

## **By-Laws of the Education Hall of Fame Distinguished Service Award**

Distinguished Service Awards may be granted annually to no more than two (2) persons from each of the following categories:

1. Current certificated staff members (minimum of 10 years service in the school district).
2. Current noncertificated staff members (minimum of 10 years service in the school district).
3. Representatives from the present community at-large.

Each distinguished service award recipient shall receive an engraved plaque in honor of being selected. A large, wall-mounted plaque is located in the Education Hall of Fame area (Board Room). This single plaque will contain the names of all recipients.

### **Nominations**

Nominations for the Education Hall of Fame's Distinguished Service Award shall be submitted, in writing, to the Superintendent of Schools, no later than April 22 each year. The deadline should not be extended. Each nomination petition must include reasons which justify the nomination.

The nominator should mention specifically those contributions and services which would properly characterize the person being nominated.

Nominations from individuals in the school community and community-at-large are encouraged.

### **Selection**

A selection panel will be convened by the Superintendent or designee for the purpose of reviewing and voting upon those who are nominated for the Distinguished Service Award. The selection panel shall include the following:

1. Superintendent of Schools or designee
2. President or designee of Titan Fan Club
3. President or designee of Alumni Association
4. High School Building Principal or designee
5. Elmwood Place Elementary Building Principal or designee
6. St. Bernard Elementary Building Principal or designee
7. OAPSE President or designee
8. SBEPEA President or designee
9. One or two members of the Board of Education to be selected and appointed annually by the Board of Education, with the senior board member serving as the chairperson of the committee.

All persons who are nominated for Distinguished Service Awards must be approved by a majority vote of the selection panel. This means majority of total panel, not majority that shows up to vote. No absentee votes will be valid or counted. All committee members should be notified 7-10 days before committee convenes and votes. They should be requested to RSVP to the Board Office. All committee members should have a copy of the by-laws given or mailed to them. Committee will try to have meeting after school hours. Meeting shall begin on time, and there will be a 10-minute grace period. After that, no more members' votes shall count. Voting shall take place by secret ballot. Nominees not selected will be held over for two (2) years for reconsideration.

A criterion for selection is that the nominee must have made distinguished and significant contributions to the pupils and/or programs of the St. Bernard-Elmwood Place School District.

The presentation of all approved Distinguished Service Awards shall be made during a Board of Education meeting prior to the end of each school year. As stated earlier, the Education Hall of Fame is housed in the Boardroom of the St. Bernard-Elmwood Place School District offices.