

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

**Join with Google Meet**

meet.google.com/dbi-gqxf-vhy

**Join by phone**

(US) +1 402-704-6774 PIN: 469 931 723#

**Date: April 13, 2022**

**Time: 4:30 p.m.**

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

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

**In Attendance:**

**Timer:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_

1. Choosing a “gift” for all staff to be distributed:
  - a. Teachers
  - b. Support Staff
2. Consider including retiring substitute teachers in recognition event.
3. Finalizing plans for Annual Heart of Gold Program
4. 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 (Need names by April 27 at the latest for engraving)
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. Set Next Meeting Date: \_\_\_\_\_
16. Next Meeting Items:
  - a.
  - b.
17. Adjourn