

2008 KAY E. JACOBS AWARD



Background

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. 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 member of the Minnesota Association of School Administrators.
3. Must have five years or less of central office experience, not serving more than five years as a superintendent.

Selection Procedure

1. Individuals may nominate themselves or be nominated by any MASA member.
2. Applications must be filed by January 31 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 March 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.



**2008 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 _____

Please list articles and/or books you have had published.

Title	Publisher or Periodical	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Experience

(Start with immediate past position and work back. Include Full-Time, Administrative Employment only. If necessary, attach additional sheets.)

- A. Dates of employment (month, year) From _____ To _____ Sch. Dist. # _____
Title of Position _____
Number of Employees Supervised: Licensed _____ Classified _____
Full Name of Employer _____
Address _____
Street City State Zip
Name and Title of Immediate Supervisor _____
Brief Description of Your Work _____
- B. Dates of employment (month, year) From _____ To _____ Sch. Dist. # _____
Title of Position _____
Number of Employees Supervised: Licensed _____ Classified _____
Full Name of Employer _____
Address _____
Street City State Zip
Name and Title of Immediate Supervisor _____
Brief Description of Your Work _____
- C. Dates of employment (month, year) From _____ To _____ Sch. Dist. # _____
Title of Position _____
Number of Employees Supervised: Licensed _____ Classified _____
Full Name of Employer _____
Address _____
Street City State Zip
Name and Title of Immediate Supervisor _____
Brief Description of Your Work _____

(more)

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

Applicant or Nominator Signature

Date

Please Mail Application/Nomination by January 31st To:

MASA Awards
1884 Como Avenue
St. Paul, Minnesota 55108

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FAX (651) 645-7518
Email <members@mnasa.org>