

December 19, 2015

To Whom It May Concern:

I am pleased to write this letter of recommendation for Ms. Merle Branner who served as a long-term substitute teacher at Prairie Elementary School from September – November 2015 in the role of Technology Coach.

Ms. Branner stepped in well to the Technology Coach position by supporting faculty with their needs that centered upon technology-based classroom instruction along with assisting teachers in navigating various online instructional resources. Teachers appreciated Ms. Branner's support and sought out her assistance regularly. Ms. Branner also played an important role in the successful, first time launch of Prairie's online parent-teacher conference sign-ups, which rolled out seamlessly due to her assistance.

Ms. Branner is quite knowledgeable about technology and library science. She worked diligently to familiarize herself with District 96 technology applications and systems as well as striving to learn as much as possible in her short time with us about the online support applications that coincide with our curriculum resources. She actively and positively participated in team meetings, District-wide professional development institute days, and District-wide Technology Coach meetings.

During her time at Prairie, Ms. Branner proved to be dependable and accommodating with excellent attendance and punctuality. She also sought out feedback about her performance to ensure that she was meeting the faculty's needs. I enjoyed working with Ms. Branner. If you have any questions, please feel free to contact me.

Sincerely,



Christine L. K. Pfaff, Ed.D.  
Principal