

# 2015 Classified School Employee of the Year Application

## 1. Welcome Page

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Congratulations on your nomination for Classified School Employee of the Year!

This application requires basic information about you and your workplace, a resume, letters of recommendation, and three short essay responses.

The [application guide](#) includes a list of the required information and the three essay prompts. Please read through it before beginning your application.

You must submit a resume, three letters of recommendation and a completed [signature page](#). Upload these files as PDFs at the end of the online application.

You may want to download the [Guidance for Letter Writers](#) to share with the people who will write your letters of recommendation.

Your application is due February 16, 2015.

*Please Note: This form only accepts PDF documents and works best if you use Firefox or Internet Explorer.*

## 2. (untitled)

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## Using the Online Application

### How do I save and continue the application later?

You may save and continue your application later at any point once you have entered the required contact information on the following page.

When you want to leave the form, just advance to the next page and click the "Save and Continue Later" button at the top of the page and type in your preferred email. Note: the form will only save up to the previous page.

You will receive a unique edit link to your application via that email address.

Be sure to use this link when you want to continue your application. **IMPORTANT:** If you re-enter the application from the beginning without using this link, you will create a whole new application.

### How do I navigate the survey?

You can navigate back and forth through the survey by using the "Back" and "Next" buttons at the bottom of the page.

**IMPORTANT:** If you use the arrow buttons in your browser, you will be bumped out of the application. You will still be able to access your partially completed application via your unique edit link.

### How does the word count work?

The word count in this form is different than in Microsoft Word. When you cut and paste into the application, the word counts may not match exactly. You may have to edit your response in the form to conform to the application's word count maximums.

### Why does the formatting look different than what I entered?

The form will convert your essay responses to a standard format to make it easier for reviewers to read. For example, the form will not allow indentations. If you want to create breaks between paragraphs, you must do this with a return.

You must submit your application no later than February 16, 2015.

## 3. Nominee Information

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I work in the following Educational Service District (ESD)

*Don't know your ESD? [check out our interactive state map.](#)*

Northwest ESD 189

Please provide the following information about yourself and where you work:

**First Name**

Linda

**Last Name**

Tate

**Current Position**

Administration Assistant

**Home Email Address**

goldbarlinda@aol.com

**Work Email Address**

ltate@index.k12.wa.us

**Home Street Address**

603 Verlinde Ave

**Home City**

Gold Bar

**Home State**

WA

**Home Zip**

98251

**Home Phone Number (with area code)**

360-793-0461

**School Name or District Department**

Index School District #63

**Principal or Supervisor Name**

Dr. Bette Kokenes

**School District**

Index #63

**Principal or Supervisor Phone (with area code)**

360-793-01330

**Principal or Supervisor Email Address**

bkokenes@index.k12.wa.us

**4. Nominee Background and Education**

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Please provide the following information about your background and education.

Where or with what level of students do you currently work? (check all that apply)

Elementary School  
District Office

Please indicate your highest level of education

High School Diploma

Education and Training (please begin with the most recent)

	School or Program Attended	Degree or Certificate Received	Year Graduated
1	National Food Service Management Institute	Certificate	2003
2	Washington School Information Processing Center	Certificate	2003
3			

Number of years working in education

22

Number of years in current position

17

Do you plan to continue working in the same position next year? If "no," why not?

Yes

**Strengths and Areas of Expertise (please check all that apply)**

School Nurse or Equivalent  
Social Work and/or Family Support  
School Safety  
Child Nutrition  
Grant Writing  
Parent Participation  
Administrative Support

**Your Race/Ethnicity (please check all that apply)**

Caucasian

**5. Essay Instructions**

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**Essay Responses**

Applicants for Classified Employee of the Year are evaluated based on their:

Professional biography  
Outstanding work performance  
Professional leadership and collaboration

Please write essay answers to questions and prompts. You may want to write and edit your essays in word and cut and paste them into the form.

Each question has a word limit. Supplemental materials are not allowed.

**6. Professional Biography**

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**PROFESSIONAL BIOGRAPHY**

**Why do you work in education? How did you prepare for your career? What are your biggest accomplishments? (Maximum word count: 400)**

I find working in education a challenge with many unexpected joyful moments. I do like to travel and enjoy working with most of the summer off. I think that was the draw to starting in education. What I love about my position at the school are the children, parents, and staff. I like to start my day by greeting the staff and the children as they arrive. Every day I try to answer the phone with a smile on my face. I want the parents to feel comfortable leaving their most precious child at the school. I like to help the children with whatever their need may be. Big or small they all know they can come to me and I will drop everything to help them. They are my first priority. At registration each year I have a great opportunity to catch up with each family and set the tone for a wonderful year together. Helping a child become a new reader is rewarding. Working in education is rewarding on so many levels.

