

Memo

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

Ms. Morris currently serves as a Teaching Assistant in the Grade 5 Integrated Co-Teaching classroom at Sacandaga Elementary School. I am recommending Ms. Morris receive tenure based on the following information and without reservation:

- **Planning and Preparation**

Ms. Morris is organized and prepared for daily lessons and is receptive to direction from the general and special education teacher in the classroom. She was an employee in last summer's Extended School Year (ESY) program and occasionally assumed a lead teaching role. In each instance, the classroom operated in a smooth manner with students engaged in learning. Ms. Morris collects and organizes materials, contacts necessary stakeholders, follows up with phone calls, and performs all tasks needed related to the daily routine. She also has a thorough grasp of each student's schedule and what is needed to support the transitions.

- **Classroom Environment-**

Ms. Morris is a great asset to the classroom environment and has developed positive relationships with students. She seeks to connect with each student on a personal level and can effectively intervene with more challenging student behaviors. Ms. Morris supports the special education teacher by implementing academic and behavioral routines with consistency.

- **Instruction**

As a teaching assistant, Ms. Morris assists in the delivery of differentiated instruction to each individual student. She provides scaffolded support and helps facilitate student independence by gradually fading support, when appropriate. As is the case for all teaching assistants, Ms. Morris will continue to grow in her knowledge of highly effective instructional strategies and the content area learning standards.

- **Professional Responsibilities-**

To contribute to the school climate and culture, Ms. Morris attends school events like musical concerts, sporting events, the Sacandaga Walkabout, and is a member of the S-G Friends of Music.