

“Certificate of Appreciation” Program

Goal: To improve student achievement through stronger recognition and encouragement of exceptional work done by front line staff.

We acknowledge that the work of frontline workers is “of utmost importance in our system and has the greatest impact on student achievement”. This is a way to allow principals to have excellent work by the staff members in their schools recognized by the Board without increasing school administration workload. It is important that this program be simple, yet very effective.

This acknowledgement program must:

1. Correspond to our Strategic and Operational Plans
2. Respond to and acknowledge excellence as opportunities arise
3. Be very simple yet extremely effective

One: Correspond to our Strategic and Operational Plans

The criteria for recognition be drawn directly from our Strategic Plan:

- Innovation in the classroom and focus on excellence for every child
- Engage and communicate with Thames Valley students, staff, families and community (Goal 3)
- Establish a culture of belonging, inclusion and respect that results in success for all students (Goal 2)
- Contributions beyond the classroom
- Contributions to school climate
- Staff leadership activities (not formally assigned)

Two: Respond to and acknowledge excellence as opportunities arise

Each principal be awarded the privilege of having two staff members a year recognized as an opportunity arises. There will be no deadline by which the names be put forward. Simply when an occasion warrants, the principal would forward the name to the Director’s office or HR(TBD) with an indication of which area of the strategic plan benefitted by the excellent work and a “Certificate of Appreciation”, signed by the Chair of the Board would be issued to the staff member to

- Acknowledge their exceptional work,
- Say “Thank You”
- Let them know that they are a valued member of our team.

Three: Simple, yet extremely effective

The principal would forward two names during the school year to the Director’s office or straight to HR. The principal would include the name and criteria area in which the staff member has shown exceptional work. The certificate would go out to the staff member’s mailbox in the courier system.