

Memo

To: Mrs. Susan Swartz, Superintendent
From: Tonya Federico
Date: March 8, 2024
Re: Tenure Recommendation for Laura Daley

Laura Daley currently serves as one of the reading teachers at Sacandaga Elementary. She currently works with students in kindergarten, 2nd and 3rd grades. I am recommending that Laura Daley receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Laura is very organized and thorough in her planning. Working with students in 3 different grade levels during guided reading and providing a variety of instructional interventions during RTI she plans for 8 different instructional groups throughout the day. Laura plans instruction based on individual students' needs in the areas of decoding, phonemic awareness, fluency, comprehension, and writing.
- **Classroom Environment** – Laura has created a warm and welcoming classroom environment. All materials and supplies for her different groups and grade levels are well organized and allow for students to be independent in retrieving and managing their materials. Laura has worked to incorporate components of Responsive Classroom in her small group reading groups. This year in particular Laura has really grown in supporting students social and emotional needs as well as providing the interventions and supports for academic success.
- **Instruction** – Laura provides direct, explicit instruction to help struggling students learn how to read and write. She incorporates students interests when selecting appropriate level text and provides ample opportunities for students to engage in meaningful discussion with each other to support their comprehension. Without being asked, Laura took over the direct instruction of Foundations in one of our 2nd grade classrooms this year when the teacher was unexpectedly out due to an injury that turned into a long-term medical leave. Laura's capacity and willingness to take on this primary instruction allowed the students in the classroom to stay on track with their phonics instruction and assessment.
- **Professional Responsibilities** – Laura collaborates well with her reading department as well as with the 8+ classroom teachers whose students she works with. She is efficient with completing AIS/RTI progress reports, collaborates with classroom teachers for progress reports and maintains and shares progress monitoring data for IST and CSE meetings. This year Laura has been doing her practicum for Wilson Reading to become a certified Wilson instructor. She is an active member of the PTA as both a teacher and parent. Laura has taken on the responsibility of organizing donations from staff and meals for a classroom teacher who is out on medical leave.