



Wisconsin School for the Visually Handicapped & Educational Services Center for the Visually Impaired

Department of Public Instruction/John T. Benson, State Superintendent
(608) 758-6100/FAX (608) 758-6161

William S. Koehler
Superintendent

Mailing Address:
1700 West State Street
Janesville, WI 53546

May 9, 1996

Mr. Steven Johnson, Director
Office of Human Resources
Janesville Public Schools
527 So. Franklin Street
Janesville, WI 53545

Regarding: Applicant for Manager of Administrative Services

Dear Mr. Johnson,

I am writing this as a letter of recommendation for **Ms. Cheryl Williams**. I have known Ms. Williams for 6 years since beginning my work at the Wisconsin School for the Visually Handicapped. Although we are affiliated with separate departments, we have worked closely on numerous projects and various committees throughout the years. In each and every one, she has demonstrated strong leadership qualities and the ability to be a team player when necessary.

As an orientation and mobility instructor, Ms. Williams has shown that she is able to take most difficult concepts and make the children understand. She employs a wide variety of teaching strategies that are individualized for each child depending upon their learning capacity.

In her most recent position as IEP coordinator Cheryl has demonstrated the ability to assess status and reorganize our IEP process so that it runs at a much more efficient and professional level. She has assisted staff members in this endeavor whenever necessary.

Cheryl has also been a coordinator for the cooperative program at Edison Middle School. Through this, she will schedule the appropriate students from our school and transition them into Edison classes to provide a public school experience.

In summary, I would like to say that Cheryl Williams is by far one of the best instructional leaders that I have had the privilege to work with. She would be an asset to any workplace.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne Appleton".

Jeanne Appleton MS, OTR
(608) 758-6144 work
(608) 755-1354 home