



J. L. STANFORD MIDDLE SCHOOL

PALO ALTO UNIFIED SCHOOL DISTRICT

LISA HICKEY, PRINCIPAL

April 21, 2019

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Adam Nelson for a middle school principal position in your district. Adam has been the Assistant Principal at J.L. Stanford Middle School since the 2016-17 school year, serving almost 1200 sixth through eighth grade students. He came to California from Minnesota with experience as an Assistant Principal and District Assessment Coordinator.

Adam is professional and diligent. He takes responsibility and shows pride in his work. He is extremely collaborative with his counseling partner. Adam responds quickly with student discipline. He conducts thorough investigations and always follows through with communication with parents and teachers.

Over his three years at our school, Adam has been in charge of emergency preparedness, facilities, and technology. In addition, he supervises the social studies and physical education departments. A former high school social studies teacher, Adam has become an instructional leader in the area of assessment practices, specifically learning targets and standards-based grading. He attends their department meetings and has worked with the teams to help them make progress with the alignment goal. At the district level, Adam facilitates the secondary social studies steering committee and was on the social studies middle school textbook adoption committee.

Adam is highly efficient with compliance issues, especially in the area of Title IX and Uniform Complaint Procedures (UCP). He does an effective job notifying parents of their rights, keeping paperwork in order, documentation, interviewing students, and meeting with parents. He has helped our district create forms and procedures to improve the UCP process.

I highly recommend that you select Adam Nelson for a principal position in your district. He is a strong leader and a proven effective administrator in a high-achieving district with high parent and community pressure. He is a team-player and builds great relationships with students. Please contact me if you have any questions at lhickey@pausd.org or (650) 856-5188.

Sincerely,

Lisa Hickey
Principal