

# 2012 KAY E. JACOBS AWARD



## Background

The Kay E Jacobs Memorial Award recognizes excellent educational leadership of a female MASA member who has five or fewer years of central office experience.

In 1983, MASA established the Kay E. Jacobs Memorial Award to recognize women in education administration. In 1988, the Board of Directors reviewed the award criteria and, after considerable discussion, voted unanimously to expand the opportunity for nomination to both women and men. This year, the award will once again be presented to women only. Kermit Eastman, 1982-83 President of MASA, sponsors the award.

Kay Jacobs was the Assistant Superintendent for the Mahtomedi Schools at the time of her death in an auto accident, in March 1979. She was a four-year MASA member, serving on the Legislative Committee and as Chair of Management Concerned for Public Education. In January, 1979, the MASA President appointed her to serve on the Metropolitan Ad Hoc Legislative Committee, working with the Minnesota School Boards Association.

Kay belonged to Phi Kappa Phi, Phi Delta Kappa, and SCOLIA. She was a member of the American Association of School Administrators and the American Educational Research Association. As a member of the Minnesota Association for Supervision and Curriculum Development, she served as Director of the Executive Board, and chaired the State Board/State Department of Education Committee.

Just before her death, she was nominated through a national screening process for membership in the 38th Annual Superintendents Work Conference at Teachers College, Columbia University. This is a distinct honor because only 45 outstanding chief school officers from school systems throughout the United States had been invited to participate.

## Selection Criteria

The nominee:

1. Must have demonstrated the attributes of leadership and involvement in MASA and other educational organizations as did Kay E. Jacobs prior to her death.
2. Must be an active or associate female member of the Minnesota Association of School Administrators.
3. Must have ten years or less of central office experience.

## Selection Procedure

1. Individuals may nominate themselves or be nominated by any MASA member.
2. Applications must be filed by January 9 on the approved nomination form.
3. The Executive Committee will review the nomination form which may be accompanied by a maximum of three (3) letters of support and select the recipient no later than February 1.
4. The recipient will be contacted prior to Spring Conference.

## The Award

1. The award will be presented during the MASA annual Spring Conference.
2. A large plaque with an engraving of Kay Jacobs, listing each winner, will be displayed in the President's Conference Room of the MASA office.
3. The recipient will receive a smaller plaque.
4. A news release will be distributed to pertinent media in the coverage area of the recipient.

Our Common Agenda:



— Children —

**Minnesota Association of  
School Administrators**

1884 Como Avenue  
St. Paul, MN 55108  
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(866) 444-5251  
FAX (651) 645-7518  
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**2012 Kay E. Jacobs Memorial Award  
Nomination Form**

Date \_\_\_\_\_

Nominee's Name \_\_\_\_\_  
Last First Initial

Present Employer \_\_\_\_\_ School District No. \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip

Business Phone (\_\_\_\_\_) \_\_\_\_\_ Starting Date, present position \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ District Size (Student Population) \_\_\_\_\_

FAX (\_\_\_\_\_) \_\_\_\_\_

Number of Employees you supervise: Licensed \_\_\_\_\_ Classified \_\_\_\_\_

Present job title \_\_\_\_\_

Name of person who supervises you \_\_\_\_\_

Brief description of work responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Media Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**Education:**

College or University	Location	Dates Attended	Degree	Major
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Description of administrative license held \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Letters of Support**

(Not more than three letters of support may accompany the nomination form.)

**Personal Career Goals**

Please explain your career goals as you perceive them now.

Please list major professional, civic, social and political organizations of which you have been a member, offices held, honors and awards. (Limit to last five years.)

Please cite what you consider the most significant contribution you have made to your community or professional field. State why you feel it was significant.

**Signature**

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Applicant or Nominator Signature

Date

**Please Mail Application/Nomination by January 9th To:**

MASA Awards  
1884 Como Avenue  
St. Paul, Minnesota 55108

Phone (651) 645-6272 (866) 444-5251  
FAX (651) 645-7518  
Email <aranallo@mnasa.org>