

December 17, 2024

Mrs. Tricia Liskov, Assistant to the Superintendent of Schools  
Plymouth Public Schools  
11 Lincoln Street  
Plymouth, MA 02360  
[tliskov@plymouth.k12.ma.us](mailto:tliskov@plymouth.k12.ma.us)

Dear Ms. Liskov,

I am writing to express my interest in filling the vacant seat on the Plymouth School Committee Board. I am deeply invested in our community, public schools, and in the education of our youth. I am a parent of two children who both attend the Plymouth Public Schools, and I myself am an experienced and career-long educator. Therefore, I am excited for the opportunity to collaborate, consider, contribute, and offer a new perspective to the important decisions and work that the School Committee is responsible for accomplishing.

I possess extensive experience as an educator and reading specialist. I have taught at middle and high schools within both the public and charter school settings. Currently, I am a member of the Multi-Tiered Systems of Support team at Cohasset Middle School, as well as the school's reading specialist. In this position, I work closely with students, as well as teams of teachers, parents, and administrators at both the building and district level. Additionally, I monitor and assess the school's literacy-based data to identify areas of success and need. During my time at Plymouth North High School, I served as the school's literacy coach. I collaborated with staff and listened to their concerns, in order to then provide in-service trainings. I also designed and delivered lessons for groups of students with targeted learning needs, as well as co-taught in classrooms where students were learning from an advanced placement curriculum. While at Rising Tide Charter Public School, I served as the English Curriculum Coordinator, as well as a grade 6 ELA teacher. Throughout my career, I've developed the necessary listening, communication, and critical thinking skills to brainstorm solutions.

I appreciate your attention for the opportunity to participate in the School Committee Open Seat Appointment Candidate forum on January 6, 2025. I am eager to learn more and for the opportunity to serve. If you have any questions or need additional information, you can contact me at 216.526.2522 or via email at [margaretlisamattthews@gmail.com](mailto:margaretlisamattthews@gmail.com). Thank you for your time and consideration!

Sincerely,

Margaret L. Matthews

## Margaret L. Matthews

48 Jacqueline Lane  
Plymouth, MA 02360  
216.526.2522  
[mmatthews@cohassetk12.org](mailto:mmatthews@cohassetk12.org)

**Objective:** Seeking a full-time Reading Specialist position to develop, strengthen, and enhance young adults' skills in literacy.

### Education & Licensure:

- 9/14 – 6/16 **Lesley University** Cambridge, MA  
M. Ed. in Specialist Teacher of Reading: Grades K-12  
Grade Point Average: 4.0
- 6/07 - Present **Massachusetts Department of Education** Boston, MA  
Professional Reading License: All Levels  
Professional Educator License in English: Grades 5-8 & Grades 8-12
- 1/01 – 5/03 **Cleveland State University** Cleveland, OH  
State of Ohio Licensure Program in Integrated Language Arts: Grades 7 – 12
- 9/95 - 5/99 **John Carroll University** University Heights, OH  
Bachelor of Arts: English  
Extra-Curricular: The Carroll News ~ Student Journalist  
The Carroll Review ~ Student Editor

### Teaching Experience:

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- 8/22- Present **Cohasset Middle School** Cohasset, MA  
Reading Specialist  
~Established and taught a tier 1, grade 6 Content Area Reading course, aligned with the Massachusetts Curriculum Framework with a specific focus on Reading/Informational Text, Writing, Speaking and Listening Standards  
~Work with small, Tier 2 groups of grades 6, 7, and 8th grade students.  
~ Conducted diagnostic, norm and criterion referenced tests to develop and implement individualized literacy plans and monitored progress for students within a specialized literacy class setting  
~Collaborated and attend monthly Reading Specialist meetings with the Assistant Superintendent, Curriculum Director, Elementary Reading Specialists, and Elementary and Middle School Principals  
~Analyzed data from school-wide diagnostic testing (iReady and MCAS) to determine students who would be candidates for Tier 2 and Tier 3 interventions, as well as establish goals for Tier 1 students.  
~Created a school-wide morphology competition.  
~Push into Tier 1 classrooms to support teachers and students with literacy skills.
- 9/15 – 6/22 **Plymouth North High School** Plymouth, MA  
Literacy Coach and Literacy Enrichment Teacher  
~ Designed curriculum to target reading, writing, speaking and listening skills for adolescents with specified, skills-based needs

- ~ Coached and collaborated with content area teachers to develop both formative and summative-based lessons, projects & unit plans, modeled & co-taught lessons, supported objectives for grades 9-12 students
- ~ Researched and provided staff with literacy based texts and resources and professional development opportunities
- ~ Tutored and provided scaffolding for ELL students in need of passing the grade 10 MCAS English Language Arts Composition and Reading Comprehension Test
- ~ Collaborated with and attended professional development workshops and conferences with elementary, middle, and high school Literacy Coaches
- ~ Member of the Massachusetts Reading Association

9/08 – 6/15

**Rising Tide Charter Public School**  
Grade 6 ELA Teacher & English Curriculum Coordinator

Plymouth, MA

- ~ Earned *Highly Qualified Status*
- ~ Advisor, Exposition & Discover teacher, and Cooperating teacher
- ~ Conducted observations and mentorship to grades 5-12 ELA teachers
- ~ Utilized the *Understanding by Design* unit planning method to connect inquiry and skills-based learning to the ELA/Common Core Standards
- ~ Composed curriculum-based authentic assessments for students to identify, transfer and construct knowledge from a variety of sources
- ~ Collaborated and coordinated annual *Verses and Visuals* events

9/07-6/08

**Dedham Middle School**  
Grade 7 ELA/Reading Teacher

Dedham, MA

- ~ Created interdisciplinary units to build and develop literacy skills necessary to achieve success in content subject area subjects
- ~ Taught organizational and study strategies and methods
- ~ Tutored for MCAS After-School Tutoring Program
- ~ Served as a member of the Professional ELA Book Club

**Additional Experiences:**

- Developed & Facilitated high school Book Club
- Collaborated, Developed and Co-Advised “Eagle Wake Up” event
- ~ Coach for the ‘Power of the Pen’ competitive writing team
- ~ Coach for 7<sup>th</sup> & 8<sup>th</sup> grade Cross-Country and Track teams
- ~ Developed curricula for ‘*Communications & Investigations*’ course
- ~ Student Council Co-Advisor
- ~ Youth Program Associate for a summer camp program