

# 2012 Crystal Awards Nomination Form

The 2012 Crystal Awards strive to honor those individuals who, over the course of the 2011-12 school year, consistently exemplified exceptional characteristics which helped them to achieve one of the district's aims as outlined in the Strategic Plan.

## Eligibility – Nominee

The Crystal Awards are open to all part-time and full-time Clovis Unified Classified and Certificated (including management and non-management) employees who meet the following requirements:

- Nominee must have actively worked for the district a minimum of five school years as of June 30, 2012, and have been in his/her current role at least two years.
- Nominee must not have received any reprimands from July 1, 2011, to June 30, 2012.
- Retired employees are not eligible for nomination.

## Eligibility – Nominator

Everyone employed by Clovis Unified may nominate another employee of the district for a Crystal Award. Employees may nominate as many colleagues as they choose, however, only one person may be nominated per application form.

## Criteria

The Nominee must exemplify the very best of CUSD's strategic vision by illustrating the district's core values and principles, and through their actions move the district's aims and goals forward. Nominees are evaluated in three categories: how they exemplify CUSD's core values in their work; how their work drives the district forward; and letters of support that serve to bolster the rest of the application.

## Completing the Nomination Form

Please note that only one employee may be nominated per form. Crystal Awards will be given to individuals only, not groups of employees.

Additional attachments will not be accepted.

Please note: If you have any questions at all about completing the nomination form please contact Susan Wise at x79094 or susanwise@cusd.com. In addition, experienced mentors are available to assist you in the completion of the form.

**Part I.** Provide Nominee's general information, as well as your own general information, which will be used for contact information and to confirm eligibility. Note: Once the Nomination Form is complete, Nominee's supervisor must review the application to verify that Nominee meets all eligibility requirements and to ensure all parts of the Nomination Form are complete in full. Once Nominee's superior has reviewed the Nomination Form, he/she must sign the Supervisor's Signature line in Part I.

**Part II.** Nominator must illustrate – through specific examples or anecdotes – how Nominee consistently demonstrated in his/her job a maximum of four of the following CUSD core values as defined by the following principles:

- ◆ Visionary leadership
- ◆ Learning-centered education
- ◆ Organizational and personal learning
- ◆ Valuing faculty and staff as partners
- ◆ Agility
- ◆ Focus on the future
- ◆ Managing for innovation
- ◆ Management by fact
- ◆ Public responsibility and citizenship
- ◆ Focus on results and creating value
- ◆ Systems perspective

### Important notes:

- Write to each principle separately.
- A maximum of 300 words per principle is permitted. Anything in excess of 300 words will not be read.
- Each principle will be judged individually on a 100-point scale. Scores for each principle addressed will be averaged to determine the number of points awarded in the category. This score will be added to parts III (worth 100 points) and IV (50 points) to determine the final score. To win a Crystal Award, a nominee must have 225 points out of a possible 250 points. Judges score based on the specificity of details, examples, illustrations and data used to support information.
- A more detailed description of each of the above principles is available through a link on the Employee Page of CUSD's website or by calling Susan Wise at 327-9094 or by email: susanwise@cusd.com.

**Part III.** Nominee must have exhibited that effective implementation of these principles aided in his/her successful achievement of one of the following district aims:

- ◆ Aim 1: Meet every student's academic needs
- ◆ Aim 2: Raise academic expectations for all students
- ◆ Aim 3: Operate with increasing efficiency and effectiveness
- ◆ Aim 4: Maintain a quality workforce

In 1,000 words or less, provide specific examples of how Nominee was able to achieve one of these aims over the course of the 2011-12 school year by effectively implementing the principles you addressed in Part II.

Note: A more detailed description of each of the above aims is available in the district's Strategic Plan which can be found on CUSD's website or by calling Susan Wise at 327-9094 or by email: susanwise@cusd.com.

**Part IV.** Provide a maximum of three statements of support from colleagues, supervisors, students, parents or community members. *One of the letters should be from the Nominee's direct supervisor, unless that direct supervisor is the individual submitting the nomination form.*

### Important notes:

- Any letters of support beyond three will be discarded and will not be given to judges to read.
- Letters are judged on how well they support the content of the application.
- Each of the three letters in Part IV will also be judged individually on a 50-point scale. The scores for each letter will be averaged to determine the number points awarded in that section.

### **Assistance Completing the Application Form**

Contact Susan Wise in the Communications Office at 327-9094 or by email at susanwise@cusd.com with any questions or concerns when filling out the application form. Experienced mentors are available to assist you in the process as well.

### **Helpful Hints**

Questions to ask yourself when completing the Nomination Form:

- Did I use recent, specific examples; personal stories; and/or relevant data to illustrate why Nominee is worthy of a Crystal Award?
- How are students and/or the district better because of Nominee? Was this clearly explained in the nomination material?
- Does the Nomination Form include specific examples of work Nominee did that was out of the ordinary? Is it clear that this work was above and beyond Nominee's expected job duties?
- How do students, parents, coworkers and/or the community respond to Nominee?
- Is Nominee's work replicable?
- Did I adhere to the word count guideline? Judges reserve the right to not read beyond the 300 maximum word count in Part II and 1,000 word count in Part III. Only three letters of support in Part IV will be given to judges to read.

