

Memo

To: Mrs. Susan Swartz, Superintendent
From: Mrs. Andrea Polikoski, Principal
Date: 03/14/2025
Re: Tenure Recommendation for Mrs. Arielle Joyce

Mrs. Joyce currently serves as one of the Glen-Worden Elementary teachers working with multiple grade levels. She currently teaches Reading. I am recommending that Mrs. Joyce receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Mrs. Joyce demonstrates a deep understanding of the content she teaches. Her plans reflect a thoughtful knowledge of how the concepts she teaches in reading lay the foundation for students' grasps of concepts in other disciplines. Mrs. Joyce displays knowledge of how literacy skills develop and uses research-based resources beyond those provided by the school to plan lessons to support students' abilities to meet instructional goals. Mrs. Joyce maintains an assessment system with clear criteria and standards that are aligned with instructional outcomes.
- **Classroom Environment**- Mrs. Joyce creates a classroom environment that is full of mutual respect, high expectations demonstrated by students' effort in class, efficient routines and procedures, and rules for the classroom that students have internalized. Her classroom is organized, safe, and students are eager to join her there. Mrs. Joyce has made it a goal to utilize every moment of the day effectively, and in turn has created a classroom environment that demonstrates learning at high levels.
- **Instruction** – Mrs. Joyce is highly effective at implementing instruction that is purposeful, relevant, and engaging. Students demonstrate the ability to engage in discussions and respond to questions to further their understanding of skills and topics. Mrs. Joyce excels at providing timely feedback to students which they are then able to implement in their learning immediately. Her assessment methods are authentic, through careful observations of what the students are producing and questioning strategies that allow students to solidify concepts.
- **Professional Responsibilities**- Mrs. Joyce is well versed on maintaining records for students using an assessment system that includes running records, anecdotal notes, progress monitoring through AimsWeb+, and student self-assessment of their progress. She communicates this information with families in person at Open House and parent teacher conferences. She also sends home routine communications through email, phone calls, and progress notes. Mrs. Joyce is an active member of the school community, having taken part in many committees, including Safety Committees that demonstrate her focus on providing students a safe, welcoming environment. Beyond her active participation in opportunities for increasing her knowledge of literacy development and improved reading instruction, she also seeks out professional development opportunities to implement the latest technological resources with her instruction, such as Screencastify and a book study on Daring Greatly.