

Memo

To: Mrs. Susan Swartz, Superintendent
From: Robert J. Cosmer
Date: April 25, 2023
Re: Tenure Recommendation for Sue Klein

Mrs. Sue Klein currently serves as one of the Foreign Language teachers at the Middle School grade level. She/he currently teaches Spanish 7 and ENL. I am recommending that Sue Klein receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Sue is thorough in her planning and is ready for alternate activities should she need to change the instructional approach within a certain lesson. She demonstrates a good depth of knowledge of her students’ strengths and weaknesses and will utilize that information when developing lessons.
- **Classroom Environment-** Sue maintains a classroom environment that is inviting to all students, regardless of ability level. Her students feel comfortable with asking questions and taking academic risks to further their understanding.
- **Instruction – Classroom Environment-** She uses multiple instructional modalities, auditory, visual as well as communicative which is essential when learning as language.
- **Professional Responsibilities-** Mrs. Klein is involved in the school community and is collaborative with all her World Language colleagues. She is also a strong advocate for her ENL students which is invaluable as the need for ENL has increased in recent years. Presently she is the co-chair of the Middle School Student Council and is quite active in many events and student led initiatives in our building/district.