



March 2019

Dear Selection Committee,

I am so pleased to be writing this letter of recommendation for Sara Martinson. I have been honored to work closely with her at Minnetonka High School for more than a decade, and in several capacities. She is an educator who is passionate about relationships – with students, parents, colleagues and administrators. And, she is a reflective professional who is continuously seeking out new learning and growth opportunities. These are just a few of the qualities that make her an outstanding candidate for your available assistant principal position.

As a teacher in the English department, Sara is a valuable and respected individual. She has demonstrated great flexibility in curriculum writing and classroom management, as she's taught all grade levels, from special needs to honors, AP, and IB courses. As a member of various PLCs and curriculum teams she has a reputation as a leader and a listener; one who encourages collaboration among her colleagues and advocates for students' best interests – always. Her students describe her as engaging, honest, and fair: a teacher who knows them well and is not afraid to admit when she doesn't know something. Sara's students admire her intelligence and timeliness and appreciate her humility and kindness. The high standards she holds for them are no different than she holds for herself.

From 2014-2017, Sara worked as a technology integration coach in the building, a role that demanded a great deal of her, especially in the new dynamics of her relationships with other adults. Teachers don't always make the best students, but that is precisely why Sara was so exceptional in this role. She has always been able to see a situation through the eyes of a teacher and freely acknowledges the challenges that come with change. Her ability to adapt to the many different personalities and needs of adult learners, who are also colleagues, is quite impressive. This skill means she meets district goals while fostering important learning in each staff member. Equally notable was the balancing act she did in being both a teacher and a technology specialist. Answering to "two masters" can be difficult. Sara managed to do so with grace and aplomb, maintaining and strengthening her relationships with both teachers and administrators. Though I know it wasn't always easy, she consistently acted with integrity and perseverance.

A final, key aspect to Sara I'd like to discuss is her role as an English department co-chair. She has held this position for seven years, five of them with me as her co-chair. When I was first approached about joining her in the role, I asked if she wouldn't rather just do it solo, as most department heads in our building do so. After all, she was more than capable. Her response was that she felt she was better in the role as a partner, that it was better for the department if there were two of us to share the responsibilities and to discuss matters. That alone speaks to her wisdom, but the proof is really that our work together has absolutely been shared. Rather than make decisions in isolation, though both of us

can do so when needed, we are always in communication with each other and value the feedback we get. Whether it is difficult conversations with colleagues, parents, or students, Sara and I take on the challenges together and have learned a great deal from each other. She has become a skilled listener and careful thinker, which has led to her becoming an even more adept problem-solver. Our department functions very well as a unit, and I believe our partnership has contributed to that.

In terms of learning and personal growth, these are two qualities Sara highly values. When we are conducting interviews together, one question she is always interested in hearing the answer to is, "How do you model being a lifelong learner?" This is so fitting to who she is as an educator and person. She is continuously seeking out information that will support her in all she's involved in, always looking for new challenges and opportunities. That is why it is appropriate she is applying for this assistant principal position. She has worked hard and smart for the accolades she's received and accomplishments she's achieved. But, she's not done. Sara sees great possibilities for what she can do as an administrator and would be an incredible asset to your team. She has my highest recommendation, and I would be happy to talk further about her qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelley Mosiman", with a long horizontal flourish extending to the right.

Kelley Mosiman
English Teacher and Department Co-chair
Minnetonka High School