

November 10, 2015

Dear Principals,

The Star Teacher nomination process is a wonderful opportunity to recognize our best teachers who “Inspire Excellence: Every Grownup, Every Child, Everyday!” As principals, we are asking that you engage teachers in your building to solicit feedback and then submit the name of your nominee. We are requesting that all **nominee names** are submitted to Human Resources, no later than, **Thursday, December 10, 2015 at 4.00 PM.**

Similar to the criteria for the Kansas Teacher of the Year, your selection should represent the teacher who best exemplifies excellence in student learning and school community. The strongest candidates would be a:

- Teacher that innovates
- Teacher that inspires
- Teacher that Impacts
- Teacher with professional affiliations and community service involvement
- Teacher that is creative, with a growth mindset
- Teacher with strong pedagogy

We encourage you to create a STAR Teacher Committee of staff members from your building to assist in identifying or taking nominations for 5 candidates, collecting votes on those 5 candidates and, ultimately, counting votes to identify the STAR Teacher Candidate chosen to move forward in the process and represent your building. Many principals have found success in the past by utilizing a voting system to easily identify the candidate of choice to represent their building; please use the method that you feel best serves your building. Of course, we also encourage you to take an opportunity within your building to recognize the dedication each nominee shows to our mission of Inspiring Excellence!

Please see the attached Star Teacher nomination form, along with the selection requirements, to assist you and your selection committee in identifying the strongest STAR Teacher candidates nominated to represent your building. **Please note that your nominee’s name is all that is required to be submitted by December 10<sup>th</sup>.**

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On December 14<sup>th</sup> an official email notice will go out to you and your building nominee which will include the attached STAR Teacher Nomination Packet and instructions for them on how to complete and submit that packet. **The deadline to return the nomination packet will be January 14, 2016.** Based on the scheduled committee meeting the week following, late packets will not be accepted! If you have any questions regarding the Star Teacher nomination process, please contact Gail Marie Taylor, Director of Human Resources, at 913-279-2355.

Sincerely,

Gail Marie Taylor, PHR  
Director of Human Resources