

OUTSTANDING PRINCIPAL NOMINATION FORM

1. Name of Principal

School Name

Address _____ City _____ Zip _____

School Website PTA District _____

Name of PTA/PTSA making the nomination

Name of President Phone (____) _____

Address _____ City _____ Zip _____

Email _____

Elementary School _____ Middle School _____ High School _____ Other _____

2. Does the Principal encourage the PTA to receive training, attend council, district and state events?

Yes _____ No _____ If yes, please explain:

3. Does the Principal participate in PTA/PTSA activities on a regular basis, in addition to attendance at regular meetings?

Yes _____ No _____ If yes, please explain:

4. Does the Principal participate in PTA/PTSA activities in the following ways?

- a. Attends local unit meetings Yes _____ No _____
- b. Attends Executive PTA/PTSA meetings on a regular basis Yes _____ No _____
- c. Attends District Meetings (if applicable) Yes _____ No _____
- d. Ever attended State PTA Convention Yes _____ No _____
- e. Ever attended National PTA Convention Yes _____ No _____
- f. Holds a current PTA/PTSA membership Yes _____ No _____

5. Number of years nominee has served as Principal of your school? _____ Other schools? _____

6. Principal's past and present service in a PTA/PTSA leadership position (please list):

7. Using up to three (3) single-sided pages, state how your principal encourages parents to be involved in the

following National Standards for Parent/Family Involvement:

- a. COMMUNICATING – Communication between home and school is regular, two-way and meaningful.
 - b. PARENTING – Parenting skills are promoted and supported.
 - c. STUDENT LEARNING – Parents play an integral role in assisting student learning.
 - d. VOLUNTEERING – Parents are welcome in the school, and their support and assistance are sought.
 - e. SCHOOL DECISION MAKING AND ADVOCACY – Parents are full partners in the decisions that affect children and families.
 - f. COLLABORATING WITH THE COMMUNITY – Community resources are used to strengthen schools, families, and student learning.
8. Attach up to two (2) single-sided, additional pages of documentation to support your nomination.
 9. Attach a photograph and biography of the principal's educational career, awards and recognitions.

Report guidelines:

- Use 8.5" by 11" paper, one side only, double spaced, with 1" margins in 14 pt. Times New Roman.
- TOTAL MATERIAL SHOULD NOT EXCEED SIX (6) SINGLE-SIDED PAGES IN ADDITION TO THE NOMINATION FORM. ANY REPORT NOT FOLLOWING THESE GUIDELINES WILL BE DISQUALIFIED FROM JUDGING.

PRINCIPAL OF THE YEAR AWARD NOMINATION RULES
DISTRICT PTA/PTSA St. Tammany Parish School District

Candidate Qualifications:

1. Currently PTA/PTSA member
2. Current State Certification
3. Minimum of three (3) years experience as a Principal at a school with an active PTA/PTSA in good standing.

Submitted packet must include:

1. Completed Acknowledgement of Application Submission signed by 4 unit PTA/PTSA Executive Board members, and 3 faculty members.
2. Completed Nomination Form
3. Original and three (3) copies of each of the following:
 - A. Completed Nomination Form with attachments.
 - B. 2 - 3 letter(s) of recommendation with a maximum of 500 words (Font: New Times Roman, or Arial; Size: 14 point) submitted by:
4. A photocopy of the Principal's PTA card.
5. All attachments are limited to those listed above. Any other attachments such as resumes will be removed before the packet is submitted to the judges.

Please secure all requested information in a folder.

Do not encase individual sheets in plastic sheet protectors

Principal of the Year nomination packets must be RECEIVED
NO LATER THAN FEBRUARY 1ST.

Acknowledgement of Application Submission for
PRINCIPAL OF THE YEAR AWARD
Completed by PTA/PTSA Executive Board & Faculty Members

Name of nominee _____

Nominated By: _____
(Local PTA/PTSA) unit at:

Name of School _____

School Address _____

School Phone Number () _____

PTA/PTSA EXECUTIVE BOARD SIGNATURES:
(Four signatures required)

Signature _____ Position _____
Date _____

Signature _____ Position _____
Date _____

Signature _____ Position _____
Date _____

Signature _____ Position _____
Date _____

SCHOOL FACULTY MEMBER SIGNATURES:
(Three signatures required)

Signature _____ Position _____
Date _____

Signature _____ Position _____
Date _____

Signature _____ Position _____
Date _____

PRINCIPAL OF THE YEAR Scoring Rubric

Below is the scoring rubric. Total possible points to be awarded is 100. Principal involvement, interaction, and knowledge of their role with the school PTA is the main objective of this award.

Use the Principal of the Year scoring sheet to evaluate the following in consideration of points awarded.

The Principal with the total maximum points will be awarded Principal of the Year by the St. Tammany Parish District PTA for the 2008-2009 school year.

Nominee's Name _____

Questions:

- 2)Encouragement of PTA training and events. (0 - 5 points) _____
- 3)Participation in the PTA activities at the school. (0 - 5 points) _____
- 4)Other participation in PTA events. (0 - 5 points) _____
- 5)Mandatory 3 years minimum. _____
- 6) PTA leadership positions held. (0 – 5 points) _____
- 7)A. Communication (0 – 10 points) _____
- B. Parenting (0 – 10 points) _____
- C. Student learning (0 – 10 points) _____
- D. Volunteering (0 –10 points) _____
- E. School decision making and advocacy (0 – 10 points) _____
- F. Collaborating with community (0 – 10 points) _____
- 8) Quality of the letters of recommendation (0 – 15 points) _____
- 9) Career awards and recognition (0 – 5) _____

Judge's comments, if any: _____

Judge's Signature _____ date _____