

# Memo

**To:** Mrs. Susan Swartz, Superintendent  
**From:** Tonya Federico  
**Date:** March 8, 2024  
**Re:** Tenure Recommendation for Christina Klejsmyt

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Christina Klejsmyt currently serves as a Teaching Assistant at Sacandaga Elementary. This year she primarily works with students in kindergarten through 2<sup>nd</sup> grade. I am recommending that Christina Klejsmyt receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Christina is very well organized. As a Teaching Assistant she does not plan lessons herself, but she is very thorough at maintaining materials and resources for instruction provided by classroom teachers. She also provides a tremendous amount of support to classroom teachers in preparing materials to support instruction in the classroom.
- **Classroom Environment-** Christina pushes into 8 different classrooms and also pulls out small groups of students for instruction during guided reading and RTI. Over the past 4 years she has worked with students at all grade levels but is especially skillful at establishing a strong rapport with our primary aged students. She is caring, reassuring and supportive.
- **Instruction** – Christina effectively provides instruction to small groups during guided reading and RTI as well as providing support when pushing into classrooms during instruction in other content areas (math, social studies, science, Foundations, etc.). Christina makes a substantial contribution when pushing into classrooms providing appropriate levels of individual support to students during whole group instruction.
- **Professional Responsibilities-** Christina has developed a strong working relationship with all of the teachers she works with. She is incredibly flexible and has a strong skill set. She is very effective at covering for classroom teachers when a substitute is not available-maintaining effective classroom management and implementing all instruction left in the plans by the classroom teacher. Christina’s positive attitude and hard work makes her an invaluable staff member at Sacandaga.