



San Mateo County School Boards Association



## Kent Award Guidelines

The J. Russell Kent Awards are designed to recognize and publicize outstanding programs in San Mateo County public schools. The award program provides an opportunity for districts to share their unique and excellent programs with other educational groups and to learn about other county-wide educational efforts.

Nominations are now open for the 26th annual J. Russell Kent Exemplary Program Award. All districts are encouraged to send in nominations of outstanding programs. The awards will be presented in May 2008.

### NOMINATION RULES

1. In order for programs to be accepted for consideration, the following conditions must be met:

- Member district must have paid their dues to the San Mateo County School Boards Association by December 15, 2007.
- Nominated programs must have been implemented and be fully operational (planning time excluded) for two full years. Long-standing programs may also be considered.

2. Applications must be received and/or postmarked by **JANUARY 18, 2008**.

3. Categories:

- **Classroom Programs:** Each district with enrollment under 2000 may submit one (1) application. A district with enrollment over 2000 may submit two (2) applications. The San Mateo County Community College District and the San Mateo County Office of Education shall each be considered a single district.
- **Innovative/unique Non-classroom Programs.** Each district may submit one application.
- **Joint District Programs.** Each district may submit one application. Participating districts must submit applications jointly. *This application is separate and does not count in either of the above two categories.*

4. Programs must be open to site visits during the months of February and March.

5. Award categories: There is one award level. Please see the evaluation procedure #1 below and the enclosed scoring form regarding qualification for the award.

## **APPLICATION PROCEDURE**

1. Each application must be submitted on the attached application form (or a copy of same) and must include:

- A description of the program with the program name as a heading. Please address the enclosed criteria/scoring rubrics in your description.
- A paragraph of 100 words or less describing the program as you would like to see printed in the Kent Award brochure should it qualify.

**2. All applications must be reviewed and signed by the superintendent and board president.**

3. Send completed applications to: **Carrie Dubois, 2021 Carmelita Drive, San Carlos, CA 94071** or via email to ***cdubois@cbnorcal.com***.

## **EVALUATION PROCEDURE**

1. Entries will be scored according to the enclosed rubric. A committee selected by the Executive Board will do the paper evaluative screening. To qualify for an award, nominations must receive a minimum score of sixteen (16) out of a total of 24 possible points.

2. Site visits during February and March 2008 will verify the information submitted.

3. The SMCSBA Executive Board will make a final review and applicants will be notified by letter whether or not they have received an award. The superintendent will be notified by letter of the status of his/her district's application(s).

If you have any questions regarding the process, please contact Liz Gindraux at (650) 348-2701 or via email at *lizgindraux@comcast.net.com* or Carrie Dubois at (650) 766-9069 or via email at *cdubois@cbnorcal.com*.

Thank you for your participation.

**DEADLINE FOR APPLICATIONS**  
**January 18, 2008**