

Michael G. Lechlitter, Ed.D.
Superintendent
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January 13, 2016

Dear Staff Members, Students, Parents/Guardians:

Penn Manor School District is seeking nominations for two awards, the **Outstanding Employee Award** and the **Outstanding Educators Award**, which are presented yearly. Nominations are requested from parents/guardians, students and school employees of Penn Manor School District who recognize an employee's influence through relationships, exceptional service to the school community and his/her commitment to the quality of our educational programs. All nominees must be an employee of the district during the 2015-2016 school year. We are accepting letters of recommendation until **Friday, February 26, 2016**.

The **Outstanding Employee Award** will be presented to one support staff employee. The **Outstanding Educator Award** will be presented to two teachers, - one elementary and one secondary teacher. Individuals are encouraged to recommend someone they believe has made an impact on the students, parents, or employees in the Penn Manor School District.

Letters of recommendation should include a description of:

- 1) The personal attributes that make this individual an outstanding nominee for this award.
- 2) A brief description of how the nominee has inspired students academically and socially.
- 3) Examples of ways the nominee has promoted the educational programs, supported school functions, and/or participated in our school community.

All nomination letters should include the name of the person who provided the nomination. Letters may be submitted to any Penn Manor building principal or mailed to:

Attention: **Outstanding Employee Award Committee or Outstanding Educator Award Committee**
Administrative Offices
Penn Manor School District
P. O. Box 1001
Millersville, PA 17551-0301

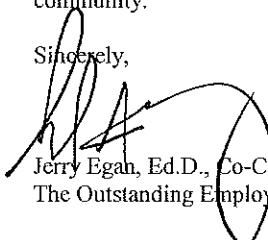
Each staff member or teacher will be notified of his/her nomination, but the name of the person nominating them will remain anonymous. They will not receive a copy of the nomination. However, if you would prefer that the nominee be aware of your action on their behalf, you may wish to write them a personal note or a copy of your letter. Final selections for these awards will be made by the Outstanding Employee Award Committee and Outstanding Educator Award Committee, which is composed of District Administrators and School Board Members. Names of award winners will be made public in April.

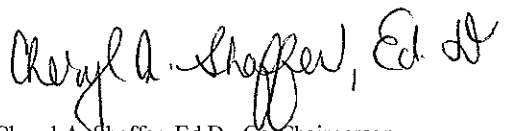
Congratulations again to last year's award winners!

Outstanding Employee Award:	Dottie Bleacher	Marticville Middle School
	Shawn Beard	Central Administration
Outstanding Educator Award:	Amy Wiggins	Central Manor Elementary School
	Melissa McMichael	Penn Manor High School

Thank you for your continued support for the awards and consideration of individuals who make a contribution to our school community.

Sincerely,


Jerry Egan, Ed.D., Co-Chairperson
The Outstanding Employee Committee


Cheryl A. Shaffer, Ed.D., Co-Chairperson
The Outstanding Employee Committee