

# **855 N. Corriedale Road Yakima, WA 98901**

8 April 2013

TO WHOM IT MAY CONCERN:

This letter is written in support of Mr. John Gaylord as he seeks a new challenge as a school administrator. In June 2013 Mr. Gaylord will complete his seventh year as Elementary principal at Seoul Foreign School. I hired Mr. Gaylord in 2006 and served as his immediate supervisor for two years before I retired in 2008. I have subsequently followed closely his work at the school. Consequently, I am thoroughly aware of Mr. Gaylord's contributions to Seoul Foreign School and confidently write on his behalf.

Mr. Gaylord immediately became an integral part of the Seoul Foreign School administrative team. He was an effective advocate for the interests of the elementary school, but concurrently understood and strove to achieve the goals of the whole of Seoul Foreign School. He has a remarkable ability to remain positive, encouraging and supporting the entire community.

John maintained extremely positive ties with the parents of his students. He speaks confidently and comfortably and exhibits an engaging sense of humor. I was always confident when John represented Seoul Foreign School

During his tenure at Seoul Foreign School John oversaw a major expansion of the elementary school building and the remodeling of the existing facility while classes continued. This required that he develop strategies for maintaining the students' safety, communicate with concerned parents and the broader community, evidence flexibility in the scheduling of facilities, and provide input into the design of the facilities to most effectively adapt the facilities to enhance student learning. His leadership in this complex project, that occurred at the beginning of his tenure at the school, evidenced excellent managerial and communication skills, and gives me confidence in recommending that he is capable not only as a principal, but would also be successful as the head of a small international school.

John understands curricular development and has successfully led his staff through major curriculum reviews, ensuring that the exemplary quality of the school's elementary program. He has retained the support of his teaching staff, drawing the best from them while insisting on the highest levels of professionalism and implementing a very effective faculty appraisal process. He is a person who effectively balances personal warmth that appears to be intuitive with a professional commitment to excellence. As such, students adore him, parents find him approachable and competent, and his teachers rate him as a strong and caring leader.

John was extensively involved in the hiring of staff for Seoul Foreign School. While he hired many of his own teachers, he also interviewed teachers for the other divisions of the school, evidencing an understanding of the school's needs in divisions other than his own.

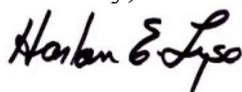
Over the years John has greatly increased the support that students receive who are encountering problems, either learning related or relational. My grandson, who attends the school, has been the recipient of some of the extra efforts of which

John has spearheaded. John has also reached out to the parent community, greatly increasing opportunities to educate parents about important issues. He has initiated many “curriculum chats” and other informative evenings for parents. He has expanded the ways and increased the effectiveness of communication with the parent community as well. John appears comfortable with the use of technology especially as a communication tool.

While John has not played a major role in overall schoolwide budget development, he has evidenced knowledge of budgets and has been most effective in developing and monitoring his elementary school budget to ensure that the funds expended best meet the stated school goals and provide opportunity for teachers to enhance their instructional effectiveness. While I was working with John I had him attending all school board and committee meetings. There he interacted competently with board members and evidenced an understanding of how to work successfully with school boards.

I trust that my comments above confirm my belief that John Gaylord is an outstanding elementary principal who is prepared to undertake greater schoolwide responsibilities. I’m convinced that were he given the opportunity to become head of school he would be eminently successful, and the school fortunate enough to acquire his services would be very well served.

Sincerely,

A handwritten signature in black ink that reads "Harlan E. Lyso". The signature is written in a cursive style with a large, prominent 'L'.

Harlan E. Lyso  
Retired Head of School  
Seoul Foreign School  
Email: [helyso@gmail.com](mailto:helyso@gmail.com)  
Cell: 1-509-388-6603