



MARIN COUNTY OFFICE OF EDUCATION

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January 2017

MEMORANDUM

To: DISTRICT SUPERINTENDENTS & MCSBA TRUSTEE REPRESENTATIVES

From: GOLDEN BELL COMMITTEE

Subject: **ANNOUNCING THE 2017 GOLDEN BELL AWARDS CEREMONY**

The annual Golden Bell Awards Ceremony is Thursday, May 25, 2017 at Dominican University in San Rafael. This celebratory event is a wonderful opportunity to honor public education in Marin County. On this special afternoon our community is able to come together and offer recognition to certificated teachers, classified staff, as well as present awards to an exemplary educator, classified employee, teacher, and trustee.

This letter includes specific information regarding each award and access to the required selection/nomination forms. Upon approval of the district superintendent or designee, all forms are to be electronically submitted to the Marin County Office of Education by **Friday, March 10, 2017**.

We thank you in advance for your help with identifying local educators for this wonderful celebration of education in Marin County. If you have any questions, please contact Raquel Rose, Marin County Office of Education Golden Bell committee member (415-499-5891).

2017 TIMELINE

DATE	ACTIVITY
January 2017	Golden Bell forms sent to Superintendents <ul style="list-style-type: none">Certificated Teacher Selection FormClassified Support Staff Selection FormEducator of the Year Nomination FormClassified Employee of the Year Nomination Form
February 2017 (optional)	Nominations approved by/presented to district Board of Trustees
March 10, 2017	Deadline to submit forms
April 2017 (TBD)	Marin IJ Reception for Certificated Teacher honorees Marin County Office of Education
May 25, 2017 – 4:30 p.m.	Golden Bell Awards Ceremony Dominican University – Angelico Hall

2017 GOLDEN BELL AWARDS RECOGNITION INFORMATION

Recognition of Certificated Teachers

- Background:** Districts may select one outstanding certificated teacher per school for recognition at the Golden Bell event.
- Process:** The procedure for selection will be at the discretion of individual districts.
- Requirement:** Districts must complete a *Certificated Teacher Selection Form* for each teacher selected for recognition.

Recognition of Classified Support Staff

- Background:** Districts may select to honor outstanding classified support staff, administrative assistants, paraeducators, or any other employees except certificated and administrative personnel. Please refer to the Nomination Allocation document which identifies the number of support staff honorees each district may select.
- Process:** The procedure for selection will be at the discretion of individual districts.
- Requirement:** Districts must complete a *Support Staff Selection Form* for each classified/certificated support personnel selected for recognition.

Recognition of Educator of the Year

- Background:** Nominations may be a site, district, or county administrator. Factors that should be taken into account include length of service, leadership in both the district and in countywide efforts, and other honorable accomplishments.
- Process:** A district may nominate up to two educators. The awardee is selected by a committee comprised of past award recipients.
- Requirement:** The *Educator of the Year Nomination Form* must be completed and submitted with district support.

Recognition of Classified Employee of the Year

- Background:** Districts may select to honor exceptional classified employees.
- Process:** A district may nominate up to two classified employees. The awardee is selected by a committee comprised of past award recipients.
- Requirement:** The *Classified Employee of the Year Nomination Form* must be completed and submitted with district support.

If you have any questions, please contact Raquel Rose, Marin County Office of Education, (415-499-5891).