

January 2019

Dear Board President:

Each year TASB recognizes a select group of superintendents for exemplary and visionary leadership. One of these administrators will be named the 2019 Superintendent of the Year (SOTY) at the TASA/TASB Convention in Austin next fall.

Nomination packets should be e-mailed by Friday, **April 12, 2019** to your region's education service center (ESC).

Be sure to include the following:

1. Official Entry Form
2. Student Performance Work Sheet
3. The letter, signed by the board president (no longer than five pages, 12-point Times New Roman, 1.5-line spacing, and 1-inch margins)
4. A basic resume listing current positions and professional organizations (no more than three pages)
5. A resolution indicating the board's decision to nominate the superintendent (remember to place the resolution on the board meeting agenda early in the process)

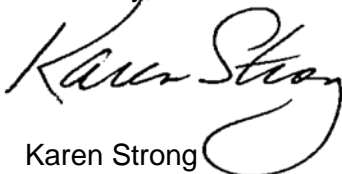
A photo of the superintendent also should be attached (8.5" x 11", 300 dpi, .jpg file format).

Enclosed is a brochure, list of ESC executive directors, instructions, and forms. These documents also can be downloaded at tasb.org/soty.

Please note: Board action is required for the Resolution. Participating districts should place an item to cover the Resolution on the next board meeting agenda.

If you have any questions, please call me at **800.580.8272**, extension 3547, or e-mail soty@tasb.org.

Sincerely,



Karen Strong
TASB Associate Executive Director
Communications/PR

Enclosures