



## PENN MANOR SCHOOL DISTRICT

P.O. Box 1001 • Millersville, PA 17551-0301

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An Equal Opportunity Employer

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January 5, 2015

Dear Students, Parents/Guardians, Colleagues:

The Penn Manor School District is seeking nominations for the **Outstanding Educator Awards** which will be presented later this school year to one elementary and one secondary teacher. Nominations are being solicited from parents/guardians, students, and colleagues in the Penn Manor School District.

Nominations for these awards are open until **February 27, 2015** and should be based on the teacher's ability to promote academic growth in his/her students and for outstanding pupil-teacher relationships. A person may nominate one elementary teacher, one secondary teacher or both. The nominee must presently be employed by the Penn Manor School District.

Letters of recommendation may address the following prompts: 1) Please describe how the nominee has impacted and/or inspired students academically and socially. 2) How has the nominee supported and promoted the school community? 3) Describe additional personal attributes that make this individual an outstanding nominee for this award. All forms should be signed and mailed to:

Outstanding Educator Award Committee  
Administrative Offices  
Penn Manor School District  
P. O. Box 1001  
Millersville, PA 17551-0301  
OR  
submitted to any Penn Manor Building Principal

Each teacher will be informed of his/her nomination, but will not be told who nominated him/her or shown the letters. Therefore, if you want the teacher to be aware of your action on his/her behalf, you may wish to drop the teacher a note or send a copy of your letter. Teachers always appreciate knowing how others feel about their efforts. Final selections for these awards will be made by the Outstanding Educator Committee composed of District Administrators and School Board Members. Names of award winners will be made public in April.

Congratulations again to last year's Outstanding Educator Award winners:

**John A. Matusek, Jr., Eshleman Elementary School**  
**Neil B. Fellenbaum, Penn Manor High School**

Thank you for your continued support. It is the cooperation between the home and school that makes Penn Manor the fine school district it is today.

Sincerely,

Vickie L. Hallock, Co-Chairperson  
The Outstanding Educator Committee

Cheryl A. Shaffer, Ed.D., Co-Chairperson  
The Outstanding Educator Committee