



PENN MANOR SCHOOL DISTRICT

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

Phone (717) 872-9500 • Fax (717) 872-9505

www.pennmanor.net

An Equal Opportunity Employer

Michael G. Leichter, Ed.D.
Superintendent
mike.leichter@pennmanor.net

January 5, 2015

Dear Staff Members, Students, Parents/Guardians:

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

Nominations for these awards are open until **February 27, 2015** and should be based on the staff member's ability to support the educational program and the quality of his/her relationships with staff and students. A person may nominate one elementary staff member, one secondary staff member 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 Employee 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 staff member 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 person to be aware of your action on their behalf, you may wish to drop the person a note or send a copy of your letter. Final selections for these awards will be made by the Outstanding Employee 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 Employee Award winners:

**Central Manor Cafeteria Staff, Marie Duke, Donna Falk, Kathy Gery, Faye Sangrey
Patricia A. Frey, Marticville Middle School**

Thank you for your continued support.

Sincerely,

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

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