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EXL AWARD NOMINATION PKG



Équité et excellence en éducation
CASSA-ACGCS
Equity and Excellence in Education

EXL AWARD

**A Program to Recognize Excellence
among school system leaders**

**Jointly sponsored by XEROX CANADA LTD. and the
Canadian Association of School System Administrators**

The EXL Award Program is based on three premises:

- It is important to acknowledge the dedication and enthusiasm of administrators who guide children's educational experiences. Recognition is a powerful instrument for building pride in accomplishment and continued determination to pursue excellence.
- System leaders who establish the character of a particular school system's programs through the important work with school boards, school leaders, teachers and caring parents help to determine the scope and quality of children's educational experiences
- Children's attitudes toward learning and their perceptions of themselves as lifelong learners are established in their school years. Effective leadership, mentoring and modeling determine whether the school jurisdiction effectively creates this environment.

Members of the *Canadian Association of School System Administrators* (CASSA) are eligible for nomination and consideration for CASSA's EXL Awards.

Each provincial/territorial affiliate of CASSA (BCSSA, NWTSA, MASS, OCSOA, etc.) chooses no more than one EXL Award nomination, from amongst all nominations received, who will be honoured as a Provincial/Territorial EXL Award winner at CASSA's Annual Conference.

CASSA's National EXL Award winner will be selected from amongst the provincial/territorial award winners, and announced at CASSA's Annual Conference.

To make a nomination, please read carefully and complete the attached forms, and submit them to the Executive Director of your nominee's provincial/territorial superintendents/directors association, or directly to the Executive Director of CASSA if your province/territory does not have an affiliate association.

The deadline for nominations to CASSA is May 16 each year, or earlier as may be determined by the provincial/territorial affiliate.

EXL AWARD NOMINATION FORM

NAME OF NOMINEE: _____

CURRENT ADDRESS: _____

PRESENT POSITION: _____

List leadership positions in educational administration(maximum of 3).

List significant accomplishments that fulfill the vision of CASSA (maximum of 3).

Indicate honours that nominee has received (local, provincial/territorial, national) (maximum of 3).

What has nominee done to demonstrate the CASSA values of diversity, equity, inclusion and/or well-being in the province/territory or in the board served (cite a maximum of 3 specifics)?

What contribution(s) has the nominee made to education or educational administration that has had a national impact?

List any published writing or presentations (workshops, seminars, conventions) provincially/territorially or nationally.

Indicate offices held in provincial/territorial education organization (maximum of 3).

Office: _____ Organization: _____
Office: _____ Organization: _____
Office: _____ Organization: _____

Indicate offices held in national education organizations (maximum of 3).

Office: _____ Organization: _____
Office: _____ Organization: _____
Office: _____ Organization: _____

Indicate other professional or personal responsibilities of significance that were assumed by nominee (maximum of 3).

Some persons may be nominated with qualifications for which this instrument is inappropriate or insufficient to give a full sense of the nominee's contributions to education. As a result, please attach a statement of no more than two pages which cite the person's achievements that justify nomination for the EXL Award.

The nominee has been a member of CASSA for _____ years.

Give dates of membership, if known: _____

Headshot photo included (check box)

NOMINATION SUBMITTED BY

Name:

Organization:

Email Address:

NOMINEE ATTESTATION FORM

TO BE COMPLETED BY NOMINEE'S EMPLOYER AND/OR PROVINCIAL/TERRITORIAL AFFILIATE ASSOCIATION

The purpose of this form is for the system administrator's employer and/or provincial/territorial affiliate association to know that their employee/representative has been nominated for the CASSA's EXL Awards. It also highlights that the employer and/or provincial/territorial affiliate association understands the following obligations and responsibilities inherent in this nomination:

