

Appendix A: Board Awards Terms of Reference

1. Share the Mission Award

The Board appreciates the diligent efforts made by community members, parents, students, and staff members in achieving the division's mission statement, goals, and objectives. As a result, the Board wishes to bestow the Share the Mission Award, a prestigious award that recognizes:

- Outstanding service offered for the benefit of our students, our schools, or our community
- Rising to demanding challenges and setting new standards for the rest of us to follow
- Contributions, through their actions and deeds, which enhance the Catholic atmosphere of our schools and parishes
- Involvement and leadership in community/parish organizations

Procedures

1. The Board will request nominations for the Share the Mission Award beginning in March of each year and will make its decision prior to June 30 of that year.
2. Nominations for the Share the Mission Award may be submitted by any member of the Holy Spirit Community to the Superintendent's Office in writing.
3. All nominations must include a description of the service or contribution made by the individual being nominated. Additional endorsements are encouraged.
4. The presentation of the Share the Mission Award will normally be made at the opening school mass for the school year.
5. The Share the Mission Award may be presented posthumously.
6. If there are no nominations found acceptable by the Board or there are no nominations for the award, the Share the Mission award will not be awarded in that year.
7. The Share the Mission award cannot be awarded to the same recipient more than once.

2. Retirement and Long Service Awards

The Board appreciates the contribution made by its employees and trustees to the success of the division and wishes to publicly recognize those employees and trustees that have rendered long- term service.

1. Funds will be budgeted on an annual basis for the recognition of employees that are retiring or who have provided long-term services.
2. For retiring employees, the Board shall:
 - 2.1 Host a retirement banquet to honor retiring employees.
 - 2.2 Present to employees who retire after age 50, and have a minimum of ten years of active service¹ with the Board, a watch or suitable alternative gift.
 - 2.3 Present two complimentary banquet tickets to all those who are retiring.
3. Past trustees will also be recognized at the retirement banquet for their years of service to the division and be provided two complimentary banquet tickets.
4. If an employee retires, and then resumes work with the division, he/she will no longer be eligible for retirement or long service awards.
5. For employees that have provided long service to the division, the Board shall:
 - 5.1 Provide a suitable gift along with a suitably inscribed certificate signed by the Board Chair and the Superintendent.
 - 5.2 Recognize employees for every five-year increment of active service completed with the division. (E.g., 5, 10, 15, 20 years, etc.)

3. Arts Alive and Well in the Schools Award

1. The Board of Trustees will sponsor an award for the “Arts Alive and Well in the Schools” event. The award will be \$100 in value.

4. Edwin Parr Award

1. The Alberta School Boards Association (ASBA) recognizes annually exceptional first-year teachers who display outstanding skills and performance in their initial year.

- 1.1 The school administrators within Holy Spirit Catholic School Division will nominate a worthy candidate that meets the criteria of the Edwin Parr Award to the Deputy Superintendent.
- 1.2 The Deputy Superintendent will put in a process to select the final nominee for Holy Spirit Catholic School Division and put forward that nominee to the ASBA Edwin Parr Award Committee.

5. Other Recognition and Awards

1. Individual schools and the school division often celebrate student and staff achievements and successes throughout the school year. (E.g., Holy Spirit Stars, School Based Recognition, etc.)

References **Section 53, *Education Act***

¹ Effective September 1, 2023, the division calculates a year for an employee as: Active service in Holy Spirit Catholic School Division to a minimum of 140 operational days in a continuous, probationary or temporary contract.