

August 2012

Dear District Administrators and Principals:

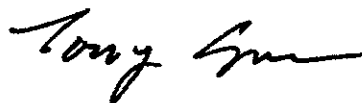
The Herb Kohl Educational Foundation is celebrating its twenty-third year of providing fellowships for 100 teachers and matching grants to the schools of those teachers. Teacher fellows receive \$1,000, with an additional \$1,000 grant going to the school of each Kohl fellow. This program is an opportunity to recognize excellence in education, and I encourage your district to participate. Specific information regarding the teacher fellowship is enclosed. Following these guidelines will ensure greater chances of success for your nominee. Information and application forms for the student scholarship program will be sent to all high school principals in October.

To be eligible to compete for a fellowship, teachers must be nominated by parents, teachers, students, community members, or administrators using the enclosed nomination form. Please make duplicate copies of the form for their use. Nomination forms are also available and may be submitted on-line at the Herb Kohl Educational Foundation website <http://www.kohleducation.org>. **Nomination forms must be submitted to the Department of Public Instruction on or before Friday, September 28, 2012.** Nominated teachers will then be sent an application form.

I commend the Herb Kohl Educational Foundation for its continued commitment to education and willingness to fund this program. Co-sponsors of the program are the state's 12 cooperative educational service agencies (CESAs), the Wisconsin Council of Religious and Independent Schools, the Wisconsin Newspaper Association, and the Department of Public Instruction.

If you have any questions, please contact Elaine Strom at elaine.strom@dpi.wi.gov or (608) 266-3089.

Sincerely,



Tony Evers, PhD
State Superintendent

TE:es

Enclosures: 2013 Kohl Teacher Fellowship Program Guidelines
Kohl Teacher Fellowship Nomination Form



Wisconsin Department of Public Instruction
KOHL TEACHER FELLOWSHIP NOMINATION FORM
 HHK-3 (Rev. 01-12)

For Office Use Only

Cosponsored by:
 Cooperative Educational Service Agencies
 Wisconsin Council of Religious and Independent Schools
 Wisconsin Newspaper Association
 Wisconsin Department of Public Instruction

INSTRUCTIONS: Send completed public school teacher nomination form postmarked OR faxed (608-264-9558) on or before Friday, September 28, 2012, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: CHARLENE KOCI
PO BOX 7841
MADISON, WI 53707-7841

I would like to nominate the following individual from a public school district to receive a Kohl Teacher Fellowship:

Nominee's Name <i>First, Middle Initial, Last</i>	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Position/Grade Level/Subject(s) Taught	

School

Address

City	State	Zip
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I am nominating the above individual because: *50 words or less*

Nominator's Name	Check <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Other Identify _____		
Nominator's Signature ➤	Date Signed <i>Mo./Day/Yr.</i>	Telephone No. <i>Area Code/No.</i>	
Street Address		Nominator's Email Address	
City	State	Zip	

2013 Herb Kohl Teacher Fellowship Program Guidelines

Purpose

The purpose of the Herb Kohl Teacher Fellowship program is to recognize and support teaching excellence and innovation. The Herb Kohl Educational Foundation's goal is to support teachers in pursuit of their unrealized goals for their classrooms or professional development. The 100 Kohl teachers and the 100 schools of those teachers will each receive \$1,000 grants from the Kohl Teacher Fellowship program and will be recognized at a spring banquet.

Nomination Process

To be eligible to compete for a fellowship, teachers must be nominated by students, parents, other teachers, community members, or administrators. Because the program's purpose is to recognize the contributions of classroom teachers, **staff members whose assignments are administrative or supervisory are not eligible**. All PK-12 classroom teachers who plan to continue teaching in their current capacity for a minimum of 50% full-time equivalency during the 2013-14 school year are eligible. **Previous fellowship recipients are ineligible**. Nomination forms [PI-HHK-3 (Rev. 7/12)] must be submitted to the Department of Public Instruction **on or before Friday, September 28, 2012**.

Application Process

Nominees will be sent a Kohl Teacher Fellowship Application [PI-HHK-2 (Rev. 07/11)] **no later than October 15, 2012**. In order to provide all nominees an equal opportunity, they must follow all instructions in the application form. All applications must be typed.

Nominees will be evaluated on the following:

1. personal educational philosophy;
2. how they work to raise achievement for all students;
3. innovative projects/programs;
4. commitment to their community;
5. unrealized goals for their classroom or professional development; and
6. positive aspects they see in education and changes they would like to see made.

Each nominee **must submit three letters of recommendation**; one **must** come from outside the immediate school community. They may not be currently employed by the school district or a board member. They may include former students, parents, community members, colleagues in a professional association not directly linked to their school or district, or a university or college professor. Such letters should enhance the nominee's application by illustrating **specific examples of the teacher's skills and**

contributions, knowledge, or attributes emphasized in the application materials.

Each of the state's public school districts may submit up to four applications, one for each category: elementary, middle/junior high, high school, and special services. **Please check only one category on the application form.**

Special services teachers are those who serve in a PK-12 capacity other than that of a classroom teacher. Like teachers, they must have **daily face-to-face contact with students**. Special services include: special education, gifted and talented (or other exceptional needs), reading resource, speech therapy, guidance and counseling, or instructional media personnel.

Districts enrolling 2,000 to 9,999 students **may nominate one additional teacher** (a total of two) in each category. Districts enrolling 10,000 or more students **may nominate two additional teachers** (a total of three) in each category.

Application Due Date

Kohl Teacher Fellowship nominees must submit their completed applications to their principal **no later than Thursday, November 8, 2012**. Do not send applications to the DPI.

Selection Process

Each school district administrator or superintendent will assemble a local selection committee to review their own teachers' applications. Committee representation should include students, parents, teachers, administrators, school board members, civic and business leaders, and local newspaper people.

The selected teacher applications are then forwarded by the district administrator or superintendent to the regional selection committee, which is coordinated in each of the state's 12 cooperative educational service agencies (CESAs) or Milwaukee Public Schools (MPS) by **November 28, 2012**. Representation on the 13 selection committees includes area parents, teachers, principals, administrators, school board members, civic and business leaders, and local newspaper people.

Successful applicants' materials will be forwarded to a State Selection Committee by **December 14, 2012**. Representatives of the Kohl Educational Foundation, CESAs and MPS, the Wisconsin Council of Religious and Independent Schools, the Wisconsin Newspaper Association, and state education-related associations serve on the State Selection Committee.

Wisconsin/National Teacher of the Year Programs

Public school recipients of Kohl Teacher Fellowships automatically become candidates for the Wisconsin Teacher of the Year (TOY) program, and a State Selection Committee selects four Teachers of the Year using their Kohl Fellowship applications. During the summer of each year, Wisconsin Teachers of the Year are chosen for each of the four categories: elementary, middle/junior high school, high school, and special services. The four selected teachers are interviewed in Madison in September to determine Wisconsin's nominee to the National Teacher of the Year Program.