

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, New Jersey**

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**TO:** All Staff, Kathleen Marshall and Federated Home and School Association,  
Aramark Staff, Pomptonian Staff

**FROM:** The Tradition of Excellence Award Committee

**DATE:** May 2016

**RE:** 2016 Tradition of Excellence Award – SUPPORT STAFF

The Ridgewood Board of Education is seeking nominations for a staff recognition award, Tradition of Excellence Award. This support staff category includes: secretaries, teaching assistant aides, Aramark custodians and maintenance personnel, and Pomptonian food service employees.

The Tradition of Excellence Committee will make its selection based on the following criteria as documented by the nominators. No nomination will be considered unless qualification or reasons for the nomination are clearly stated. The criteria are these:

- Excellence in service to the children of Ridgewood
- Contributions and service in support of the educational mission of the district
- Ethical integrity in dealing with students, parents and colleagues
- Contributions to the school community
- Recognition and respect of colleagues
- Communication skills
- At least **five** years of service to the district

We ask each member of the staff in the Ridgewood Public Schools share in making this award meaningful by filling out the accompanying nomination form and returning it in a sealed envelope to the attention of Tradition of Excellence Committee c/o Human Resources at the Ed Center. Nominations must be received by May 26, 2016. **Please, only one nomination per person and do not make any group nominations.**

The recipient of this award will be announced at Convocation in September.

To: The Tradition of Excellence Committee

Date: \_\_\_\_\_

Tradition of Excellence Nominee: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Excellence in service to the children and staff of Ridgewood

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Contribution and service to professional staff

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Evidence of ethical and professional integrity in dealing with students, parents, and colleagues

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Contributions to the school community

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Recognition and respect of colleagues

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Your Name: \_\_\_\_\_

Your School: \_\_\_\_\_

**In making your nomination, please comment on as many categories as possible. Please use specific examples. Return by May 26, 2016. You may nominate only one member of the support staff working in any school. (Use back if necessary. Remember: One nomination per person and please do not make a group nomination. Thank you!**