

# Memo

**To:** Mrs. Susan Swartz, Superintendent  
**From:** Tonya Federico  
**Date:** 6/12/23  
**Re:** Tenure Recommendation for Jessica Meere

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Jess Meere currently serves as one of the general education teachers at the 4<sup>th</sup> grade level at Sacandaga. I am recommending that Jess Meere receive tenure based on the following information and without reservation.

- **Planning and Preparation –**  
Mrs. Meere is incredibly well organized and creative. She is thoughtful and thorough in her planning and preparation. Her passion and enthusiasm show through in the lessons and activities that she plans for her students.
- **Classroom Environment-**  
Mrs. Meere creates a very welcoming classroom environment. Students have a lot of voice in her classroom. They have daily morning meetings and work to grow together as a classroom family.
- **Instruction –**  
Mrs. Meere competently implements all district approved curriculum. She creates engaging, meaningful lessons for her students and works to meet each individual where they are. Mrs. Meere does a great job at scaffolding her instruction to help all students be successful.
- **Professional Responsibilities-**  
Mrs. Meere is involved and engaged in EVERYTHING at Sacandaga. She takes great pride in helping to plan and attend all PTA events. She attends sporting events outside of school that her students participate in. She works effectively with her grade level colleagues and co-teacher.