



**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

June 7, 1997

To whom it may concern:

Please accept this letter of reference for Ms. Cheryl Williams, a teacher at the Wisconsin School for the Visually Handicapped. I have worked with Ms. Williams for the past 5 years, and have found her to be a competent and willing professional. Initially Ms. Williams served as an Orientation and Mobility instructor for students on our campus. For the past two years she has coordinated our MTEAM/IEP schedule, including setting the schedule for evaluations and actual meetings with local school districts. This coordination required Ms. Williams to become more knowledgeable in special education policies and procedures and to understand, and work with, the subtle variations between the many school districts with whom the WSVH works.

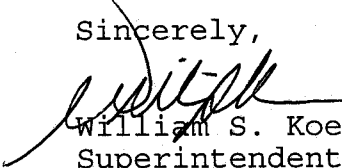
Ms. Williams is extremely well organized, and plans very well. These skills are as evident in her approaches to instruction with students as they are with her interactions with local school district staff. This level of organization was best demonstrated as a result of a recent special education monitoring visit conducted at our school. The monitoring team complimented the school on its file organization and other areas monitored.

Ms. Williams has also been a school yearbook co-advisor and yearbook photographer. Both activities have her on campus at hours when most other teaching staff are not around. She does this so that our yearbook can give a good view of the entire scope of special activity we have on campus. With the other yearbook advisor, Ms. Williams has raised the quality of the yearbook to one that garners many compliments outside the school.

I am confident in Ms. Williams teaching abilities, her organizational skills, and her emerging skills in the general area of school management. I say "emerging" as she is just beginning to work in this arena. Should she continue to progress as she is now, she has the making of a competent administrator.

If I may provide further information, please feel free to call me directly. Thank you.

Sincerely,

  
William S. Koehler  
Superintendent