2019 Herb Kohl Educational Foundation
Kohl Principal Leadership Award
Application Guidelines (Public School Applicants)

Purpose

The purpose of the Herb Kohl Principal Leadership program is to recognize and support administrative leadership. The Herb Kohl Educational Foundation's goal is to support Wisconsin school principals/administrators in pursuit of their unrealized goals for their schools or professional development. Twelve public school principals and four religious and independent school principals/administrators will be selected for a Leadership Award. The 16 Kohl Leadership Award recipients and the 16 schools of those principals will each receive $6,000 grants from the Herb Kohl Educational Foundation and will be recognized at a spring banquet.

Nomination Process and Eligibility

The Principal Leadership Award is open to all Principals whose leadership has worked toward improved student learning, instructional collaboration, and a safe and positive school environment.

Nominations will only be accepted online at the Herb Kohl Educational Foundation website. Once nominated, a principal will receive an email notification of his or her nomination, and also receive a link to begin the application process. Nominations of principals for the 2019 Leadership Award close on October 8, 2018. Principals must be nominated for a Kohl Leadership Award to be eligible to compete for a Leadership Award. Principals can be nominated by students, parents, other teachers, community members, or administrators.

Because the program's purpose is to recognize the contributions of Wisconsin school building administrators, assistant principals (including administrative or supervisory roles such as Dean of Students), district administrators and superintendents are not eligible.

Additionally, previous Herb Kohl Principal Leadership Award recipients are ineligible, however, an applicant who has previously received a Kohl Student Scholarship when in high school or a Teacher Fellowship is still eligible. Principals who have been nominated in the past but not selected as a Leadership Award recipient may re-apply if nominated. Nominations must be submitted on the Herb Kohl Educational Foundation website. There are no limitations as to the number of applicants who can be considered from any one Wisconsin school district.

The Wisconsin elementary and secondary Principals of the Year will be selected from the Leadership award recipients. This award does not have a separate nomination process. To find out more about the Principal of the Year Award please visit AWSA online at www.awsa.org.

Nomination forms must be submitted online **on or before Monday, October 8, 2018**.

Application Process

Upon nomination, nominees will be sent password-protected access to an Herb Kohl Principal Leadership Award portal**.** In order to provide all nominees an equal opportunity, they must follow all instructions in the application form. **All applications must be submitted using the SmartSimple application process. Paper applications are not accepted.**

You will need three members of your community to submit the letters of recommendation. The responses must come from a teacher from your current staff, an administrator (can be someone from a different school or district), and a parent or community member.

The request to submit a letter of recommendation is not sent electronically to a recommender until **after** an applicant has completed his or her application and submitted the application (clicked the "Submit" button.) At that point, the requests for letters of recommendation are sent to the people who the applicant has identified as a recommender.

A submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders. An incomplete application will not be considered for an award.

Advice about letters of recommendation

It is advisable to allow 2-3 weeks for requests to be completed by the writers of the letters of recommendation. It is also advisable for an applicant to personally notify the letter writers before an applicant submits his or her application, and make sure that the request won't be blocked by their email, sent to the wrong email address, or sent to the junk mail box. It's also smart for an applicant to alert letter writers when the application has been submitted, so that the writers have the best chance of seeing the request and completing the letter. Applicants will receive email notifications when a letter has been submitted by a recommender, but will not have the ability to see the contents of the letter. **Remember, a submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders.** Plan ahead and allow sufficient time for recommenders to submit letters.

Letter of Recommendation Translations

Letters of recommendation will be read in the language in which they are written. However, an applicant may request to submit a version of that letter translated into English, or request a translation of a letter, by contacting Mark Mueller at the Department of Public Instruction at mark.mueller@dpi.wi.gov. Translations will be added as additional pages to the application, rather than replacing a letter in a different language, to both honor the intentional writing and word choices of the author, and allow for evaluators who may be familiar with the language to read the letter in its natural language.

Application Due Date

Applications must be submitted and complete (includes all 3 letters of recommendation) using the SmartSimple web portal **no later than Sunday, December 2, 2018 at 11:59.59 p.m. Again, a submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders. Late applications are not accepted, and the failure of a recommender to submit a letter of recommendation by the deadline does not constitute grounds for an extension.**

Selection Process.

All fully completed application materials will be sent to the Statewide Selection Committee**.** Representatives of the Kohl Educational Foundation, the Association of Wisconsin Schools Administrators, CESAs and MPS, Wisconsin's indigenous people, the Wisconsin Council of Religious and Independent Schools, the Wisconsin Newspaper Association, business-education partners and state education-related associations and agencies serve annually on the Statewide Selection Committee.

The scoring rubric can be accessed online, from the Herb Kohl Educational Foundation website at: http://www.kohleducation.org/ Public school award application scoring rubrics can also be found on the DPI website at: https://dpi.wi.gov/teacher-year/program/selection-process/kohl-foundation

The Statewide Selection Committee meets early in 2019 to review applications and make final selections. Applicants who are awarded an Herb Kohl Principal Leadership Award will be notified through traditional mail in March. Non-recipients will also be notified at the same time, also through traditional mail.

Recipients are then invited to attend one of the five Herb Kohl Educational Foundation Banquets, held throughout the spring at five different areas of the state, to be honored and receive certificates representing their award.

The elementary and secondary Principals of the Year will be announced after the Leadership Award. Both winners are chosen from 12 Principal Leadership Award recipients.

Important Dates and Reminders

- 2019 award nomination forms must be submitted online **on or before Monday, October 8, 2018** at 11:59.59 p.m.
- 2019 award applications must be complete and submitted in SmartSimple by **Sunday**, **December 2, 2018** at 11:59.59 p.m.
- **A submitted application is not considered complete until all three letters of recommendation have been submitted by the recommenders. This due date is also December 2, 2018 at 11:59.59 p.m**. **Please plan ahead!**
- Recipients will be notified in early **March**.

For more information or questions about the application process for public principals, please visit the Herb Kohl Educational Foundation website (http://www.kohleducation.org/) or contact:

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