

October 6, 2017

To Whom It May Concern:

It is my sincere pleasure to write this letter of recommendation for Brigid Butler. I supervised Ms. Butler from 2011 to 2015 in the Funded Programs department of Minneapolis Public Schools (MPS). Ms. Butler and I were also teacher colleagues from 1999 – 2002.

Ms. Butler is a dedicated public servant with many years of experience. Brigid has a strong passion for developing students – not only in content, but in character as well. Ms. Butler has on the ground experience teaching in the Twin Cities area and overseas. She is passionate about the work of educating all children at high levels. Brigid continually advocates for what our students are capable of doing if we believe in them and provide them with the supports and resources needed to reach those high standards and expectations. Though poised, she is quite assertive and driven about all students having high expectations and completing rigorous work. Not only is Brigid an excellent advocate and facilitator of student learning, she is also a collaborator and supportive team player.

In her work as a Title I coordinator, Brigid collaboratively developed processes and procedures to assist the department in running more effectively and efficiently. Brigid supported and trained new colleagues, co-developed, supervised and oversaw a district-wide tutoring program, worked with principals and school teams on school improvement and family engagement efforts, and ensured all projects were of high quality and completed on time. Ms. Butler's innovative, driven work ethic has allowed her to progress from a skilled educator to a respected educational leader.

An example of Ms. Butler's work as a Title I coordinator was the development of a tutoring program. Brigid is extremely knowledgeable and proficient in curriculum and instruction, training, management and oversight. In 2012, MPS developed a Request for Proposal (RFP) to increase accountability of tutoring service providers in student outcomes. Ms. Butler researched key components of effective tutoring programs, assisted with forecasting an appropriate budget, and worked collaboratively across departments to develop a high-quality RFP. She continued to effectively train and work across departments, with diverse community organizations and families to implement and evaluate the program. Additionally, once the program was up and running, she observed tutors, monitored outcomes and provided feedback to both me and the tutoring organizations. This only highlights a few of her many skills.

In conclusion, I am very proud and honored to know Ms. Butler. In addition to the aforementioned qualities, Brigid is self-motivated, student-centered, supportive, hard-working, ethical, and always reflecting to further expand her learning. Therefore, without hesitation, I highly recommend Ms. Butler for an educational leadership position. If you have any questions regarding this letter of recommendation or would like to discuss this prospective member of your team further, please feel free to contact me at nnorton3782@gmail.com or at 612.490.9767.

Sincerely,


Nicole Norton