Jane Doe, Principal  
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December 31, 2020

Jim Cast, Superintendent of Schools  
Madison School District  
1 CESA Drive  
Madison, WI 53719

Dear Jim Cast,

I am enthusiastically writing on behalf of Frances St. Clare, who we have had the pleasure of having in our school district for the past five years. Frances taught English in our high school throughout her tenure at Cincinnati School, seeing more than 1500 students come through her classroom.

During her time with us, I did quarterly classroom evaluations and was always thrilled with how well she engaged with students and how they responded. Not many teachers can get their students as involved in literature and diagramming sentences as Frances can. She has a way with students that makes them feel valued, and she truly listens to them in a way that shows compassion.

She is quite passionate about her profession and especially about creative writing. Frances established a creative writing publication at our school, the Cincinnati Journal, which is published monthly. Students are encouraged to submit short stories, poems, scripts, cartoons, and other creative writing pieces to be selected for publication. A group of students, guided by Frances, then reviews and selects their favorites for the Journal. This has become a very popular publication for the teachers and students, and we thank Frances for this initiative.

I know that we were quite sad to see Frances leave our school district and our students were equally disappointed. I think she’ll make a fantastic addition to your school and I’m available to answer any questions you may have about her time with us.

Sincerely,

Jane Doe