

January 28, 2013

To Whom I May Concern

Re: Michele Allen

I interviewed and hired Mrs. Allen for the 2007 school year, and I was her supervisor until my retirement in June of 2012. She had come highly recommended from St. Gerard School and she certainly lived up to the reputation she had established there.

Mrs. Allen's teaching assignments have included Grade 3, 4 and an Educational Services II Special Education class. Her varied assignments were always accepted by her in a 'this will be good' spirit. I believe that this variety speaks volumes to her professionalism and willingness to work as part of a team for the good of the students and to meet school goals and objectives.

Mrs. Allen has always worked diligently on behalf of her students and is an excellent communicator with her parent community. She is well prepared and well planned for instruction. Her strategies employed for assessment of learning are professional, sound and current. Her knowledge of curriculum is excellent. The learning environment provided for her students is varied and motivating. Her students love and respect her as do her colleagues on staff.

In 2010 she accepted the Administrative Co-ordinating Teacher position at the school. This position was created to provide administrative support to the school principal on an ongoing basis. In this role, Mrs. Allen liaises with the parish office, Central Office personnel and offers curricular support to our teaching staff. She also contributed to the publishing of the school's monthly newsletter and represented school administration at School Council meetings. She demonstrated sound judgment when we discussed administrative matters and was an excellent partner in the decision making process. When I was absent from the school, I was always confident it was in good hands with Michele in charge.

I am proud to have had her as a colleague and an exemplary teacher for the students at St. William Elementary. Our district's and school's loss will certainly be someone else's gain.

Sincerely,

A handwritten signature in cursive script that reads "Chuck Walker". The signature is written in black ink and is positioned below the word "Sincerely,".

Chuck Walker. Principal, Retired.