How did I prepare for my career? As a pre teen I volunteered at for the Red Cross wrapping Christmas gifts for soldiers during the Viet Nam war. I worked there Monday – Friday 8:00 to 5:00 p.m. for a full summer. After that I worked in a few restaurants and a party store while attending community college. I found I liked learning, working with the public, and I enjoyed a challenge. I am a lifelong learner and this is a great place be challenged and continue learning.

My biggest accomplishment in my working career has been working as a teacher’s aid all the way up to Superintendent Interim. I would like to include raising my two children. Working in education I went from two sons to many sons and daughters over the years. I have always shown children respect and in turn made many friendships and now have second generations choosing to come from out of district into our little school district building.

**7. Outstanding Work Performance**

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## **OUTSTANDING WORK PERFORMANCE**

**How do you exceed expectations? Please provide specific examples of how your work has improved student achievement. (Maximum word count: 800)**

I graduated from Woodway High with a 3.6 GPA. My senior year I began working part-time as a waitperson. I enjoyed working with the public and moved up to day manager. I took on extra shifts at a party store. Children came into my life followed by a divorce. I began working for Seafirst Bank in the Trust Division. I learned many different office skills. I work for Seafirst ten years. My office skills improved and I was an internal auditor.

I was hired by Sultan High School as the one-on-one career fieldtrip person. The position was financed from a grant. I worked with troubled students. At the end of the school year the grant was not funded and the position dissolved. I let the District Office know that I was interested in any opening. Shortly after the office Manager called and offered me summer coverage in the District Office. Fall I was offered two open positions in the district. I went beyond expectations in the district.

I moved to Sultan Middle School as the time out supervisor. From there I was hired as the Registrar. I added responsibilities to include greeting parents and community, learned the Becca bill laws and worked with the Snohomish County Court system, I became President of the Parent's Association. I started a student store that had sales of over \$10,000. annually. The students voted me Mother of the Year in 1993, an award we had not had in previous years. I also was awarded Random Act of Kindness award in 1995.

I was hired in Index school District in 1997. The classrooms are multi aged and the district office is in the school itself.

I worked in the P/K/1 class for the first half of the day and the 5/6/7 classroom for the second. When working I was often asked to help in the office. One thing I noticed was that the children seemed very hungry at lunchtime. I met with the Superintendent and we came up with a plan and funds to start a breakfast program.

After my first year working in Index I was asked by the Superintendent to work in the office fulltime. While working in the office I took over attendance duties, health room needs, banking, served lunches, and started a weekly newspaper for the parents and community. I learned about school levies, worked with Snohomish Auditors. Fire Marshalls, Environmental Inspections, and more.

In 2002 I was awarded Leadership For Student Achievement Award for providing leadership in the implementation of innovation that has resulted in measurable growth in student achievement from Region 109 of Washington Association of School Administrators.

In 2003 I was one of two project leaders on the Index School's conversion to Washington Enhanced Skyward Point and Click student system (WESPac) working with the North West Regional Data Center (NWRDC).

I have worked with many different entities to support the school and students. I have befriended a knitting club out of Marysville that yearly make hats and scarves for all our student body. I have worked with a local church that donated a pair of snow boots for each child. Another church donated coats and blankets for our children.

I am a card maker. I make sure all students receive birthday cards and holiday cards. Staying with our healthy nutrition I add a themed pencil to each card.

During the 2011-2012 school year the School Board appointed me to become the Interim Superintendent in an emergency situation. As Interim I worked with lawyers during a conflict of interest issue, worked with Risk Management, and also the head of the Educational Service District 189. The board was happy with my skills and kept me in the position for several months as they worked on obtaining a Superintendent. At the same time I was working on iGrants. I applied for a grant to promote healthy breakfasts. I wanted to bring in smoothies to our program. I asked two other entities to help support smoothie program; The Assistance League of Everett and the Gold Bar Family Grocer. The Assistance League purchased the school a small icemaker; with the funds awarded the school purchase a Vitamix Blender and Smoothie machine, the grocery store donates a box of produce each week. This still is a successful part of our breakfast program.

In 2014 I was awarded the WASA Region 109 Certificate of Achievement in Recognition of Outstanding Community Leadership.

Over 18 years, my job has grown as have I. I am working as the Office Manager, Superintendent's Assistant, School Board Secretary, Registrar, Communication Officer, Title IX Officer, setting the school calendar yearly, and creating a bi-weekly newspaper. These are just a few of my many duties. I am still learning more and more each year and love working with the children and the adults.

