
Date of issue	February 2024
Original date of issue	March 2009
Subject	COMMUNITY, STUDENT, AND EMPLOYEE RECOGNITION
References	Policy 2185 - Community, Student, and Employee Recognition
Contact	Human Resource Services

1. This administrative procedures memorandum (APM) provides direction to Simcoe County District School Board (SCDSB) employees regarding various strategies to recognize community members, students, and employees outstanding and significant contributions to the SCDSB.
2. **Community, student, and employee excellence – Trustee Tribute**
 - 2.1 This recognition serves to honour significant contributions and/or achievements of community members, students, and employees either individually or in groups.
 - 2.2 Contributions and/or outstanding achievements will be considered at the local, provincial, national, or international level, including:
 - 2.2.1 development of initiatives that result in significant enrichment of the educational experience of students or colleagues, or the advancement of public education while working on a special project or initiative; or,
 - 2.2.2 receipt of local, provincial, national, or international awards.
 - 2.3 The Trustee Tribute nomination form (FORM A4040 - 1), which can be submitted by trustees, employees, students, and members of the community, is to be completed and addressed to:

Chairperson of the Board c/o Executive Assistant to the Board
Simcoe County District School Board
1170 Highway 26
Midhurst, Ontario
L9X 1N6
(email: jhenry@scdsb.on.ca)
 - 2.4 [The Trustee Tribute nomination form](#) (FORM A4090 – 1) is attached to this APM and is also available on the SCDSB website.
 - 2.5 Nomination forms will be reviewed by the Chairperson, Vice-chairperson, and Director of Education based on the criteria outlined above.
 - 2.6 Once a decision has been reached, the Director of Education will designate a superintendent to contact the recipient and invite them to a regular meeting of the Board to accept their Trustee Tribute.
 - 2.7 The individual(s) will be honoured at the beginning of the meeting. At that time, a brief rationale will be read by the local trustee. A plaque will be presented by the

Chairperson of the Board and the local trustee.

3. School and board level recognition programs

The SCDSB is committed to recognition programs at the school and board levels. These programs will be varied and connect to the SCDSB [Strategic Priorities](#).

Programs may include:

- 3.1 character recognition events;
- 3.2 retirement celebrations;
- 3.3 year of services recognition; and,
- 3.4 other school and board level celebration events.

4. Summary

Community, student, and employee recognition is essential in retaining, motivating, and developing individuals in support of the board's [Strategic Priorities](#). Celebrating the contributions of employees is not limited to recognition programs. Superintendents, principals, managers, and supervisors are encouraged to continue to use alternate methods of recognizing excellence, such as individual letters of recognition, recognition at an employee or departmental meeting, or recognition through newsletters and reports.

Approved March 2009

Revised November 2010, May 2015, November 2018, February 2024

Issued under the authority of the Director of Education

A TRUSTEE TRIBUTE

Community, student, and employee excellence - Trustee Tribute is a recognition program to honour community members, students and employees who develop initiatives that result in significant enrichment of the educational experience for students or the advancement of public education.

The individual(s) will be honoured at the start of a regular board meeting. At that time, a brief rationale will be read by the local trustee. A plaque will be presented by the Chairperson of the Board and the local trustee.

Nominations are reviewed by the Chairperson, Vice-chairperson, and Director of Education. The selection will be based on the predetermined criteria listed below. Trustees, employees, students, and members of the community are encouraged to make nominations. Official nominations will be accepted on the form available on the SCDSB website.

CRITERIA

Nominations may be made of any community member, student or group of students, and any SCDSB employee or group of SCDSB employees who have made a significant contribution. Outstanding achievements will be considered at the local, provincial, national, or international level, including:

- Development of initiatives that result in significant enrichment of the educational experience of students or colleagues, or the advancement of public education while working on a special project or initiative.
- Receipt of local, provincial, national, or international awards.

Completed nomination forms may be addressed to:

Chairperson of the Board c/o the Executive Assistant to the Board
Simcoe County District School Board
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Midhurst, Ontario
L9X 1N6

FORWARD THE COMPLETED NOMINATION FORM TO THE CHAIRPERSON OF THE BOARD
c/o THE EXECUTIVE ASSISTANT TO THE BOARD (email: jhenry@scdsb.on.ca).

**CELEBRATING COMMUNITY, STUDENT, AND EMPLOYEE
EXCELLENCE
TRUSTEE TRIBUTE**

Nomination Form

Please refer to the criteria for the Trustee Tribute program.

NOMINEE(S)

Name(s):	Site location:	Position:	Phone number:

NOMINATOR

Name:	Position:
Site location:	Phone number:

Connection to the SCDSB: COMMUNITY MEMBER STUDENT EMPLOYEE

CRITERIA

- Development of initiatives that result in significant enrichment of the educational experience of students or colleagues, or the advancement of public education while working on a special project or initiative.
- Receipt of local, provincial, national, or international awards.

DETAILS OF THE OUTSTANDING CONTRIBUTION

Please provide the reasons for the nomination.

(Please attach additional information if desired)

Date of submission: _____

FORWARD THE COMPLETED NOMINATION FORM TO THE CHAIRPERSON OF THE BOARD
c/o THE EXECUTIVE ASSISTANT TO THE BOARD (email: jhenry@scdsb.on.ca).
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