- The provincial/territorial affiliate of CASSA is responsible for receiving and choosing the provincial/territorial winner of the EXL Award from amongst any and all nominations submitted to them.
- Each affiliate's chosen provincial/territorial EXL Award recipient will be expected to travel to and from the CASSA Annual Conference to participate in the national recognition ceremony.
- The nominee's employer and/or the provincial/territorial affiliate association will assume costs for travel, lodging, meals, and the conference registration fee.
- The provincial/territorial recipients will be honoured at CASSA's Annual Conference, at which time the National EXL Award winner will be announced from amongst those provincial/territorial recipients.
- CASSA will reimburse the nominee, employer, or provincial/territorial affiliate association for the National EXL Award recipient's CASSA conference registration fee and transportation.
- The EXL National Award recipient will receive a life membership in CASSA.
- The National EXL Award recipient is considered to be Canada's School Superintendent of the Year, and is expected to attend the next American Association of School Administrators (AASA) national conference in that capacity. The cost of travel, lodging, meals, and the AASA conference registration fee will be reimbursed in full by CASSA.

ACKNOWLEDGMENT & ENDORSEMENT OF NOMINATION

This is to certify that I acknowledge and endorse the nomination of:

(Name of Nominee)

for the EXL Award representing:

Employer or Provincial/Territorial Affiliate Association

Name and Title of Individual Completing Form

Signature

Date

School Division/Organization

Mailing Address

City/Town

Province

Postal Code

Area Code and Phone Number

E-mail address

NOMINEE ACKNOWLEDGMENT

TO BE COMPLETED BY THE NOMINEE

I permit a headshot photo to be submitted with this nomination package: YES NO

I acknowledge that should my provincial/territorial affiliate choose me as their EXL Award winner, I will attend the awards ceremony at CASSA's Annual Conference. YES

I acknowledge that if I am selected as the National EXL Award recipient, a press release will be issued by CASSA, and I will attend the next AASA Annual Conference. YES

Signature of Nominee

Date

GUIDELINES FOR SELECTING RECIPIENTS OF THE EXL AWARD

1. The EXL Award is intended to recognize any present CASSA member who has demonstrated outstanding ability and leadership.
2. The CASSA Executive Director shall provide notice soliciting nominations to the CASSA Board of Directors, and Presidents of CASSA's provincial and territorial affiliates. The notice will include this nomination package and guidelines.
3. The CASSA Executive Director will receive nominations for the CASSA/XEROX EXL Award between October 1 and May 16 for awards to be presented at the Annual Conference in July each year. Nominations received after May 16th will be considered only by consent of the Executive Council.
4. All nominations shall be made on a form provided by CASSA. No more than an additional two pages of supporting data may be submitted with the nomination.
5. Nominations shall be collected through the provincial/territorial affiliates for consideration in determining the provincial/territorial award recipient, who would then serve as the affiliate's nominee for the National EXL Award. Nominations of CASSA members in provinces or territories in which there is no affiliate association may be submitted directly to the CASSA Executive Director. No more than one nominee may be submitted from any province or territory to be considered for the National EXL Award. In the event that no provincial/territorial affiliate association exists and multiple nominations from a province/territory are received, the CASSA EXL Award Selection Panel will designate a provincial/territorial winner. All nominations for the National EXL Award must be received by the deadline.
6. A CASSA/XEROX selection panel will consider all nominations for the National EXL Award that are received by May 16th, at the CASSA office.
 - The EXL Award Selection Panel will consist of a minimum of the CASSA Executive Director, the CASSA President, the Executive Director of a provincial/territorial affiliate association in which the annual conference is to be hosted, and 1 or 2 representatives from Xerox Canada Ltd.
 - In the event of a potential conflict of interest (i.e., a member of the Award Selection Panel being from the same provincial/territorial affiliate as one of the nominees), the Executive Director from the affiliate that hosted the conference the previous year, the Past President, the President Elect, or other members of the CASSA Executive may be asked to fill any vacancy(s) on the selection panel.
7. The selection panel will consider the suitability of candidates for the EXL Awards based on responses to the items contained in the Nomination Forms and in the one or two pages of additional information provided with the nominations. CASSA's purpose, vision, values, beliefs and core commitments will be a further lens through which nominations will be considered for the national EXL award.