



Education is our investment in the future.

May 11, 2011

Dear Selection Committee,

It is with pleasure that I write this letter of recommendation for Ms. Cheryl Williams as a candidate for an Innovation Specialist for the School District of Janesville. Cheryl has served at Marshall Middle School, Janesville, WI as a Library Media Specialist for the last 7 years. As Marshall Middle School Principal, I have had the opportunity to work with Cheryl since 2008. It is Cheryl's dedication to the individual needs of her students and willingness to take on new challenges that allowed her to rise to the top.

To say that Cheryl Williams goes above and beyond for students and staff is an understatement. Cheryl not only serves Marshall Middle School as a LMS but she is our 21st Century Skills Teacher, Teacher of Big 6 Research Skills to staff and students, our webpage manager, Co-teacher of Smartboard trainings and skills, manager of technology needs, professional development point person for technology issues, and directly supervises two instructional aides that under her leadership make our LMC run smoothly.

What is most impressive about her role as Library Media Specialist is her ability to have demonstrated outstanding depth in lesson planning that is aligned to the individual and collective needs of our students. Cheryl is gifted in breaking down critical and challenging curriculum into chunks for students that are clearly understood. This innate teaching talent is directly connected to her ability to connect her life experiences to the growing needs of her professional demands. Cheryl has tremendous interpersonal skills, clear understanding of technology, she is an excellent problem solver, and demonstrates kindness and compassion with everyone she comes in contact with.

Cheryl is a team player in the truest sense of the word. She continually offers a positive, can-do spirit that is consistent whether she is working with staff, students, and/or parents. For example, under Cheryl's direction we have been able to create a bookroom for textbooks, installed a door to make our LMC computer lab accessible from the LMC, and planned and executed several on-line surveys, all of which require a tremendous amount of planning and collaboration skills. Cheryl is always professional in her approach to teaching as demonstrated by her desire to continually problem solve when challenges arrive.

It does not surprise me that Cheryl is seeking additional experiences to enhance her IT expertise as an instructor of 21st Century skills. Cheryl is capable of doing anything she puts her mind to. Her drive, passion, and willingness to work outside of her comfort zone make her an outstanding candidate for your position.

In the last 16 years, I have been a teacher and administrator in both urban and small town settings, from elementary through high school. As a building principal, I have had the pleasure of working with hundreds of teachers over the years, none more driven and dedicated than Cheryl Williams. I highly recommend her for this position.

If I can assist you in your decision process in any way please do not hesitate to contact me directly at 608-743-6206 or via email at taylor@janesville.k12.wi.us

With warmest regards,

Synthia Taylor, Principal



District Office

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