



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction

Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue

Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

---

## MEMORANDUM NO. 2012-047

**TO:** School District Superintendents  
Building Principals

**FROM:** Cindy Hill, State Superintendent of Public Instruction

**DATE:** March 19, 2012

**SUBJECT:** Wyoming Department of Education TALENT POOL

---

## RECOMMENDATIONS REQUESTED

The Wyoming Department of Education is creating a file of emerging classroom leaders that consists of a cadre of distinguished teachers and principals. These educators may be considered for membership on advisory boards and task forces, as well as candidates for special recognition programs. Your recommendations will identify educators who will be of great value to your community and state, and who may also ultimately receive prestigious recognition.

What is lacking at this time is representation from educators relatively new to the profession who demonstrate unusual instructional and leadership abilities. Such persons exhibit strong potential for professional leadership and an inspiring presence that impacts students, colleagues, and the community.

Do you know a relatively new educator that is illustrative not only of our state's, but also the nation's best? Whose lessons provide models for others? A minimum of five years in education is a must. Candidates are building level personnel. They are typically classroom teachers, as opposed to specialists, and are recognized by peers and supervisors as unique in their leadership and results with students. Occasionally a principal or specialist is considered.

School District Superintendents  
Building Principals  
Memo No. 2012-047  
March 19, 2012  
Page 2

Previous recognition is not required. **In fact, of special interest are educators who are outstanding, but have not received other recognition.**

Please provide CONFIDENTIAL, succinct, and specific information regarding one to three candidates on the enclosed form. All questions must be answered, preferably typewritten. Please include a one-page narrative with this form that addresses how the candidate meets the criteria mentioned in this memo, and also a resume from their personnel file. We ask that you keep this recommendation confidential and do not share it with the individual. I urge you to take the time to recommend candidates. If necessary, please assign the request to an associate. Complete information must be sent by April 20, 2012. Please send the completed forms to:

Jo Ann Numoto  
Education Programs Consultant  
Wyoming Department of Education  
Hathaway Building, 2<sup>nd</sup> Floor  
2300 Capitol Avenue  
Cheyenne, Wyoming 82002-0050

Your cooperation and assistance is greatly appreciated.

CH/jn

Attachments: 3 pages

Talent Pool Recommendation Form: 2012

We invite you to recommend distinguished classroom teachers and/or principals who have demonstrated all of the following:

- Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school;
- Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession;
- Individuals whose contributions to education are largely unheralded yet worthy of the spotlight;
- Early-to mid-career educators who offer strong long-range potential for professional and policy leadership; and
- Engaging and inspiring presence that motivates and impacts students, colleagues, and the community.

Please complete a separate form for each individual including a one-page letter explaining how this person meets the criteria outlined in this letter. Please include a resume for each recommendation.

Incomplete forms will be eliminated from this process.

**THIS IS A CONFIDENTIAL PROCESS.**  
**INDIVIDUALS SHOULD NOT BE AWARE OF THIS RECOMMENDATION.**

Name of Recommended Educator: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_ Other(specify): \_\_\_\_\_

\_\_\_ Reading/English/Language Arts    \_\_\_ Science    \_\_\_ Mathematics  
\_\_\_ Social Studies    \_\_\_ Fine Arts    \_\_\_ Other(specify): \_\_\_\_\_  
\_\_\_ Foreign Language (please specify): \_\_\_\_\_    \_\_\_ Elementary

Total Years in Education: \_\_\_\_\_ If a principal, number of years as an administrator:  
\_\_\_\_\_

Will this person be at the same school site next year? \_\_\_\_\_

School District: \_\_\_\_\_

School Name: \_\_\_\_\_



---

---

Cite awards the educator has received:

---

---

Other comments:

Education

Schools Attended

Degrees

Graduation Years

---

---

---

Indicate ethnicity of educator being recommended:

White

Black or African American

Asian

Native American Indian or Alaska Native

Hispanic or Latino

Native Hawaiian or Other Pacific Islander

Other (please specify): \_\_\_\_\_

Please list the names and phone numbers of three **professional** references other than you for the educator. We will call and interview them. They should know the educator currently and very well.

\_\_\_\_\_  
Name Title Phone (W) Phone (H) Email

\_\_\_\_\_  
Name Title Phone (W) Phone (H) Email

\_\_\_\_\_  
Name Title Phone (W) Phone (H) Email

\_\_\_\_\_  
YOUR Name Title Phone (W) Phone (H) Email

Please return completed letter(s) and form(s) by April 20, 2012 to:

Jo Ann Numoto  
Wyoming Department of Education  
2300 Capitol Avenue  
Cheyenne, Wyoming 82002-0050