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To Whom It May Concern:

I am writing this letter of recommendation for Heidi Lothspeich as she seeks a School Principal position.

As the Director of Elementary Special Education, I have worked with and supervised Heidi for ten years. Throughout this time Heidi has taught one of our 1st, 2nd and 3rd grade mid-level, self-contained classrooms. These classrooms serve our most behaviorally challenged students. Many of these children are involved with outside agencies and their learning and emotional needs are significant and complex.

In this role, Heidi has worked with mental health services, public health nurses, foster care agencies, social workers, CPS case workers, truancy officers and parent advocates. Heidi has also assisted the mid-level contained program beyond her classroom. She has advised and assisted in the start up of other similar classrooms. She also participated in writing a grant for this group of teachers to meet on a regular basis. Heidi also wrote a grant for her own class to participate in a weekly therapeutic horse-riding program. In addition, Heidi went to England for a year in the Fulbright Teacher Exchange Program.

In preparation for administrative work, Heidi has been deeply involved in her building. She is a participant in the Discipline Committee and School Improvement Committee (SIP). She is the Care Team Department Head, Shared Decision Leadership Team Department Head and Response to Intervention (RTI) Department Head. Heidi has been involved in leadership and staff retreats, student placement, class size decisions, interviewing of new employees and staff evaluations. She prepared a School Board Presentation and led a school-wide assembly.

In summation, Heidi has had a wide variety of diverse experiences. She is a hard worker and not afraid to try new things. We wish her the very best in this new endeavor.

Sincerely,

Carrie Matthews, Director
Elementary Special Education

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