



**SADDLEBACK VALLEY EDUCATORS ASSOCIATION**  
**25201 Paseo de Alicia • Suite 150 • Laguna Hills • CA 92653**  
**949-951-5373**

TO: SVEA Unit Members  
FROM: Joyanne Goodfellow, President  
RE: Selection for Your School Site's Teacher of Recognition  
DATE: January 03, 2022

Each SVUSD school site will have the opportunity to honor one of its teachers for exemplary contributions to education on Tuesday, March 22. Each Teacher of Recognition will also have the option of participating in an additional process by which we designate three (3) Teachers of the Year to represent Saddleback Valley Unified School District at the Orange County level.

SVEA Rep(s) will conduct the Teacher of Recognition selection process for your site/school according to the following timeline:

- January 03**     **Nominations are open.** The SVEA Rep. emails timeline to all members. Turn in your nomination by submitting it online (<https://tinyurl.com/TOY21-22>)
- January 10**     **Nominations are closed.** The SVEA Rep. contacts the nominees and provides them with link to Profile Sheets.
- January 14**     The nominees must submit their Profile Sheets using the link provided **by 4:00 P.M.**
- January 18**     The SVEA Rep. email the Profile sheets to all members.
- January 18**     Notify SVEA if your school chooses not to participate by emailing [officemanager@mysvea.org](mailto:officemanager@mysvea.org)
- January 19-  
January 26**     The SVEA Rep. conducts the voting by link to survey/ballot.
- January 26**     The Rep. notifies the candidates of the results. (If a run-off is required, the Rep. notifies the staff about this.)
- January 26-  
February 2**     The SVEA Rep. conducts a run-off election, if necessary.
- February 2**     If there is a run-off, results will be announced.
- March 22**     Save the date: SVEA Teacher of the Year on Tuesday, March 22 for a celebration.