



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
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Cheyenne WY 82002-0050

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## MEMORANDUM NO. 2012-090

**TO:** School District Superintendents  
Building Principals

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

**DATE:** May 23, 2012

**SUBJECT:** Wyoming Department of Education RECOMMENDATION

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### REQUEST FOR TEACHER/LEADER RECOMMENDATION

On March 19, 2012, you received Superintendent's Memo No. 2012-047, a call for nominations for the WDE "Talent Pool." The deadline is extended to June 29, 2012.

I recognize this is a tumultuous time in the school year, but please take this opportunity to consider a teacher in light of the criteria below:

The Wyoming Department of Education requests the name(s) of emerging classroom teachers/principals. These educators may be considered for special recognition programs and/or membership on advisory boards and task forces. Your recommendation may also receive prestigious recognition.

Do you know a relatively new educator who is illustrative not only of Wyoming's best, but also the nation's best? One whose lessons provide models for others? A minimum of five years in education is a must. Candidates must be building-level personnel. They are typically classroom teachers and are recognized by peers and supervisors as unique in their leadership and results with students.

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 forms. All questions must be answered, preferably typewritten. Please include a one-page narrative with

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the *Talent Pool Recommendation Form* that addresses how the candidate meets the criteria mentioned in this memo, and also a resume from his/her personnel file. We ask that you keep this recommendation confidential and do not share it with the individual.

Complete information must be submitted by June 29, 2012. Please complete the attached form and send to:

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

Thank you for taking the time to consider and nominate your classroom leaders using the enclosed forms.

CH/jn

Attachment

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 explain 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: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: (    )                      Ext:                      City      State      Zip  
School Fax: (    )                      School Fax: (    )

Educator's Supervisor: \_\_\_\_\_

Supervisor's Phone: (    )                      Name                      Title                      Ext.                      Supervisor's Fax: (    )                      \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

**RATE** educator form 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be detailed and thorough, with examples whenever possible.

1. \_\_\_ Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_ Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, presentations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_ Strong long-range potential for professional and policy leadership, i.e., predict the educator's potential to remain in education for at least 25 more years and demonstrate leadership in the profession.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_ Engaging and inspiring presence that motivates and impacts students, colleagues and the community. Do students perform at higher levels due to the educator, pursue certain careers, credit their success to the educator, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cite evidence of student achievement gains as a result of the educator's practices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cite awards the educator has received:

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Other comments:

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Education

Schools Attended

Degrees

Graduation Years

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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 **JUNE 29, 2012** to:

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