

ALAMEDA UNIFIED SCHOOL DISTRICT

Excellence & Equity For All Students

Alameda Unified School District Employee Recognition Program Nomination Form

1. Employee's full name and current position.
2. Name of person submitting the nomination.
3. List which criteria, 1 through 5 that you base your nomination on.
4. Narrative of nominee's contribution. (A narrative of 25 -100 words describing the contribution related to the criteria—**typed preferred**).
5. All nominations should be forwarded to the Human Resources Office – **Attention: Sandy Wong**, Coordinator of Employee and Labor Relations, by the 10th of each month.
6. Winners will be selected and notified by the end of each month.
7. Nominations remain on file for at least one school year.

Employee(s) Nominated Tonya Morgan Position Office Manager

Nominee's Site Island High School

Person Submitting the Nomination Ben Washofsky

Criteria Nominated (numbers) 1,3,4,5

Did you notify employee(s) about nomination? ☐ Yes ☒ No

Narrative:

In the week before school started, [REDACTED] Tonya, on her own helped open school and manage both her position, and make sure all attendance responsibilities were also taken care of, either by supporting the subs [REDACTED] or by taking on the extra responsibilities to ensure that Island High opened smoothly and efficiently. School could not and would not have been able to have the succesful opening it had with out her diligent work.

In the past, she has also volunteered on field trips as a voluntary chaperone. one of the trips is a 4 day 3 night field trip during spring break, giving up her time to help ensure that Island students have the time of their lives. Teacher who leads the trip reported to me: "Nearly all the students noted in the post trip evaluation that Tonya was a significant factor to the success of the trip."