



Minnetonka Public Schools
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March 20, 2019

To Whom It May Concern:

It is a pleasure to write this letter of recommendation for Sara Martinson. Over the past seven years, I have had the opportunity to work with Sara on numerous curriculum, instruction and assessment projects, and I am continually impressed with her commitment to Minnetonka Schools' academic program. Sara's leadership skills and instructional expertise make her an ideal candidate for the position of assistant principal.

As a high school English department co-chair, Sara works closely with a team of nearly 30 teachers to provide a rich learning experience for all students. Sara's responsibilities include setting annual department goals, determining curriculum writing needs, facilitating the selection of instructional resources, establishing teaching schedules, and collaborating with other department leads to support the varied academic needs of students. In addition to these ongoing responsibilities, Sara provides leadership for program improvement. Six years ago, she facilitated a comprehensive two-year curriculum review process which included an examination of assessment results, course curricula, and best practices. The review ultimately resulted in revised courses, new curriculum materials, and updated grade level goals and expectations. Throughout this process, Sara collaborated with department members, managed multiple curriculum projects, and provided clear communication to ensure the successful implementation of curriculum review recommendations. Her leadership and commitment to this work has resulted in impressive revisions to an already successful program.

Sara's leadership, however, extends beyond her role as department chair. As a technology integration coach, she provided large group and job-embedded professional development for teachers across content areas. Her understanding of instructional best practices and technology integration has earned her the respect of colleagues and administrators across the district.

Over the past year, Sara was instrumental in developing a proposal to revise the department chair structure at the high school level. She provided leadership throughout this process by communicating and collaborating with department leaders, principals, union leaders, and district administrators to identify needs and develop solutions. In addition, she created job descriptions and a comprehensive compensation structure, ultimately creating a new model for high school department chairs.

Sara is a highly skilled educator and a collaborative leader, and I enthusiastically recommend her for position. If you have additional questions, please do not hesitate to contact me.

Sincerely,

Steven Urbanski
Director of Curriculum