(Title) (First Name), (Job Title (if applicable))
(Company or Organization)
(Street Address)
(City, Kansas Zip)

Dear **(Title) (Last Name):**

You are invited to participate in a community forum on ways to reward effective educators. The forum will be held **(Day) (Date) (Location, including street address and City)**. We will begin at **(Time)** and conclude between **(Times).**

Please let us know whether or not you will be able to participate by calling **(Staff person)** at **(Phone #)** or e-mailing her at **(E-mail address)**. For planning purposes we would appreciate hearing from you by **(RSVP date)**.

In preparation for our discussion, you may want to begin thinking about your responses to the following questions. A White Paper describing various options is also attached for your information.

1. *What type of pay structure do you favor?*
    - *Should there be a scaffold structure? If so identify the key elements.*
    - *Should student achievement be tied to educator compensation?*
    - *Are there other pay structures that you favor?*
2. *How do we retain the best educators—leaders and teachers? What are the essential elements needed to retain teachers and improve student learning?*
3. *How can we set up a career pathway in order to retain the best in our district? What is available presently and what can we encourage? How might the new regulation establishing a teacher leader license be used to support this effort?*
4. *How can legislators and state board members assist in developing and aligning pilot programs of compensation for educators?*

This forum will provide a great opportunity for you to share your ideas about shaping the future of public education. I hope you will be able to join us on **(Date)**!

Sincerely,

(Superintendent's Name),