## **8. Professional Leadership and Collaboration**

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## PROFESSIONAL LEADERSHIP AND COLLABORATION

Why should educators collaborate? How do you know when to take the lead on a project and when to support someone else? Please tell us about a time you took on a leadership role AND a time you collaborated with one or more groups (for example, teachers and parents). (Maximum word count: 800)

Collaboration in the workplace incorporates teamwork. Thinking and brainstorming ideas to provide solutions that one person may not have thought of. I think this is a key element to bring groups of people together to offer different perspectives and expertise to solve for common problems. The phrase putting our heads together is a good example of this important element of collaboration. Equal participation is important meaning "leave your titles at the door." Treating everyone as equals when collaborating can open up communication and encourage ideas from all levels of the school from custodian, aides, teachers, drivers, office staff, and administration. I believe collaboration in the workplace incorporates teamwork. Goals can be reached when we all work together. I also believe leadership and direction are important parts to reaching goals.

Years prior to this I attend a Parent Meeting at my son's school. As the meeting went on no one was willing to become the President of the group. Many ideas were shared but no one came forward. Toward the end of the evening I said I would give it a try. I worked for a middle school he attended at the time.

My Administrator agreed and I was able to start a student store in front of my desk in the office. Well it was a cardboard box on a chair...I called it a store.

I invested \$100.00 and purchased four for \$1.00 candy bars. I sold them for fifty cents each. I spoke with the administration and had a soda/juice/water machine put in the main office. By finding space and loading the machine myself the profits were far greater. Soon I had students offering to fill the machine. Other students would ask me to load a box of items for them to sell at games. Parents and teachers started helping. We would hunt for good deals and items we could make a profit on. Schwan's ice cream company became one of our providers and we would sell ice cream and fruit bars out of a cooler after lunch.

The shop teacher had students make a shelf unit for our wares. It went up in front of my desk. This was run on the honor system. Over time the store became a huge success our group had grown we now had a Vice President and Treasurer! By using collaboration, integrity and having a clear goals we became an important part of the school team. We were able to purchase new football uniforms for the team, microscopes for the science room, books for the library and more. I took the lead on this project. I had a vision and I inspired a few parents to help me. After three years the school opened up an area to host the store. This was a very satisfying experience. I made many close friendships and feel that it was a worthy cause as the school and the students benefited.

The school I work at now had a failing Parent Group that disbanded last year. No one was working to bring the group together. I spoke with a few parents and offered my assistance to many of the parents. After a few months a meeting was set and collaboration was going to start. I gave the group a sign in sheet with a place for email addresses and phone numbers. I spoke about my experience as a Parent Group Leader in the past. Some of the parents were students that remembered the store at the other school.

I did not take the lead roll in this project, but I was fully supportive and sharing my experiences. Index is a much smaller school and community. The group now has a meeting the first Monday of each month. One of our teachers has joined them. They have hosted movie nights with popcorn and juice. At recess they set up a holiday store for students to purchase pencils and small gifts for friends or family members. Next up is a Valentine's dance and I heard something about designing t-shirts. This group is moving in the right direction and is growing. Collaboration and the election of officers with common goals have helped the group to grow. I support their cause in our school newspaper and on our website.

### 9. (untitled)

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#### Resume

Please upload a copy of your resume.

PDF format

up to 1 MB

up to 2 pages

[resume.pdf](#)

## Letters of Recommendation

Please upload three letters of recommendation. Each letter should:

- Be one page in length (Letters over one page will only have the first page reviewed).
- Be on letterhead (letters from students/parents are exempted from this requirement) and have a signature.
- Be a PDF and no more than 1 MB in size.

Please Note: The first letter must be from your supervisor.

Letter writers should:

- Address your professional biography, outstanding work performance and leadership and collaboration.
- Provide specific examples of how your actions have made students more successful.
- Share what distinguishes you from your peers.

### Letter 1

Please upload a letter from your supervisor.

[sue.pdf](#)

### Letter 2

Please upload a letter from a colleague, student, parent or community member.

[ros.pdf](#)

### Letter 3

Please upload a letter from a colleague, student, parent or community member.

[pam000.pdf](#)

## Signature Page

To complete your application, you need to:

1. [Download the signature page](#) (if you haven't already).
2. Sign it.
3. Have your principal or supervisor and district superintendent sign it.
4. Scan it to create a PDF (you can do this using a networked copier or a smart phone app or by going to your local office store).
5. Upload it into the question below.

Please upload your completed signature page

[signpage.pdf](#)

I verify that my letters of recommendation and the signature page I uploaded contain all required signatures. I acknowledge that if my documents are not signed, my application is considered incomplete.

Yes

## 10. Thank You!

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Thank you for applying for Classified School Employee of the Year, Linda.

We sent your application to the [regional coordinator](#) at your local ESD. You will now compete against other applicants for your ESD's regional nomination.

Please visit [our website](#) to learn more about Washington's award winning educators and schools.

Contact [Hilary Seidel](#), Statewide Recognition Coordinator, with any questions or comments.