

Memo

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

Ms. Stone serves as a special education teacher at Glendaal Elementary School and delivers Consultant Teacher and Resource Room services across multiple grade levels. I am recommending that Ms. Stone receive tenure based on the following information and without reservation:

- **Planning and Preparation –**

Ms. Stone is appropriately prepared for lessons. She collaborates with general education teachers and reviews students' IEPs to provide Specially Designed Instruction. She is organized and keeps appropriate documentation of parent phone calls, progress monitoring, running records, and more.

- **Classroom Environment-**

Ms. Stone establishes appropriate relationships with students by incorporating their strengths and interests into daily conversations, routines, and lessons. The teacher-student rapport is highly evident and allows for effective classroom management and ultimately student learning. Students enjoy working with Ms. Stone.

- **Instruction –**

In her current role, Ms. Stone pushes into multiple grade levels for ELA and/or Math. As a result, she is knowledgeable about the learning standards and local curriculum. She demonstrates an understanding of how to differentiate lessons to individual students' needs and emphasizes the process over the product (i.e., growth mindset and grit). Ms. Stone is also knowledgeable about literacy instruction having participated in portions of Wilson training.

- **Professional Responsibilities-**

Positive contributions to the school climate and culture include participating in themed staff luncheons (Soup Club & Souperbowl) and participation on the IST Committee and Walking Club. Ms. Stone attends faculty and department meetings and contributes positively to discussion.