

Superintendent Stephens,

I would like to formally nominate Diana Farley for the Extra Mile Award. I have had the privilege of working with Diana over the last two years that I have been principal at West Haven. Diana is one of the most talented, valuable people I have ever worked with. Weber School District and West Haven are extremely lucky to have her!

- Diana has the technical skills that EVERY office needs! She has created numerous amazing spreadsheets, images, our weekly newsletter, advertisements, and is able to figure out any technical program we use! If I am ever stuck on how to do something with software or other programs, she is my go to. She truly takes every idea we have and makes it better. Just ask Lynn Raymond, Jenny Dennis, and Dave Hales. They noticed some really great enhancements to West Haven's sheet on the Long Term Flexible Learning spreadsheet that all the elementary administrators were using to track students. When they reached out to me about updating all the schools to have the same tools we had added, I let them know that Diana was the person who made all my suggestions (and even more great ideas of her own) come to life on that spreadsheet. Not only did they task her with improving that particular spreadsheet for all elementary administrators, but they have since contacted her on a few other occasions to create or improve other things for them.
 - She has also created an amazing system at our school (involving QR codes, forms, and virtual check in/check out) to reduce contact and we continually have people who come into our building comment about how efficient and safe our setup is.
- Diana is invested in everything she does. During the summer office aides do not get paid to work. Diana did not let that stop her if she knew something needed to be done. She reached out to me constantly to see if she could help with anything. She is organized and proactive! She steps up and takes on new tasks and learning ALL THE TIME! When she was out on quarantine she continued to work from home and helped us with big data tasks that needed to be completed (such as the Roy Cone Project Roar spreadsheet).
- Diana is extremely efficient. Everything I ask her to do gets done way faster than I would ever expect! When I send a project her way, or ask her a question, or make a suggestion, I am always surprised at how quickly she takes things and runs with them. Things that I think would take a day or two are often done within minutes - honestly!
- Diana is kind and helpful. Every person she comes into contact with is treated in a way that makes them feel important and understood. She cares and she shows it!
- Diana is able to have difficult conversations with upset parents or staff, and problem solve. She often takes phone calls and diffuses the situation so that it never even needs to come to me.
- Diana goes the "Extra Mile" every day at West Haven (and for the district anytime she is asked!). I know that West Haven is a better place, and I am a better principal because of Diana and all that she does! She deserves this award 100%.

Sincerely,
Kristi Hancock