

# Susan Hunt, Ed. D.

S.98 W.36920 Juniper Lane Eagle, Wisconsin 53119

April 27, 2011

RE: Cheryl Williams

To Whom It May Concern:

This is a letter of reference for Ms. Cheryl Williams, whom I have known in my former capacity as principal of the Wisconsin School for the Blind and Visually Handicapped in Janesville. I supervised Cheryl in her role as a teacher and also as my assistant for administrative duties, much like a vice principal. While I was the director of special education for the School District of Milton, I contracted with Cheryl to provide summer services to students with visual impairments. I have had the pleasure of knowing Cheryl professionally for at least 15 years.

During the professional relationship I had with Cheryl, I found her be very student oriented and extremely creative. Cheryl is capable of handling a heavy workload and is very knowledgeable about resources. Her organizational skills are excellent, as are her written and oral communication skills. She has always demonstrated a high standard of productivity.

I have found Cheryl's positive attitude to be integral in providing services to students and teachers. Cheryl is a highly reliable person, willing to assist her colleagues and administrators in any capacity to provide high quality instructional services. Cheryl will be effective in any type of assignment. She is energetic, perceptive, and adaptable. Cheryl works quickly and always demonstrates appropriate follow through.

I am happy to discuss Cheryl's qualifications by phone if you wish more information. Because I am retired, feel free to call me at home.

Sincerely,



Susan Hunt, Ed. D.

262-244-6103

Addendum to Performance Review Remarks on Performance as IEP Coordinator

4/29/96

For the past two academic years, Cheryl Williams has undertaken and successfully performed the role of IEP Coordinator. In this role (which has been voluntarily assumed in addition to the regular employment duties of a teacher), Cheryl has assisted the principal in reorganizing and implementing the IEP/M-Team process for the Wisconsin School for the Visually Handicapped. With decreasing input from the principal, Cheryl has assumed almost independent administration of the IEP/M-Team process. At this time, the only administrative aspect in the IEP process which role Cheryl does not assume is supervisory.

Cheryl has developed and maintained a master list and schedule for IEPs and M-Teams for all WSVH students. Consequently, she has devised a management routine to notify local education agencies, WSVH staff, and administrators of scheduled meetings. She tracks all IEP/M-Team documents and makes certain documentation has been collected and delivered in a timely fashion.

Along with the principal, Cheryl reviews all preliminary documents prior to IEP/M-Team meetings for content and completeness. Cheryl assists WSVH staff in preparing documents and clarifying procedural issues. On several occasions, Cheryl has provided staff training in the IEP/M-Team process. She has been a mentor for new staff while they became a familiar with procedures.

In her role as IEP coordinator, Cheryl exceeds the original parameters of this voluntary job. As she seeks methods for improving the IEP process, she often presents solutions to problems and original ideas which greatly enhance the school's ability to conduct the IEP process. Largely because of Cheryl's effort, the IEP process running more smoothly than in previous years; it is beginning to inspire confidence among professionals associated with WSVH.

Cheryl has certainly been an attribute to the WSVH professional staff for many years. As the IEP coordinator, Cheryl has been even a greater attribute demonstrating the ability to assume a leadership role in and to administer an important part of organizational life at WSVH.



Susan E. Hunt  
Principal



Cheryl Williams