

ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Date: February 12, 2015

To: Nilo Garcia
Lincoln Middle School
1250 Fernside Blvd
Alameda, CA 94501

From: Tim Erwin, Chief Human Resources Officer
Sandy Wong, Coordinator, Employee and Labor Relations

Subject: Employee Recognition Program

Attachment: Nomination Form

Dear Mr. Garcia,

CONGRATULATIONS! You were nominated and selected as a winner in the District's Employee Recognition Program.

At the Board of Education meeting on **Tuesday, March 10, 2015**, you will be formally recognized by the Board of Education and Interim Superintendent McPhetridge for your accomplishments and contributions.

The Board of Education meeting will be held at **Alameda City Hall** located at **2263 Santa Clara Ave, Alameda**. Please join us at **6:30 pm** for the Employee of the Month recognition and celebration.

Please contact Cathy Calais at 510.337.7070 by Monday, March 9, 2015 to confirm your attendance. We look forward to seeing you at the Board of Education meeting. Once again, congratulations on your nomination and win.

Sincerely,



Tim Erwin
Chief Human Resources Officer

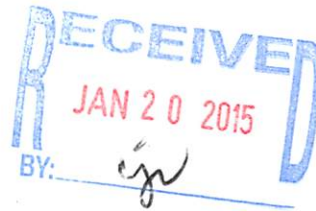


Sandy Wong
Coordinator, Employee & Labor Relations

ALAMEDA UNIFIED SCHOOL DISTRICT

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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 Nilo Garcia Position Head Custodian
Nominee's Site Lincoln Middle School
Person Submitting the Nomination Stephen Amos
Criteria Nominated (numbers) 1, 4, & 5
Did you notify employee(s) about nomination? ☐ Yes ☒ No

Narrative:

Nilo Garcia, our steadfast head custodian, seems to be busy every minute of the day, yet he always takes time to deal with an unusual situation, help us solve a problem, or share a good greeting. He exhibits great versatility on the job even to the degree that he spoke, impromptu, about a situation in his life that helped illustrate a point we were learning in class. Nilo's hard work keeps Lincoln moving and keeps us alive with his positive attitude.