



**PURPOSE & PROCEDURE FOR DESIGNATED PERMANENT ENDOWMENT
SEIFFERT FAMILY TEACHER APPRECIATION FUND**

1. DESCRIPTION: The Seiffert Family Teacher Appreciation Fund has been established to honor exceptional teachers at Hempstead High School in Dubuque, Iowa. The Seifferts are a family of educators. Bill Seiffert taught sociology at Hempstead for 37 years, retiring in 2010. His wife, Deb, was the librarian at Northeast Iowa Community College for 36 years, retiring in 2016. Their son, Andrew, is a music and social studies educator, and his wife, Alex, is a special education instructor, in Minnesota. Their daughter, Betsy, formerly an engineering professor in Florida, is now a research scientist at the Livermore National Research Lab in California. It is the Seiffert family wish to recognize educators who have gone above and beyond their job description to reach students and support their learning.

2. PURPOSE: The purpose of the Seiffert Family Teacher Appreciation Award is to recognize exceptional teachers at Hempstead High School with an annual award. Starting in the spring of 2019, the recipient of this award will receive a \$1000 gift that they will be able to use to enhance their professional development or classroom, as an acknowledgement of their expertise and service both in and out of the classroom. This award is not renewable.

3. ELIGIBILITY REQUIREMENTS FOR AWARD RECIPIENTS:

- Must be a full time certified classroom instructor at Hempstead High School in Dubuque, Iowa.
- Must be nominated by a current Hempstead student, parent, any current building administrator or staff, and staff and student alumni.
- Must have taught full time at Hempstead for a minimum of three years. (Recipients become eligible in their fourth year of full time teaching.)
- Nominees not selected for the Award in any given year will remain eligible for the Award for the next two years. If, after two years and the nominee is not selected for the Award, they will need to be renominated to remain eligible. The person(s) who made the initial nomination can update or supplement their nomination at any time during the next two years. The nominee may also update their application any time during the two years.

4. RECIPIENT SELECTION: A Selection Committee shall be established by Hempstead High School to review applications and render recommendations for distribution of Award(s). In the event that Hempstead were to close or merge, the Award would continue to benefit a deserving teacher from a similar school.

In the following situations the nominee either needs to refuse the award or recuse themselves from the selection committee: if a nominee should be a direct descendant of a member of the selection committee; if a member of the selection committee is nominated, or if the advisor of student government or the national honor society is nominated. In all cases the Selection Committee should appoint a replacement if a member recuses themselves. In addition, if a member of student government or the national honor society makes a teacher nomination, they cannot serve on the committee.

The Selection Committee shall be made up of five members, representing the teaching staff, students, and school culture. Suggested committee members are noted below:

- A building administrator
- A content leader
- A counselor
- A member of student government
- A member of the National Honor Society

The Selection Committee shall serve for one year at which time a new team of five would be designated. A Committee member may serve only once every three years. No member of the Selection Committee can make a nomination in the grant year in which they are serving.

5. RECIPIENT REPORTING: The Selection Committee shall report the grant award information to the Foundation for Dubuque Public Schools and the Seiffert family within two weeks of the decision.

6. PRESENTATION: A representative of the Seiffert family will present the Award to the winner during Senior Award Night. The winner shall be kept confidential until the time of the official announcement.

7. DISBURSEMENT OF AWARD: The award winner may choose any one or combination (up to a maximum of three separate choices) of the seven avenues identified as suitable for disbursement of the funds. All funds must be designated for disbursement by December 1 of the Award year.

Options for Seiffert Family Teacher Appreciation Award

- Honor a teacher at Hempstead and they use the money awarded to them to purchase items for their personal use in the classroom.
- Honor a teacher at Hempstead and they use the money awarded to them to purchase items for their department such as guest speaker, professional development seminar, etc.
- Honor a teacher at Hempstead and they use the money awarded to them to purchase items that would benefit students in the classroom such as software, novels, manipulatives, etc.
- Honor a teacher at Hempstead and they put the money awarded to a program they feel strongly about at Hempstead. It could be a club, organization, team, etc.
- Honor a teacher at Hempstead and they put the money awarded to a program they feel strongly about in the district.
- Honor a teacher at Hempstead and they put the money towards a speaker/presenter for the student body.
- Honor a teacher at Hempstead and they may donate the money to a non-profit of their choice. This will be handled through the Foundation for Dubuque Public Schools accounts and not deposited or expensed using School District accounts.

NOTE: Tangible goods purchased using the above funds are District property and if the staff member changes rooms or schools, the building Principal will decide if the items will move with the staff member or stay in the assigned room.