



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 2, 2009

MEMORANDUM

TO: Local and Intermediate District Superintendents and Principals, Public School Academies, Educational Organizations, Nonpublic School Administrators, Institutions of Higher Education

FROM: Kathleen N. Straus, President

SUBJECT: Request for Nominations for Dorothy Beardmore Service to Education Award

In recognition of the innumerable contributions of Mrs. Dorothy Beardmore to education policy, school improvement, and healthy schools for all students, the State Board of Education at its April 17, 2003, meeting, approved the creation of the Dorothy Beardmore Service to Education Award. Dorothy served as a member of the State Board of Education for 16 years (1985-2000). She passed away on May 2, 2003, after a courageous battle with cancer.

The award is to be given annually to a person for (1) providing volunteer leadership in developing education policy, or positively impacting the education system; or (2) contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or significant leadership or community organizations; and (3) volunteering at the local, state, or national level.

The State Board of Education is seeking nominations for the 2009 award. The attached guidelines have been developed in order to provide consistency to the nomination process. These guidelines may also be accessed at: www.michigan.gov/trp. The deadline for submission of the nominations for 2009 is **Friday, August 14, 2009**. A selection committee will be appointed to review the nominations and select a recipient for the award, with presentation at the September 9, 2009, State Board meeting.

Feel free to contact Mrs. Eileen Hamilton, State Board Executive, at 517/373-3900 or hamiltone@michigan.gov, if you have any questions regarding the process.

Attachment

cc: William Mayes, MASA
David Martell, MSBO
Dan Quisenberry, MAPSA
Billie Wimmer, MCCSA

STATE BOARD OF EDUCATION

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Dorothy Beardmore Service to Education Award

Michigan State Board of Education

Operations Manual

2009

Title of the Award: Dorothy Beardmore Service to Education Award

Purpose of the Award

To honor a person for:

1. providing volunteer leadership in developing education policy, or positively impacting the education system; or
2. contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or significant leadership or community organizations; and
3. volunteering at the local, state, or national level.

Selection Criteria

The nominee:

1. is an exceptionally knowledgeable individual dedicated to improving education (e.g. local board member, Parent/Teacher Association member, policymaker);
2. goes above and beyond the call of duty;
3. is supportive of the learning environment;
4. is recognized for his/her active and useful role as a volunteer.

Nomination Process

Nominations may be initiated by: school administrators, supervisors, teachers, students, former students, community members, colleagues, parents, education related organizations such as PTA/PTO, Michigan Student Council Association, MASB, MASA, MAISA, MSBO, MANS, and community organizations, etc.

The nomination portfolio should include:

- a) a completed nomination form (see Attachment A);
- b) a copy of the nominee's current resume;
- c) an essay that provides examples of the nominee's performance as a volunteer in one or more of the following areas (the essay may not exceed two pages double-spaced using no smaller than 12-point type and one-half inch margins):
 - (1) leadership in developing education policy,
 - (2) positively impacting the education system, or
 - (3) contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or other significant leadership or community organizations; or
 - (4) volunteering at the local, state, or national level.

- d) a minimum of three and a maximum of five one-page letters of support from teachers, students, former students, community members, board of education members, colleagues, and others that demonstrate why this person deserves this award.

The complete original nomination portfolio must be **received** by the State Board of Education **by August 14, 2009**. Please do not use folders, notebooks, report covers, or other materials that add to the expense of mailing and copying.

Eileen Hamilton
State Board of Education Office
Fourth Floor, John A. Hannah Building
608 West Allegan
P.O. Box 30008
Lansing, Michigan 48909
517/373-3900

Selection Process

The selection process will involve a panel including members of the State Board of Education and Michigan Department of Education staff.

Members of the panel should NOT include individuals who know the nominee either personally or professionally.

Recognition

Recognition will occur at a State Board of Education meeting.

Symbol of Recognition

A special award will be presented to the recipient of the Dorothy Beardmore Service to Education Award.

The nominees who are not chosen for the award will receive a letter of recognition from the State Board of Education President.

Time Line

See Attachment B.

Checklist for Submitting a Dorothy Beardmore Service to Education Award Nomination

See Attachment C.

**Dorothy Beardmore Service to Education Award
Nomination Form
2009**

County _____

Nominee Information

Name _____

Organization/Location
of Volunteer Activity _____

Address _____
(street)
_____ (city, zip code)

Phone Number _____

Email Address _____

Total Years of
Volunteerism _____

Nominator Information

Name of Nominator _____

Relationship to Nominee _____

Nominator's Email
Address _____

Nominator's Phone
Number _____

Signature and title of
nominator _____

Date _____

2009 Dorothy Beardmore Service to Education Award Timeline

- June 24 News/web release announcing the award
- E-mail announcement to school administrators, supervisors, teachers, students, former students, community members, colleagues, parents, education related organizations such as PTA/PTO, Michigan Student Council Association, MASB, MASA, MAISA, MSBO, MANS, and community organizations, etc.
- Award guidelines and form accessible on the Michigan Department of Education web site.
- August 14 Nomination portfolios due to:
- Eileen Hamilton
 State Board of Education Office
 Fourth Floor, John A. Hannah Building
 608 West Allegan
 P.O. Box 30008
 Lansing, Michigan 48909
 517/373-3900
- August 24-28 Selection panel meets to review portfolios and select awardee
- September 9 Announcement of the awardee at the State Board of Education meeting

Checklist for Submitting a Complete 2009 Dorothy Beardmore Service to Education Award Nomination

The complete nomination portfolio will include:

- _____ Completed nomination form
- _____ Nominee's current resume, including
 - a) volunteerism history
 - b) awards and other recognition received
 - c) membership in organizations
- _____ An essay describing the nominee. The essay should not exceed two pages double spaced using no smaller than 12-point font and half-inch margins. The essay should provide examples of the nominee's performance in the following areas:
 - a) providing volunteer leadership in developing education policy, or positively impacting the education system; or
 - b) contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or significant leadership or community organizations; and
 - c) volunteering at the local, state, or national level.
- _____ A minimum of three and a maximum of five one-page letters of support from teachers, students, former students, community members, local board of education members, colleagues, and others.

Questions regarding the nomination process may be addressed to:

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