



## PENN MANOR SCHOOL DISTRICT

P.O. Box 1001 • Millersville, PA 17551-0301

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An Equal Opportunity Employer

**Michael G. Leichliter, Ed.D.**  
Superintendent  
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January 3, 2011

Dear Staff Members, Students, Parents/Guardians:

The Penn Manor School District is seeking nominations for the **Outstanding Employee Awards**, which will be presented later this school year to one elementary and one secondary support employee. Nominations are being solicited from parents/guardians, students, and staff members in the Penn Manor School District.

Nominations for these awards are open until **February 28, 2011** and should be based on the staff member's ability to support the educational program and the quality of his/her relationships with staff and students. A person may nominate one elementary staff member, one secondary staff member or both. The nominee must presently be employed by the Penn Manor School District.

Letters of nomination need not be lengthy. They should simply name the person and the school in which the nominee presently is working and indicate why you feel this person is a worthy candidate for this award. If you wish, just complete the attached form and submit it to the Outstanding Employee Committee, or send an e-mail to [ellen.pollock@pennmanor.net](mailto:ellen.pollock@pennmanor.net). Letters, forms, and e-mails will be considered equally. All letters and forms should be signed and mailed to:

Outstanding Employee Award Committee  
Administrative Offices  
Penn Manor School District  
P. O. Box 1001  
Millersville, PA 17551-0301

OR submitted to any Penn Manor Building Principal

Each staff member will be informed of his/her nomination, but will not be told who nominated him/her or shown the letters. Therefore, if you want the person to be aware of your action on their behalf, you may wish to drop the person a note or send a copy of your letter. Final selections for these awards will be made by the Outstanding Employee Committee composed of District Administrators and School Board Members. Names of award winners will be made public in April.

Congratulations again to last year's Outstanding Employee Award winners:

**Louise W. Aument, Eshleman Elementary School**  
**Edward R. Saxton, District Maintenance Building**

Thank you for your continued support.

Sincerely,



The Outstanding Employee Committee  
Ellen Pollock, Chairperson

**Christopher L. Johnston**  
Business Manager  
[chris.johnston@pennmanor.net](mailto:chris.johnston@pennmanor.net)

**Ellen Pollock**  
Assistant Superintendent  
[ellen.pollock@pennmanor.net](mailto:ellen.pollock@pennmanor.net)