

**SCHOOL DISTRICT OF MANAWA
AD-HOC RECOGNITION COMMITTEE MEETING
AGENDA**

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Join by phone

(US) +1 304-825-5582 PIN: 613 189 105#

Amended

Date: March 2, 2022

Time: 4:30 p.m.

Hybrid Meeting Format (MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: J. Johnson (C), Pethke

In Attendance:

Timer: _____ **Recorder:** _____

1. Planning for Annual Heart of Gold Program
 - a. Should the event format be changed based on previous years' feedback?
 - b. Should celebrations of national or other events be added to the recognition process (i.e. once per month; a few selected dates that ultimately would include all employees; etc.) such as:
<https://www.kuder.com/blog/downloads-resources/education-and-career-development-observances-and-events-in-2022/>
 - National Teacher Appreciation Day, also known as National Teacher Day, recognizes dedicated educators across the country. As part of Teacher Appreciation Week, the celebration takes place on the Tuesday of the first full week in May each year.
 - Bus Driver Appreciation Week
 - Support Staff Appreciation
 - International Day of Education – Monday, January 24th
 - February is Career and Technical Education Month® (CTE Month®) is a public awareness campaign to celebrate the value of CTE and its achievements. Share your CTE story with the hashtag #CTEMonth.
 - National School Counseling Week – February 7-11th (#NSCW22)
 - Employee Appreciation Day – Friday, March 4th
 - Administrative Professionals Day – Wednesday, April 27th (#WeLeadUp #AdminProfessionalsDay)
 - National Teacher Day – Tuesday, May 3rd
 - Teacher Appreciation Week – May 2nd-6th (#ThankATeacher)
 - International IT Professionals Day – Tuesday, September 20th

- World Teachers' Day – Wednesday, October 5th
 - National Boss's Day – Sunday, October 16th
 - National Parental Involvement Day – Thursday, November 17th
 - Other
2. Sending out "Save the Date"
 - a. Set date
 - b. Choose and reserve location
 - c. Other
 3. Review and Send out Nomination Forms
 - a. Heart of Gold
 - b. Friend of Education [Friend of Education Nomination Form](#)
 4. Set Date and Person to Scrub the Information
 5. Set Date for Scrubbing Check by Dr. Oppor
 6. Set Date to Send Scrubbed Nominations to Kempf Children
 7. Set Date to Review Nominees for the Friend of Education Award
 8. Arrange Ordering of Gifts, Plaques, and Pins through Stephanie
 9. Remind Principals to Compile List of Accomplishments for the Program in Stephanie's Google Form
 10. Plan Food and Beverages
 11. Design and Send Invitations
 12. Design and Draft Program; Submit to Stephanie for Duplication
 13. Set Date for Letters to Dignitaries and Press Release
 14. Program Script - Melanie as Author with Board of Education President as Emcee
 15. Other
 16. Set Next Meeting Date: _____
 17. Next Meeting Items:
 - a. Finalize any remaining recognition details.
 - b.
 18. Adjourn