



# Rockford Elementary Arts Magnet School

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[www.rockford.k12.mn.us](http://www.rockford.k12.mn.us)

Brenda Nyhus, Principal  
Melissa Spicer, Counselor

March 4, 2016

To Whom It May Concern,

I am pleased to write the following letter of recommendation for Traci Moore. Traci has been a Title I Reading Teacher for the past three years at Rockford Elementary Arts Magnet School. During this time, she has worked with students in grades kindergarten through fifth grade as a reading intervention teacher. I have worked with Traci as her principal for the past three years. In addition, Traci worked as an administrative intern with me for one year. District-wide, Traci has worked as the Q-Comp Coordinator for the past four years and I have known Traci as an educator for the past ten years.

Traci uses her outstanding teaching and planning skills to build a strong foundation of learning for the children in her care. Her lessons always include innovative instructional strategies, motivating resource materials, and a creative variety of activities. She monitors students' educational growth to ensure that each child is given the opportunity to achieve his/her full potential. She is cognizant of the importance of knowing each individual learner in her care and is able to differentiate within her lessons to meet their individual learning needs. Traci has high expectations for her students and gives them the tools to successfully achieve goals.

Through Traci's delightful personality, every child receives understanding, confidence, and praise. She treats each child with respect and dignity and meets their individual needs with patience and kindness. She establishes positive relationships with children through one to one interactions as well as group participation. Traci's classroom is full of smiles and very conducive to learning. She has the ability to personally connect with children to show she cares. When discipline problems arise, she is fair and consistent.

Traci serves as a leader in many facets. She is the Rockford Area Schools District Quality Compensation (Q-Comp) Coordinator. In this role, Traci oversees goal setting, teacher training and coaching, and the organization of the Q-Comp program for teachers. She is responsible for training the peer observers of the program, sending Q-Comp reports to the state, and working with teachers to meet their individual and building Q-Comp goals in the area of reading. Traci also oversees the district Mentor/Mentee program and supervises the mentoring staff in that program.

Traci epitomizes what it means to be a life-long learner. She is committed to professional development growth. She is always eager to learn how to improve the already good work that she is doing. While she is a most capable leader in her own right, she asks questions, seeks



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feedback, and requests administrative leadership opportunities so she can continue to grow and learn.

During her internship, Traci had experience in handling challenging issues. Whenever dealing with problems, she listened to the concerns expressed and responded in a tactful manner. She works collaboratively with others to resolve issues. Furthermore, she understands the importance of establishing good relationships with students, parents, and staff alike.

Traci's understanding of, and concern for, students is very obvious. She makes decisions based upon their best interests and helps them grow academically and emotionally. Traci always puts the needs of children first and works hard to help each unique learner reach their highest potential.

Traci Moore is a dedicated professional. Meeting students' needs in a safe, welcoming, and supportive environment is her agenda. Traci has all the traits necessary to be an outstanding principal. She has carefully taken the necessary steps in her educational experiences to prepare her for this next step in her career. She has had a vast array of experiences as a teacher and leader at Rockford Elementary Arts Magnet School and in the Rockford Area Schools District. The students and staff in our school have greatly benefited from her support and positive attitude. I give Traci Moore my highest recommendation for a principal position in your school.

Respectfully,

Brenda Nyhus  
Rockford Elementary Arts Magnet School  
Principal