



# The Holly Jack Outstanding Service Award

Presented by the Illinois Association of School Boards  
to recognize exemplary service by district employees  
who do the work of the School Board Secretary

This award was created in 2009 to honor the memory of Holly Jack, a long-time employee of the association who served as an IASB Field Services Administrative Assistant and was instrumental in promoting and developing the secretaries' program that is offered at the annual conference. The purpose of the award is both to honor Holly's contribution and memory and to recognize the extraordinary work and service provided by secretaries who serve and assist their local Boards of Education. The award will be presented at the IASB/IASA/IASBO annual conference in Chicago.

The Illinois Association of School Boards invites you to nominate your local district employee (Superintendent's Secretary, Superintendent's Administrative Assistant, School Board (recording) Secretary, etc.) who does the work required of the School Board Secretary by *The School Code* of Illinois.

To be eligible for the award an individual must be a district employee, and have been employed in that position, either by your school district or another, for a minimum of 5 years.

While it is not necessary to address each of the criteria identified below, the nominee should demonstrate the characteristics similar to those shown by Holly Jack in her work with school districts.

- Performance – Performs “above and beyond” expectations, always going the extra mile to serve the district's educational staff, school board, community members, and students.
- Initiative – Demonstrates independent problem-solving ability.
- Innovation – Demonstrates imagination in the work environment.
- Staff Development – Strives to empower, embrace, and equip colleagues with the knowledge and resources to achieve their personal goals and reach their professional and personal potential.
- Self-Improvement – Demonstrates a desire to enhance self-value and excellence.
- Passion – Demonstrates a passion for the work and for public education.
- Dedication – Devotes time and energy to improve the quality of life for others in the educational community and the quality of education in the district.

The Nomination Form must be signed by the Superintendent and the Board President. Additional pages may be added. Letters of support from individuals, either inside or outside the district, may be submitted with the form, but please limit those to a total of 5. The deadline for submitting the documents is September 27.

The winner will be selected by a panel of impartial judges. The selected nominee and the nominating district will be notified immediately of the judges' decision.

For more information contact Judy Williams, 217/528-9688 or 630/629-3776, ext. 1103, [jwilliams@iasb.com](mailto:jwilliams@iasb.com) or Anna Lovern, Director, Policy Services, ext 1125, [alovern@iasb.com](mailto:alovern@iasb.com).

**Deadline September 27, 2013**

# The Holly Jack Outstanding Service Award - 2013

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## Nomination Form

(To be completed by the School Board President and Superintendent)

Name of Nominee \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

Name of School District \_\_\_\_\_

Address \_\_\_\_\_

Superintendent \_\_\_\_\_  
Print Name Signature

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

Board President \_\_\_\_\_  
Print Name Signature

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

How does this nominee demonstrate the selection criteria? (See cover sheet for details.)

- Performance
- Initiative
- Innovation
- Staff Development
- Personal Improvement
- Passion
- Dedication

*It is not necessary to address each of the criteria; however, the judges may take into account the number of criteria addressed when making their decision. Letters of support are not required; however, the judges may take into account the absence of any letters of support when making their decision.*

Please attach additional sheets as needed and any supporting letters up to a maximum of 5 letters and submit to:

Illinois Association of School Boards  
Holly Jack Outstanding Service Award  
2921 Baker Dr.  
Springfield, IL 62703