

Goffstown School District Cornerstone Award Description

*The Cornerstone Award Program is a recognition program whereby the Goffstown School District has the opportunity to recognize outstanding achievements by staff members as well as community members working within our schools who have demonstrated **outstanding support of student learning**. This may include job performance and involvement in other district activities as well as volunteer work in service to the school district. This award will recognize individuals whose service has been truly outstanding to the overall educational climate of the school district and who exhibits commitment, good human relations skills, loyalty, dedication and good organizational and work habits.*

Who Can Nominate:

Any staff or community member of the Goffstown School District may submit a nomination for this award.

Who Can Be Nominated:

The school district desires to have the widest possible participation in this program to ensure that every person that is eligible to receive this award has the opportunity to be nominated.

All members of the Goffstown staff and school community who have been employed or dedicated to the district for at least one full school year are eligible to be nominated. The person can work full-time or part-time in any capacity or who have been highly involved in our school district. The minimum one-year of service need not be in just one position. It can be the cumulative total of regular service equal to one year.

When To Nominate:

The deadline to nominate is **12:00PM, Monday, December 2, 2024**. The forms for the Cornerstone Award Program nomination will be posted on the SAU website (<http://goffstown.k12.nh.us>) distributed to all District school locations and administrative offices. If additional forms are needed, contact the SAU Office at 497-4818 or any school in our district.

How To Nominate:

Two forms are required for an individual nomination:

➤ ***Nomination Form:***

This form is used to submit the name of a person you believe is worthy of this award. After completing and signing this form, submit the form to the Planning and Communication Subcommittee c/o the SAU#19 Office by the deadline. Unsigned nominations will not be considered.

➤ ***Supervisor's Form:***

This form must be completed and signed by the immediate supervisor of the person nominated. The nominator should forward this form to the nominee's immediate supervisor. The supervisor will complete and sign the form and forward it to the Planning and Communications Subcommittee, c/o the SAU#19 office by the deadline.

How Individuals Will Be Selected For Recognition:

Nominations received will be reviewed by the Planning and Communications Subcommittee and Superintendent (or designee). The subcommittee will bring the selected nominees to the full Board for their discussion and acceptance no later than the second Board meeting in December.

*The Cornerstone recipient(s) will be recognized and presented with a recognition certificate at Deliberative Session held **February 3, 2025**. These awards may also be recognized at other town events. Each Cornerstone recipients name will be added to a perpetual plaque to be displayed in the Central Office, or rotated during the school year among each school in the district.*

The Goffstown School Board looks forward to the opportunity to recognize these outstanding members of our education team. If you have any questions regarding this program, please feel free to contact the Superintendent's office at 497-4818.

Cornerstone Award Program Categories

- **Category 1** – *Custodial and Maintenance Service Category – Custodians, and maintenance personnel*
- **Category 2** – *Food Service Category – Food service personnel*
- **Category 3** – *Secretarial Service Category – Secretaries, clerical personnel, library assistants, receptionists.*
- **Category 4** *Administration Category – All administrators, principals, vice principals, Superintendent, Assistant Superintendent, Special Education Administration.*
- **Category 5** – *Resource Service Category – Title I instructors, Guidance Counselors, Librarians, Resource teachers, nurses, data processing personnel, communications personnel, resource/staff development personnel, social worker, attendance officer, health aides, nurses, resource officer.*
- **Category 6** – *Community Education – Instruction Service: Adult Basic Education Personnel, Continuing Education Personnel, Community Education Personnel, Alternative School Personnel*
- **Category 7** – *Volunteer Category – All individuals who serve as school volunteers*
- **Category 8** – *Special Education Category – All certified special education staff, All support special education staff*
- **Category 9** – *General Education Category – All certified education staff, All support education staff*

Goffstown School District
Cornerstone Award Nomination

Please indicate which Cornerstone Award Category the nominee represents:

- Custodial and Maintenance Service (Category 1)
- Food Service (Category 2)
- Secretarial Service (Category 3)
- Administrative (Category 4)
- Resource Service (Category 5)
- Community Education (Category 6)
- Volunteer (Category 7)
- Special Education (Category 8)
- General Education (Category 9)

Key criteria include commitment, human relations skills, loyalty, dedication and organization/work skills as they relate to the overall positive educational climate of Goffstown and the magnitude of their contribution to “Advancing Student Learning”.

Nominee’s Name: _____

Nominee’s Address: _____

Nominee’s Phone Number: _____

Nominee’s email address: _____

Present Position Held: _____

Location/Site that this person has contributed to: _____

Directions: Using the back of this form or on a separate sheet, describe in as much detail as possible your reasons for nominating this person for the Cornerstone Award. Please include details, substantiating data, and information on how this nominee has “advanced student learning”. Feel free to attach additional information or supporting documents.

Nominator’s Name (Please print): _____

Signature: _____ Date: _____

*Please submit this Nomination Form to the Planning and Communication Subcommittee c/o the SAU office **no later than 12:00 PM on Monday, December 2, 2024.***

Goffstown School District
Cornerstone Award Nomination
Supervisor's Nomination Form

The following person has been nominated by an individual for consideration of the Cornerstone Award:

Nominee's Name: _____

As the nominee's direct supervisor, please complete the following:

1. Nominee's position within the district:

2. This nominee has worked in the Goffstown School District for the following period of time:

3. His/her duties include the following:

4. **Using the back of this form** or on a separate sheet, please provide any supporting details/data for this nomination.

Supervisor's Name (Please print): _____

Signature: _____ Date: _____

*Please submit this Supervisor's Form to the Planning and Communication Subcommittee c/o the SAU office **no later than 12:00 PM on Monday, December 2, 2024.***