**Deadline**

Please complete and return the 2012 Crystal Awards Nomination Form by **5 p.m. on Thursday, November 1, 2012.**

Return Nomination Form through intra-district mail or in person to:

- Susan Wise  
CUSD Communications Office  
District Office West Building

Or, by email to:

- susanwise@cusd.com

Again, for any questions about the Nomination Form, process or the Crystal Awards program in general, please contact Susan Wise at x79094.

**Judging**

Judging will be completed by a diverse committee of Clovis Unified employees. All Classified nominees will be judged by Classified employees; all Certificated nominees will be judged by Certificated employees.

Judges will be looking for clear parallels between an employee's demonstration of principles and how he/she used these principles to ultimately improve students' education; students' and staffs' environment; and/or the operation of Clovis Unified School District.

As mentioned previously, in Part II, each principle will be judged individually on a 100-point scale. If you write to more than one principle, each score per principle addressed will be averaged to provide the overall score for Part II. This score will be added to parts III (worth 100 points) and IV (50 points) to determine the final score. Each of the three letters in Part IV will also be judged individually on a 50-point scale. Letters are judged on how well they support the content of the application. The scores for each letter will be averaged to determine the number points awarded in that section. To win a Crystal Award, a nominee must have 225 points out of a possible 250 points. Judges score based on specificity of details, examples, illustrations and data to support information. Vague, unsupported information will receive a lower score.

Judges reserve the right to not read beyond the 300 maximum word count in Part II and 1,000 word count in Part III. Only three letters of support in Part IV will be given to judges to read.

**Crystal Awards Ceremony**

All 2012 Crystal Awards will be given at a very special ceremony hosted by the Clovis Unified School District Governing Board on Tuesday evening, February 5, 2013, at the Paul Shaghoian Concert Hall on the Clovis North Educational Center campus.

**2012 Crystal Awards Nomination Form**  
**Part I: General Information**

**Nominee's General Information**

First and last name:

School site or department:

Official job title:

Classified / Certificated (***please circle***)

As of June 30, 2012, how many years has Nominee been an employee of Clovis Unified School District?

*(Please contact HR if you are not sure. Nominee must have been employed by CUSD for a minimum of 5 years as of June 30, 2012.)*

As of June 30, 2012, how many years has Nominee been an in their current role?

*(Please contact HR if you are not sure. Nominee must have been in their current role for a minimum of 2 years as of June 30, 2012.)*

**Nominator's General Information**

Your name:

Your school site or department:

Your official job title:

Your relationship to Nominee:

Your contact telephone number:

Your signature:

**Nominee's Supervisor's Signature:** \_\_\_\_\_

*Note: Once the Nomination Form is complete, Nominee's supervisor must review the application to verify that Nominee meets all eligibility requirements and to ensure all parts of the Nomination Form are complete in full. Once Nominee's superior has reviewed the Nomination Form, he/she must sign this Supervisor's Signature line.*

## Part II: Principles

Illustrate how Nominee is an exceptional employee by providing specific examples of how he/she consistently demonstrated **a maximum of four** of the district's principles. **Please use a maximum of 300 words per principle (only write to one principle per 300 words, do not combine principles)**. See "Important notes" on pages 1 and 2 for additional direction when completing Part II.

Please mark (X) the principles Nominee demonstrated. Provide the examples of each principle in the space provided below and on additional pages as need. Use specific examples!

- Visionary Leadership** that creates and balances value for students and stakeholders.
- Learning-Centered Education** that places the focus of education on learning and the real needs of students.
- Organizational and Personal Learning** that is directed not only toward better educational programs and services, but also toward being more flexible, adaptive and responsive to the needs of students and stakeholders.
- Valuing Faculty, Staff and Partners** by leadership who is not only dependent upon but committed to the knowledge, skills, innovative creativity and motivation of its workforce.
- Agility** with an explicit focus on faster and more flexible responses to needs of students and stakeholders.
- Focus on the Future** that takes into account both short-term and longer-term factors that affect the organization.
- Managing for Innovation** to improve the organization and create value for students and stakeholders.
- Management by Fact** that uses performance measurement to focus on improving student learning.
- Public Responsibility and Citizenship** that goes beyond mere compliance.
- Focus on Results and Creating Value** as the means to improving student learning and building loyalty.
- Systems Perspective** that provides a keen understanding of alignment as a strategy for improving the overall organization.

### **Part III: Aims**

Using a maximum of 1,000 words, provide specific examples of how Nominee was able to achieve **one** of the district's aims over the course of the 2011-12 school year by effectively implementing the principles you wrote to in Part II.

Please mark (X) next to the **one** district aim your Nominee met and explain further in space provided below. Use specific examples!

- Aim 1: Meet every student's academic needs
- Aim 2: Raise academic expectations for all students
- Aim 3: Operate with increasing efficiency and effectiveness
- Aim 4: Maintain a quality workforce

## **Part IV: Statements of Support**

Provide a maximum of three statements of support from colleagues, supervisors, students, parents or community members. Each statement should be in the form of an open letter addressing the criteria and how an employee exhibits the characteristics of the Crystal Award. One of the statements of support should be from the Nominee's direct supervisor, unless the direct supervisor is the individual completing the nomination form.

Important notes:

- Additional letters of support beyond three will be discarded and will not be given to judges to read.
- Each letter is judged individually on how well it supports the content of the application.