

Memo

To: Mrs. Susan Swartz, Superintendent
From: Peter J. Bednarek
Date: March 15, 2024
Re: Tenure Recommendation for Dana Zeppieri

Mrs. Dana Zeppieri currently serves as one of the School Counselors at the High School grade level. She currently serves also as the Department Chair for Counselors. I am recommending that Dana Zeppieri receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Mrs. Zeppieri is both efficient and effective as a school counselor and as a leader of others. I have observed her preparing for parent and student meetings by communicating with all stakeholders and researching a variety of options for each situation. She comes to meetings prepared with opportunities and she is always ahead of schedule in preparing for presentations to parents and community members.
- **Classroom Environment** – Mrs. Zeppieri does not work in a classroom by nature of her position, but her office and the surrounding work area is a safe space where students feel comfortable and supported. Dana is able to provide care and assistance while maintaining boundaries and garnering respect from the students on her caseload. She is respectful of teachers and colleagues in the work that they do and finds ways to ease the burden on others.
- **Instruction** – While Mrs. Zeppieri does not teach courses, she provides constant support to teachers and students by communicating and encouraging positive interaction among them. Dana often advocates for her students with their teachers and their parents, and she does so in a way that is instructive for the student to grow in self-advocacy and to gain personal independence.
- **Professional Responsibilities** – Mrs. Zeppieri is an outstanding professional in terms of her professional capabilities and her willingness to lead. She is a servant leader for her department in that she never asks anyone else to do something she is not already doing or is willing to do herself. She respects others and is a role model for students through her professional interaction. Dana goes above and beyond for her students and her colleagues and tirelessly works to improve the overall operations of our counselling office to our community.