

**THE LIMESTONE DISTRICT SCHOOL BOARD**  
**THE J.C. McLEOD EXCELLENCE IN TEACHING AWARD**

**Terms of Reference**

**1.0.0 Background**

1.1.0 J.C. (Colin) McLeod was the Director of Education for the Lennox and Addington County Board of Education from 1969 to 1983. He recognized and rewarded excellence in teaching throughout his time as director and on his retirement, he established a fund to continue this focus.

**2.0.0 Awards**

2.1.0 The J.C. McLeod Excellence in Teaching Award will recognize the outstanding contribution of individual Limestone District School Board teachers to classroom instruction or the improvement of classroom instruction.

2.2.0 The Award consists of a plaque engraved with the names of the successful candidates, one from each of the elementary and secondary school panels.

2.2.1 The plaque shall be displayed in the Education Centre.

2.3.0 Each Award shall be presented at the June Board Meeting. The award recipient can also be recognized at the site where they are actively engaged.

2.4.0 Each recipient of the Award shall receive:

2.4.1 The recognition of having his or her name engraved on the Award;

2.4.2 A suitably framed "Excellence in Teaching" certificate.

2.4.3 A sum of money which represents one half of the balance of the annual interest accrued after the cost of administering the Award has been deducted, shall be donated in the name of the award winner to his/her school for the purchase of resource materials.

**3.0.0 Nominations**

3.1.0 The Board shall send requests for nominations to its Principals and Trustees by the last week of April, each year.

3.2.0 Nominations on behalf of teachers who have exhibited exemplary professional practices for many years, shall be elicited from School Councils, Trustees or from individuals interested in education.

3.3.0 Each nomination form shall contain a sketch of the personal background of the nominee and a complete and detailed account of his/her contribution to education in Ontario and specifically, in the Limestone District School Board or its predecessor boards.

3.3.1 Each nomination shall include a citation to be read at the presentation. The citation shall be edited by staff at the nominating school and submitted on one 8.5" x 11" page, double spaced, and in Times New Roman 12 point font with standard margins.  
**Please send an electronic version.**

3.4.0 Nominations shall be submitted to the Executive Assistant to the Director annually by no later than the end of May.

**4.0.0 Selection Committees**

4.1.0 The Selection Committee shall consist of the three Trustees elected to the Awards Committee. The Associate Superintendent of Safe and Caring Schools shall act as the staff liaison, as needed.

5.0.0 **Decisions**

5.1.0 The decision of the Selection Committee shall be final.