

Memo

To: Mrs. Susan Swartz, Superintendent
From: Catie Magil, Director of Pupil Personnel Services
Date: June 12, 2023
Re: Tenure Recommendation for Jennifer Montrym

Ms. Montrym serves as a special education teacher in various special education programs (Integrated Co-Teaching and Resource Room) at Scotia-Glenville High School. I am recommending that Ms. Montrym receive tenure based on the following information and without reservation:

- **Planning and Preparation**

Ms. Montrym effectively plans for lessons by collaborating with the general education teacher and instructional coach as well as reviewing student IEPs to inform Specially Designed Instruction. She demonstrates organizational skills in terms of lesson planning and preparation. Ms. Montrym is well-prepared for CSE meetings and comes with information from teachers, multiple data points to review, and enters draft information into the IEP. She utilizes her resources and knows when to ask for guidance.

- **Classroom Environment**

Ms. Montrym has developed positive relationships with students which allows for academic risk taking and ultimately student learning. She knows how to be nurturing and fun while setting boundaries and expectations that students rise to. Ms. Montrym really strives to make a personal connection with each student and can effectively de-escalate students with management needs.

- **Instruction**

Ms. Montrym has a commanding knowledge of the ELA curriculum and English 11 Regents. She appropriately references the learning standards to ensure lessons are academically rigorous and scaffolds instruction according to individual student needs. Ms. Montrym seeks feedback from colleagues and the instructional coach and genuinely desires to grow her skill set. She holds dual certification in Students with Disabilities and Social Studies 7-12 and will be embarking on a new partnership teaching Global History 10 in the upcoming school year.

- **Professional Responsibilities-**

To contribute to the school climate and culture, Ms. Montrym is a member of the ACES Committee, lead member of the PBIS team, participates in school events (Spirit Day, sporting events, class fundraisers), and volunteers with auditions for the Turkey Talent Show. She attends building-level and department meetings and participates in the district's Therapeutic Crisis Intervention for Schools (TCIS) training.