

Memo

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

Dawn Montague currently serves as one of the general education teachers at the 5th grade level at Sacandaga. I am recommending that Dawn receive tenure based on the following information and without reservation.

- **Planning and Preparation –**

Mrs. Montague is thoughtful and thorough in her planning. She plans in advance but is responsive in the moment to adjust her plans to meet student needs. She has seamlessly transitioned to using instructional technology. She usually prepares Google Slides that include her learning targets, examples, models and resources which she shares with her students and co-teachers. Additionally, Mrs. Montague is thoughtful about planning to differentiate her instruction and to include options for student choice.

- **Classroom Environment-**

Mrs. Montague creates an incredibly comfortable and welcoming classroom environment. Her classroom is truly a family. They work to support and encourage each other. The level of acceptance among students in her classroom is notable. This year Mrs. Montague worked with a full day special education co-teacher and 2 teaching assistants. At any time when walking in to the classroom you would not be able to distinguish the “classroom teacher” from the “special education” teacher and they did an amazing job in creating a collaborative classroom environment.

- **Instruction –**

Mrs. Montague provides strong initial instruction, but incorporates a lot of small, collaborative group work in all subject areas. Students are consistently cognitively engaged and on-task in her classroom. They can tell you what they are learning, and they are encouraged to engage in productive struggle to expand and grow as learners, all while being given support and encouragement in order to find success and increase their confidence.

- **Professional Responsibilities-**

Mrs. Montague is incredibly reflective in her teaching practice and takes her professional responsibilities seriously. She works collaboratively with her grade level colleagues and volunteers for many things in the building. She creates true partnerships with the families of the students she works with.