

Memo

To: Mrs. Susan Swartz, Superintendent
From: Robert Cosmer
Date: March 15, 2024
Re: Tenure Recommendation for Heather Swiecicki

Mrs. Swiecicki currently serves as one of the Special Education teachers at the Middle School in 6th, 7th, and 8th grade levels. She currently teaches Science and English. I am recommending that Mrs. Heather Swiecicki receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Mrs. Swiecicki works closely with academic colleagues. Not only specifically in her content areas of Science and ELA, but in the building as a whole. She is proficient at developing lessons that allow students of all abilities to access the learning objectives through multiple modalities and learning styles, including tactile instruction.
- **Classroom Environment** – Mrs. Swiecicki consistently provides a learning environment based upon collaboration and mutual respect. Heather maintains a positive and professional demeanor in the classroom. As such, she exemplifies the model we would choose to impart on our students.
- **Instruction** – Mrs. Swiecicki provides instruction to her students that is differentiated and seeks to maximize learning while allowing students the confidence to take academic risks. Heather has multiple preps this year and delivers each area of content with passion and high expectations for the students in her charge. She uses both formative and summative assessments proficiently to monitor progress.
- **Professional Responsibilities** – Heather has been asked to do more seemingly each year and has met every challenge. In addition to co-teaching in 7th and 8th Grade classes, she has taken on 6th grade science as well. She always maintains an up-to-date gradebook and communicates often with parents, guidance counselors, and administration when addressing student concerns. From the onset of her employment in Scotia-Glenville, Heather has always made herself available throughout the school day and after school for students who need extra support.