

May 23, 2010

To Whom It May Concern:

I am writing this letter as a reference for Margaret Claypool who is seeking a teaching position with your school system. I have known Margaret for four years since we began working together in Crescent City for the Del Norte Unified School District. We were hired together to complete a partnership of four teachers for 120 eighth grade students. Margaret was hired to teach Algebra and I was hired to teach Physical Science. We formed, along with the other two core subject teachers, a Professional Learning Community for our students. With common planning time, we met to create units and partnership events which culminated in the 8th grade graduation each year.

In addition to being colleagues, Margaret and I worked as partners in the BTSA program for the first two years. BTSA is the California beginning teacher program, which is designed to pair a veteran teacher with a new teacher for two years to assist in the transition from college to the classroom. During this time we worked closely reviewing school policy, student achievement, and classroom strategies. I observed Margaret in her classroom several times over the two years and together we visited other math teachers in middle and high school classrooms.

During the four years that I have known Margaret personally and professionally, I have known her to be an affable and honorable colleague and friend. She is passionate about teaching mathematics and has an ease with the subject and technology which is enviable. Margaret maintains good classroom management and creates a comfortable and invigorating environment for learning. She is available most days after school for tutoring and posts her class notes and assignments daily, for students and parents, on her interactive website. Margaret is a team player and has compromised as a team mate; however, she is not afraid to speak her mind in faculty articulation. She also is candid with parents and students. With Margaret, what you see is what you get and that is a genuine person and teacher who knows her craft and is dedicated to assisting students in the process of learning math.

Please feel free to contact me for a verbal reference or if you have any question regarding Margaret Claypool as you consider her for a position.

Sincerely,

Helen C. O'Connor
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