

University City Educational Support Personnel of the Year Award Timeline

- Committee Organization First UCFT meeting of the year
The ESPOY Award Selection Committee will be organized by the end of the first UCFT meeting of the year. Chairperson and other committee members will be elected (or re-elected). The selection committee should consist of a six-member team including a representative from each of the following: secretaries, nurses, technicians, custodial staff, maintenance, and aides (TA/FA). It is preferred that each committee member serve a minimum of two years. Nominated committee members must either find a replacement in his/her category to serve on the committee for that year (with help and approval from the chairperson) or decline the nomination.
- Nomination forms first distribution first week in November
Nomination forms will be distributed to all district staff through the UCFT-SRP building representative. Additional forms are available in school and administrative offices. Additional forms should remain available throughout the year on school information tables. Parents and community members are permitted to nominate a candidate.
- Nomination forms second distribution (optional) first week in January
If less than five (5) nominations have been submitted by Jan. 1, a second distribution of the form may be sent out.
- Nomination deadline by last Friday in January
Nominations must be turned in by deadline. Late submissions will not be accepted, unless the committee decides to extend the deadline due to lack of timely response, and may be held for following year.
- Nomination deadline extension (optional) by last Friday in February (latest)
If less than three nominations have been submitted by the last Friday of January, an extension with additional notification may be sent out.
- Notification to nominee by second Friday in February (or first week of March)
A letter will be sent by the committee chairperson (within a week of a late deadline) to notify all nominees of their nomination, and to request a letter of decline or a nomination packet to be completed by the March deadline.
- Nomination packet deadline by second Friday in March
All nomination packets must be submitted to the committee chairperson by 3 p.m. on the deadline date (giving at least one week to complete and return). All packets submitted after this time will be returned to the nominee. All nominees who have not responded by this deadline will be assumed to be declining the nomination.
- Copy of packets to selection committee members by the third Friday in March
The committee chairperson will duplicate all qualifying nomination forms and produce packets for the committee to review and score using the Nominee's Scoring Guide.
- Committee will meet for tally during the first or second week of April
The selection committee will meet (minimum of four members must be present, but preferably all six), share results of individual nominee scores, for a final TOTAL tally. This will decide the first, second, third and fourth finalists to be presented (in order) to the executive director of Personnel. In the case of a tie for first place, the committee will set a date (during third week of April) for the tied finalists to meet with the committee for a personal interview to decide the winner.
- Meet with Personnel Director during the third or fourth week of April
The selection committee (minimum of four members must be present, but preferably all six), will meet with the executive director of Personnel review, discuss and make a final vote to select a recipient.
- Personnel Director and Superintendent approve recommendation before first board meeting in May
- Winner and finalists notified by Personnel Director and invited to attend first May BOE meeting
and Honorees/Retirees Reception in late May before first board meeting in May
- Decision announced by Personnel Director first board meeting in May
- Recognized new ESPoY with award & verbally thank old ESPoY Honorees/Retirees Reception in late May
- Finalists' certificate after May BOE meeting and by end of September
A certificate will be sent to all finalists. May be given during Honorees/Retirees Reception or Opening Day Ceremony.
- Check and certificate presented to winner Opening Day Ceremony
A check and certificate will be presented to the winner of the University City Educational Support Personnel of the Year Award by a member of the University City Board of Education during the Opening Day ceremony at the beginning of they school year. Winner will give short thank you speech.
- Expectations for the winner throughout school year
University City Educational Support Person of the Year will be expected to represent the district when ever called upon in a like manner as the University City Teacher of the Year at district functions.