

Martinez Middle School

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MEMORANDUM

To: Stephanie Ragusa
From: Kathleen A. Flanagan
Date: 12/10/07
Subject: Performance Concerns

This letter is an attachment to your fall evaluation for the 2007-2008 school year. As indicated in this evaluation, there are many areas that "need improvement" and are "unsatisfactory". As the semester comes to a close, I am giving you strategies for the areas that you need to improve. Please be aware that these strategies are based on best practices and will be the template for instruction while employed with the School District of Hillsborough County. Without immediate and sustained improvement in the marked areas, your non-renomination could be recommended at the end of the school year.

I realize the transfer to Martinez has not been easy but you have received support from assistant principals, the subject area leader, team leaders, and PNE support teachers. Despite your effort toward improvements, I am still concerned with your instructional effectiveness, especially in the areas of Classroom Management, Planning and Preparation.

1. **INSTRUCTIONAL EFFECTIVENESS** - An effective teacher creates an environment that promotes student learning by assisting them in using the resources available to them and the strengths they already possess. He/she will provide comprehensible instruction to enable every student to meet the performance requirements of Florida students. He/she will also recognize the importance of family to the learner and use this knowledge to support individual learning.
2. **PLANNING AND PREPARATION** - when students are engaged in academically appropriate and challenging learning activities that are structured around specific outcomes and meaningful content, they are less likely to engage in inappropriate behavior. The fact that you are experiencing significant difficulty with your students' conduct indicates immediate improvement is needed in this area.
 - b. Analyze student performance standards to identify higher order thinking skills and design lessons to evoke these higher order skills
 - e. Maintain instructional momentum with smooth and efficient transitions
 - f. Employ performance - based assessment to determine students' performance of specified outcomes

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3. **PROFESSIONAL BEHAVIOR** - An effective teacher works with various professionals, parents, and other stakeholders in the continuous improvement of the educational experiences of students.
 - a. Create and maintain a learning environment in which all students are treated equitably
 - e. Utilize the strengths and attributes of colleagues based on their experience and professional expertise
 - f. Communicate with colleagues, school, administrators and families consistently and appropriately
 - g. Foster cooperative and professional relationships
 - j. Continue to work with support team making an effort towards improvement

4. **TECHNIQUES OF INSTRUCTION** - An effective teacher demonstrates knowledge of subject matter, using instructional time efficiently while creating a positive learning experience that uses a variety of motivational activities and routines.
 - e. Make smooth academic transitions and connect relevant parts of subject matter
 - g. Ask probing questions that require the student to explain, to compare and to contrast
 - h. Create a positive learning experience by providing feedback and reinforcement to students
 - j. Ask questions that ascertain if a lesson is understood
 - n. Analyze student performance and provide strategies for improvement

5. **CLASSROOM MANAGEMENT** - When students do engage in inappropriate behavior, they are more likely to respond positively and sustain appropriate behavior over time when the consequences for their behavior are logical, and are administered in a calm, respectful and consistent manner.
 - a. Apply classroom rules and standards consistently and equitably
 - b. Plan activities that engage students in learning activities and employ strategies to re-engage students who are off task
 - c. Attend to the task and the disruption simultaneously
 - d. Treat students consistently when behavior problems arise regardless of academic or social background
 - f. Check with individual students to verify understanding

As I have stated to you in conferences and as I reiterate now, it is our goal that you develop the best practices to promote academic learning and to improve student performance.


Stephanie Ragusa

12/10/07
Date

My signature indicates I have received a copy of this two page memo.