

MONTGOMERY COUNTY PUBLIC SCHOOLS
MARK MANN EXCELLENCE AND HARMONY AWARD
2025-2026

AWARD OVERVIEW

The Mark Mann Award, established in 1991, honors Montgomery County Public Schools (MCPS) principals who excel in promoting academic excellence, positive human relations, and community outreach. These qualities were exemplified by Mark Mann, a former principal of Parkland Junior High School, who died in 1988.

ELIGIBILITY CHECKLIST

The nominee:

- ☐ Is a current principal in MCPS.
- ☐ Has a minimum of two years' experience as a principal in MCPS.
- ☐ Is not a previous recipient of this award.

(Previous nominees who did not win may be re-nominated.)

NOMINATION CHECKLIST

- ☐ Nomination Packet Cover Sheet
- ☐ Professional Biography
- ☐ Professional Resume
- ☐ Evidence Supporting the Award Criteria
- ☐ Letters of Support

QUESTIONS

If you have any questions about this award, contact Arelis Burke at
Areliis_A_Burke@mcpsmd.org.

NOMINATION DETAILS

The nomination package must include the following materials arranged in the order listed below. Submission documents must use the Times New Roman 12-point font.

Nomination Cover Sheet

The cover sheet template is included in this document. The nomination cover sheet must be completed in full and include all designated signatures.

Professional Biography

A 200-word biography written to highlight the nominee's professional accomplishments.

Professional Resume

The resume should include:

- Complete work history – including previous positions held and dates worked
- Educational background – including degrees earned, majors and universities/colleges attended
- Honors received and/or other significant achievements

Evidence Supporting the Award Criteria

Maximum of one page for each of the following focus areas that details how the principal promotes:

- Academic Excellence for All Students
- Positive Human Relations
- Community Outreach

Letters of Support

A maximum of four letters of support detailing why this principal should be the winner of the Mark Mann Excellence and Harmony award. The letters of support should focus on the award criteria and include compelling information that showcases the principal's excellent qualities. Statements of support can be written by staff members, students or community members. Each letter should be no longer than one page.

NOMINATION SUBMISSION

Nomination Deadline

All nomination packets must be received **by midnight, Friday, December 12, 2025**. Only complete packets will be considered. Nomination packets received after the deadline will not be considered.

How to Submit

Nomination packets must be emailed to Arelis Burke, Division of Family and Community Engagement at Arelis_A_Burke@mcpsmd.org subject line: Mark Mann Excellence and Harmony Award

ADDITIONAL INFORMATION

Nominations may be submitted by staff, students, former students, parents, administrators or the general public. Principals may not nominate themselves. Nominees may be asked to contribute to the development of the nomination packet. Nominators should work with school and community members to create a strong application package.

A committee of MCPS administrators will review all nominations and recommend finalists. For each finalist, the selection committee will interview the finalist, groups of students, staff and community members. The selection committee will recommend a nominee to receive the award.

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NOMINATION PACKET COVER SHEET

Nominee's Information

Name: _____

Employee ID #: _____

Home Address: _____

Phone Number: _____

Years as Principal at Current School: _____

Nominee's School Information

School Name: _____

Phone Number: _____

Nominator's Information

Name: _____

Position or Role: _____

Email: _____

Phone Number: _____

Nominator's Signature

Nominee's Signature