



Charles County Public Schools

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Superintendent of Schools

Office of Human Resources
301-934-7255
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Nikial M. Majors
Assistant Superintendent of Human Resources

TO: A & S Staff
Principals
Shelley Mackey

FROM: Nikial M. Majors *NMM*
Assistant Superintendent of Human Resources

DATE: August 26, 2021

SUBJECT: Outstanding Vice Principal Award

Attached please find the Charles County Public Schools' Outstanding Vice Principal Award form and information. Your help in publicizing and participating in the program to ensure its success is appreciated.

To be eligible, the nominee must have a minimum of three (3) years of experience as a vice principal with Charles County Public Schools and have not been the recipient of this award in the past five (5) years. Please post this notification in a highly visible place.

Nomination materials must be submitted by email to rdibenedetto@ccboe.com and include the following:

- A nomination cover page listing the contact person and committee members
- A brief history of nominee's career to include dates, location, and positions held
- A description of contributions in the nomination criteria areas
- A maximum of twenty (20) current statements of support, including one from the school principal

The Office of Human Resources must receive all nomination materials no later than **3:00 p.m. on February 28, 2022**. Nominations may be submitted by school system employees, students, and parents. Employees may not nominate themselves.

If you have any questions, please contact Ramona DiBenedetto at 301-934-7242 in the Office of Human Resources.

PLEASE POST

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24-hour information line: 301-934-7410