



MCAAP/MCBOA ANNUAL NOMINATION FOR

EDYE MILLER DISTINGUISHED SERVICE AWARD

Purpose

The Edye Miller Distinguished Service Award is designed to recognize and express appreciation to MCAAP/MCBOA members who have effectively provided distinguished service to MCAAP over time and made exemplary contributions to the association. It is also designed to inspire other members to actively support MCAAP and the professional growth of all members.

The Edye Miller Distinguished Service Award was established by the MCAAP Board of Directors and funded by Edye Miller, MCAAP's longstanding executive director, upon her retirement in 2017. The award shall be presented annually to a deserving member in June.

Eligibility

All Montgomery County Public School administrators and supervisors may be nominated and considered for this award if they meet the following requirements:

- Current voting member of MCAAP/MCBOA, and
- Five years of continuous and recent voting membership in MCAAP/MCBOA, and
- Not a previous recipient of the award

Those full-time MCAAP/MCBOA members and staff working for the association are not eligible to be considered for this award. Current members working fulltime for MCAAP are eligible for consideration three years after the expiration of their term of office, assuming they meet the basic qualifications as stated above.

Award

The recipient shall receive a cash award of \$2,000 and have his/her name engraved in a special commendation plaque proudly displayed at MCAAP.

Selection Criteria

A nominee for this award shall have made an impact on the association through

- sustained and effective service (s) to the association,
- support through distinguished voluntary service over time,
- commitment to the professional growth of members and/or to the profession of educational leadership on behalf of the association,
- exemplary contributions to the mission of the association, and
- actions which inspire others to actively support the association.

Nomination Process

Any current, former, or retired MCAAP/MCBOA member may nominate a person for this award. Those full-time MCAAP/MCBOA members and staff working for the association may not nominate or write supporting letters for nominees.

The person making the nomination must submit the signed completed nomination form, two (2) supporting letters for the nomination, and the nominee's resume/vita.

The completed nomination form and packet must be received at MCAAP by 4:30 pm on May 16, 2022.

Submission may be by email, fax or mail to:

MCAAP
30 West Gude Drive, Suite 100
Rockville, Maryland 20850
E-mail: Office@mcaapmd.org
Fax: 301-762-8179

The supporting letters shall endorse the nomination and be ideally no longer than two (2) pages. The letters shall be from people who have direct knowledge of the nominee's distinguished service to MCAAP and exemplary contributions to the association.



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Selection Process

An Award Selection Committee of seven (7) voting participants shall be composed of the following representatives:

- An officer of MCAAP shall serve as chair of the committee.
- Each of the five chapter cabinets shall select a representative for the committee. No one who has been nominated can serve on the selection committee.
- Edye Miller shall serve as a voting member of the committee.

MCAAP shall appoint an ineligible working staff member to staff the committee and to verify the information in the entry form is accurate.

The Award Selection Committee reviews all nomination packets and selects candidates for further review.

Those nominees for further review shall be interviewed and given the opportunity to describe in their own words what their active support and participation with the association has meant to them professionally and/or personally. This statement may be used in the announcement of the selected award winner as a means to inspire other members.

The Award Selection Committee shall select the recipient of the award based on the nomination packet, the individual impact statement, and relevant data/examples to support the selection process.

Conversations held within the Award Selection Committee shall remain confidential.

The Award Selection Committee shall review its process annually and recommend changes as appropriate to the process or the criteria to the MCAAP Board of Directors for its consideration and action.

Communication Process

How will eligible members be made aware of the Edye Miller Distinguish Service Award?

- MCAAP will distribute the award information and nomination application packet to all administrators and supervisors (A&S) in MCPS via electronic mail.
- The information shall be prominently displayed on the MCAAP website.
- MCAAP will share the information at the PLCs during the nomination process and will make copies of the information packet available at the office.
- Members will be encouraged to share the information about this new award with former and retired MCAAP members.
- Reminders of the approaching deadline for submitting nominees will be shared electronically with all A&S employees.

How will MCAAP announce the winner of the award?

MCAAP will announce the name of the winner in June at the Annual Summer Conference. At that time, the winner shall receive the cash award and a certificate of recognition.

MCAAP will engrave the recipient's name on a commemorative plaque that shall be promptly displayed at MCAAP.

MCAAP shall announce the winner of the Edye Miller Distinguished Service Award through electronic mail to all A&S and on the association's website.

For Further Information

Christine Handy,
President, MCAAP/MCBOA
301-762-8174 or
chandy@mcaapmd.org.



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NOMINATION—PART I

Please complete one nomination form per nominee. Part I and Part II of the form must be completed by the nominator. Part III includes the additional letters of support and the professional resume/vita of the nominee. All three parts must be submitted at the same time to be considered. The completed nomination entry form and packet must be received by MCAAP on or before 4:30 pm on May 16, 2022.

Nominee Information:

Name of Nominee _____ Position _____

Work Location _____ E-mail _____

Phone Numbers (Work) _____ (Cell) _____

Dates nominee has been MCPS administrator and/or supervisor _____ to _____
Month/Year Month/Year

Is nominee a voting member of MCAAP? ____ yes ____ no ____ do not know

The nominee knows he/she has been nominated for the award. ____ Yes ____ No

Nomination Submitted by:

Name _____ E-mail _____

Relationship to nominee (choose the best one)

____ Colleague ____ Supervisor ____ Former A&S ____ Staff
____ Other (Please describe) _____

Work Location/ Address

Phone Numbers (Work/ Home) _____ (Cell) _____

Signature

Date

-more-



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NOMINATION—PART II

Please respond to all of the questions below via a separate document. The material submitted as part of your nomination packet will be used to describe the nominee's contributions and services to MCAAP and why your nominee is deserving of the award. The information provided will be verified through MCAAP and may be used in the public recognition of the nominee.

- A. Describe why you think this nominee should receive the Edye Miller Distinguished Service Award.
- B. Identify specific and exemplary contributions or service that have had an impact on the Montgomery County Association of Administrators and Principals (the Association) with a focus on the recent five or more years through
- * sustained and effective service to the association
 - * distinguished voluntary service
 - * commitment to the professional growth of members and/or to the profession of educational leadership on behalf of the association
 - * exemplary contributions to the mission of the association
 - * actions which inspire others to actively support the association

Please note that active participation and/or leadership positions on the Board of Directors, Chapter Cabinets, Association committees, PLCs, negotiation teams, mentoring programs, ad hoc studies, and workshop presentations are typical means of demonstrating contributions or service to the association.

- C. What distinguishes this nominee from other outstanding individuals.

NOMINATION—PART III

Please include two (2) letters of support from others who have personal knowledge of the nominee's contributions or service to the association. The signed letters should also include the relationship and/or source of knowledge about the nominee's active participation or contributions to the association.

Also include a professional resume or vita for the nominee.

**Submit the completed nomination packet by mail, e-mail, or fax to
MCAAP**

**30 West Gude Drive, Suite 100
Rockville, Maryland 20850**

E-mail: Office@mcaapmd.org

Fax: 301-762-8179