



**Texas Association of School Boards**

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*Serving Texas Schools Since 1949*

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Dear Board President:

Each year TASB recognizes a select group of superintendents for exemplary and visionary leadership. One of these administrators will be designated 2012 Superintendent of the Year at the TASA/TASB Annual Convention in Austin next fall.

Nominations should be sent by Tuesday, **May 15**, to your region's education service center (ESC). Entries must be either postmarked by May 15 or delivered to the ESC by close of business that day. Districts need only prepare one page of narrative (front only) for each major heading on the official entry form. Include a photo of the superintendent on a separate page with the resume (limited to no more than three pages). No other photos or documentation should be included in the entry.

So every district can get to work immediately, the brochure detailing criteria, official entry, resolution, and ESC list are included in this mailing. You also can access this same information on the TASB Web Site at **tasb.org**. From TASB's home page, roll over the Services tab at top of the page and click on Communications + PR; select Recognition Programs from the left menu and then Superintendent of the Year. Save the entry as a Microsoft Word file and you can work on pages from there. To save space on the final entry submitted to the service center, you don't need to include the questions under each major category, but please retain headings and page numbers for clarity.

We hope you will nominate your superintendent for this significant award. Please note that board action is required for the resolution. Participating districts should place an item to cover this on their next board meeting agenda. If you have any questions about the nominations procedures, call me at **800.580.8272**, extension 6418, or e-mail **barbara.williams@tasb.org**.

Sincerely,

Barbara Williams  
Public Information Officer

Enclosures