

# Memo

**To:** Mrs. Susan Swartz, Superintendent  
**From:** Tonya Federico  
**Date:** March 18, 2024  
**Re:** Tenure Recommendation for Lindsay Seager

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Lindsay Seager currently serves as the school psychologist at Sacandaga Elementary. I am recommending that Lindsay Seager receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Lindsay is always thoroughly prepared for school-based IST or team meetings, 504 meetings or annual review meetings. Her approach to maintaining data and preparing reports is very organized and detailed. She plans appropriately in order to complete all necessary assessments and evaluations and share reports with parents, health care providers and school staff in a timely manner.
- **Classroom Environment-** Lindsay maintains a warm, welcoming environment in her office whether working individually with a student as part of an evaluation or in a counseling capacity or supporting students in a small group setting. Her demeanor is always friendly and compassionate whether working with students, staff, or families.
- **Instruction** – Lindsay has collaboratively created FBAs and BIPs and has successfully helped teachers implement them. She is a leader on our Instructional Support Team focusing on measurable goals and appropriate interventions to support students academically and behaviorally.
- **Professional Responsibilities-** Lindsay takes her professional responsibilities seriously. Her position requires her to work with all staff and many parents and guardians. She is an advocate for students' needs, even when it may not be a preferred approach or popular opinion among staff. Lindsay's knowledge and experience with FBA data collection and behavioral documentation has been an asset to her department. Other school psychologists seek out her expertise. Beyond her work at Sacandaga and within her department, Lindsay is also one of the district's TCIS trainers.