidates nomination package (as nominator or supporter).

V SELECTION PROCESS:

1. The selection for Educator of the Year will proceed with a minimum of five (5) committee members present at the selection meeting.
2. The chairperson will in-service the selection committee members. Nominations that do not meet the criteria, will be eliminated in advance with rationale given to the committee as to why, by the chairperson.
3. The chairperson will distribute the information packages for all candidates to be considered and each will be read individually and privately.
4. A discussion of candidates/nominations may be held once the bio's are all read.
5. The Chairperson will distribute ballots to the committee members for a secret vote.
6. A point system of: first place - 5 points; second place - 3 points; third place - 1 point; will be used by all committee members, including the chairperson.
7. Votes will be tallied in full view of committee members by the chairperson.
8. The candidate with the highest number of points will be declared the winner.
9. If five (5) or more nominations have been considered, the two top winners will go to a second vote by the same tally system.
10. In the event of a tie using the tally system, a plurality vote will be held, under Robert's rules, where the chair votes only in the event of another tie vote.



OFFICIAL NOMINATION FORM

O.E.C.T.A. EDUCATOR OF THE YEAR AWARD



MUST ACCOMPANY ALL NOMINATIONS

- I/WE _____ WISH _____ TO
NOMINATE: _____
- OF _____ (SCHOOL _____ OR _____ OFFICE
LOCATION): _____
- NOMINATED
BY: _____
- OF _____ (SCHOOL _____ OR
OFFICE): _____

• TOTAL TEACHING: _____ YEARS

I	OECTA INVOLVEMENT: _____ _____ _____ _____ _____
II	CONTRIBUTIONS TO CATHOLIC TEACHING: _____ _____ _____ _____ _____

NOMINATOR _____ **DAY / MONTH / YEAR**

1. THE NUMBER OF NOMINATIONS FOR ANY ONE PERSON HAS NO BEARING ON THE FINAL DECISION OF THE COMMITTEE.
2. ALL NOMINATIONS ARE CONFIDENTIAL TO THE COMMITTEE ALONE.
3. THE COMMITTEE'S SELECTION SHALL BE FINAL AND WITHOUT PREJUDICE.
4. THE COMMITTEE RESERVES THE RIGHT TO MAKE NO RECOMMENDATIONS IN ANY GIVEN YEAR.
5. ADDITIONAL SUPPORT DOCUMENTATION IS ENCOURAGED AND MUST BE SUBMITTED BY THE DEADLINE.

SUBMIT TO: RICHARD BROCK, PRESIDENT
OECTA, ELEMENTARY OFFICE
1182 BLAIR RD. BURLINGTON

MARK ON ENVELOPE
EDUCATOR AWARD NOMINATION
PERSONAL & CONFIDENTIAL