

CASBO

Celebrated Connecticut School Business Official

This award was created to acknowledge the value and contributions of outstanding school business officials. Nominees will be evaluated based upon their contributions to their profession, regardless of the size of their districts and their job titles. This award is meant to honor an individual both for current accomplishments and sustained contributions. It is not intended to be a capstone to the end of a career. Longevity will not be a factor in the nomination or selection process.

Eligibility

- ◆ Full and regular CASBO members (of at least 12 consecutive months prior to nomination) are eligible.
- ◆ Connecticut certified school business administrators (085 or 092 endorsement)
- ◆ Current officers, members of the selection committee, and previous recipients within 5 years of award are not eligible.

Nominations

Nominations may be submitted by full, regular or emeritus CASBO members, or the superintendent or member of the Board of Education of the nominee's district. Self-nominations are acceptable. There are four general criteria outlined and used to select the award winner. A 100 point rubric will be used to evaluate each nomination. The point value assigned to each criteria will appear next to the criteria in the application. When responding, indicate when the accomplishments were achieved and place the most emphasis on accomplishments in the last 5 years (2004-05 schools years on). Be as complete and specific as possible. If all factors are equal, preference could be given to those active in CASBO (up to 5 points). Only supporting information contained in the nomination will be considered. Please do not assume the committee will know information about the nominee. Editorials completed in Word may be cut and pasted into the appropriate boxes (up to 2000 characters per criteria).

- **Criteria 1** - How has the nominee assisted the school entity in maximizing its financial resources? Please describe efforts above and beyond the requisite job responsibilities and indicate why it the efforts were above and beyond the normal duties and responsibilities of a School Business Official.
- **Criteria 2** - Nominee's implementation of innovated projects or practices
- **Criteria 3** - Professional contributions & activities such as:
 - Involvement in professional associations
 - Participation in activities on local, state, national and/or international level
 - Professional credentials including degrees held, dates received (request for most recent 5 year criteria does not apply here)
 - Continuing education course work done
 - Articles, books, papers and other published projects
 - Formal speaking engagements or presentations within or outside the context of employment
- **Criteria 4** - Community service & activities
- If all factors are equal, preference could be given to those active in CASBO.

Nominations must be submitted online only by **March 26, 2010**. The link is available on the CASBO website and below:

<http://www.surveymonkey.com/s/CFML5CT>

If you have questions, please contact Executive Director Sharon Bruce at (860) 519-0023 or ssbruce@comcast.net.

Selection Process

Selection of the Celebrated Connecticut School Business Official will be completed by May 15. The selection committee will be comprised of at least 3 members of CASBO leadership, and up to two representatives from CAPSS and/or CABA. All nominees will be notified by the committee of the decision. The decision of the committee is final.

Award

The Celebrated Connecticut School Business Official will be recognized at the annual CASBO Institute with a special presentation of the award and in his/her own district at a Board of Education meeting or other event deemed appropriate. S/he will receive a complimentary Institute registration and two complimentary President's Dinner tickets for a guest and the nominator to be present at the ceremony. Additionally, a vendor-sponsored scholarship will be awarded to a graduating high-school student in his/her district. The Celebrated Connecticut School Business Official will be communicated to the Connecticut State Board of Education for consideration of additional recognition.

Scholarship

The Celebrated Connecticut School Business Official will be notified promptly of the decision so that a scholarship recipient may be selected. The scholarship recipient will be selected at the awardee's discretion using the following criteria and restrictions:

- Acceptance at an accredited institution of higher education
- Academic achievement
- Community service
- Student must not be related to awardee
- If all factors are equal, preference should be given to students pursuing a business degree

Awardee Requirements

The awardee will be asked to submit a biography of not more than 100 words along with a professional photograph to be used for publicity purposes in any manner CASBO may consider appropriate.

THANK YOU TO ING
THE AWARD INCLUDES A \$1,000 SCHOLARSHIP
PROVIDED BY ING FINANCIAL SERVICES TO BE
GIVEN TO A GRADUATING HIGH-SCHOOL
STUDENT IN THE CELEBRATED CONNECTICUT
SCHOOL BUSINESS OFFICIAL'S DISTRICT.