

Board of Education Meeting

Liberty School Board Room

October 14, 2025, at 6:30 PM



AGENDA

Mission

We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.

OPENING

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting. Please note that students will be given priority to speak on any topic. The first public participation portion of the meeting will be limited to one-half hour (30 minutes), normally, and limited to agenda items. A second public participation portion will be offered at the end of the agenda to allow for any other comments.

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board Member, District Employee, or Student.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

4. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

5. **REVISIONS/APPROVAL OF AGENDA**

(Items may be added or deleted from the meeting agenda, and/or the order of items may be changed, at the request of an individual Board member or the Superintendent. The agendas must be approved before proceeding further.)

RECOMMENDED MOTION . . . move to approve the agenda as printed/revised.

6. STUDENT SHOWCASE

Miss Saline Scholarship Program

Presenters: *Madylin Marshall, Jillian Hayes, Sophie Zadvinskis, and Co-Director Kim Bryant*

7. ADMINISTRATION AND BOARD COMMITTEE UPDATES

Superintendent (Kowalski)
Student Representative (Hayes)
Citizens for a Quality Community (McVey/Hanson)
Chamber of Commerce (Austin)
Foundation for Saline Area Schools (Steben)
Board Associations (McVey)
Sex Education Advisory Board (Gold)
DEI Advisory Committee (McVey/Gold)
Wellness (Berwick)
City of Saline (McVey/Steben)
CARES (Berwick)
Miscellaneous

8. SCHEDULED REPORT

A. CTE Millage Update

Presenter: Kara Stemmer, Director, South and West Washtenaw Consortium

9. DISCUSSION ITEMS

A. Board Finance Committee Update

Facilitator: Tim Austin, Chair

B. Policy Committee: 1st Reading

Facilitator: Lauren Gold, Chair

Policy 7440.01 - Video Surveillance and Electronic Monitoring (Neola Update)

C. Thrun Policy Service Discussion

Facilitator: Michael McVey, President

10. CONSENT AGENDA

The Consent Agenda is listed in this agenda and will not be read aloud. The motion noted will allow for the authorization of all listed items, without discussion, unless a member of the Board requests that any one or all be considered individually.

RECOMMENDED MOTION . . . move to authorize the Consent Agenda as printed / amended:

- A. **Approval** of the Regular Board of Education Meeting Minutes of September 30, 2025
- B. **Approval** of the Board Policy Committee Meeting Minutes of September 30, 2025
- C. **Approval of Payment** of the General Fund Accounts Payable of October 14, 2025, in the amount of \$4,614,703.70
- D. **Approval of Payment** of the 2021 Bond Fund Series III Accounts Payable of October 14, 2025 in the amount of \$2,564.18
- E. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of October 14, 2025, in the amount of \$120,415.87
- F. **Approval of Payment** of 2025 Bond Fund Series II Accounts Payable of October 14, 2025, in the amount of \$77,902.48
- G. **Receive and File** Human Resources Reports
- H. **Approve** the updates to Policy 8330 - Student Records

CLOSING

11. ITEMS SCHEDULED ON NEXT AGENDA

12. PUBLIC COMMENT

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

13. NEXT MEETING

The next Board of Education Meeting will be held on October 16, 2025, at 5 PM for the purpose of a Board Retreat.

14. CLOSED SESSION

RECOMMENDED MOTION ... to enter Closed Session of the Board of Education at ____ pm, with the intent to re-enter Open Session at approximately ____ pm, for the purpose of Superintendent Evaluation Section 8(a). Under Section 8(a) a simple majority vote is sufficient to enter into a closed session.

15. RECOMMENDED MOTION ... to re-enter Open Session of the Regular Board of Education Meeting at _____.

16. ADJOURNMENT

RECOMMENDED MOTION ... to adjourn the Regular Board of Education Meeting of October 14, 2025 at ____ PM.



Book	Policy Manual
Section	7000 Property Templates
Title	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	May 22, 2018

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

~~[] () In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism),~~ **[END OF OPTION] (X)** In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, **[END OF OPTION]** the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

OR

~~[] The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.~~

~~[] The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.~~

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent or Board President, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. **(X)** Security staff and administrators are

authorized to carry and use portable video cameras when responding to incidents. ~~(-) The Board authorizes security personnel to use body worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.~~

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

[SELECT OPTION #1 OR OPTION #2]

OPTION #1

~~☐ Video recordings will be totally without sound.~~

OPTION #2

☒ Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

[END OF OPTIONS]

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. However, prerecorded lessons or observations of on-line virtual learning sessions may be included as part of an employee's evaluation in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recording). Absent a clear legal obligation, confidential recordings will only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within 30 **[seven (7) to thirty (30)]** days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after 30 **[seven (7) to thirty (30)]** days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. ~~(-) Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.~~

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

~~1 () Annually, () Quarterly, () Monthly, (x) Periodically~~ **[insert interval]**, the Superintendent shall conduct a review to verify that this policy and its implementing guidelines are being adhered to, and report to the Board on the use of video surveillance/electronic monitoring equipment in the District.

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Legal

FERPA, 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Board of Education Meeting

Liberty School Board Room

September 30, 2025, at 6:30 PM



MINUTES

Mission

We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.

OPENING

1. CALL TO ORDER

The Board of Education meeting was called to order at 6:30 pm by President Michael McVey

Board Members Present: Tim Austin, Darcy Berwick, Lauren Gold, Nate Hanson, Michael McVey, Jennifer Steben and Jason Tizedes

Central Administration Present: Superintendent Kowalski, Assistant Superintendents Baaki Diglio and Owsley, Executive Directors Clary, Davis, Martin and Voelker.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT - None

4. RESPONSE TO PREVIOUS PUBLIC COMMENT

AGENDA

5. REVISIONS/APPROVAL OF AGENDA

MOTION made by Vice President Steben, support Treasurer Austin **to approve the agenda as printed.**

Ayes - All Present - **MOTION CARRIED 7-0**

6. **STUDENT SHOWCASE**

Saline Middle School Student Council

Presenters: *Lily Atkinson, Kenzie Stanifer, Jayden Dennis, Chadi Aldeeb and Emma O'Leary*

The SMS Student Council aims to make the school experience better for all students and to ensure that all voices are heard. There is really no formal recruiting process and all students can self-nominate. Their fundraisers go towards supporting school clubs, general school needs and external charities. Activities and programs include:

Acts of Kindness (February - daily random acts of kindness)
Candygrams (Nov & Feb fundraiser)
Student Voice Group (meets w/ school staff)
PALS (inclusion partnerships)
Snowball Dance
School Store
Dexter Leadership Conference (collaboration with other peer districts)
Spring Craft Show (create basket for Saline Area Social Services)
Student vs. Staff Showdown
Student Elections
Morning Announcements

7. **SCHEDULED REPORT**

A. Michigan Integrated Continuous Improvement Process (MICIP) Update

Presenters: Teaching & Learning Team

This report provides a districtwide update on Saline Area Schools' continuous improvement efforts, highlighting progress in academics, social-emotional learning, equity, and data-driven decision-making. It integrates presentations from leadership and specialized teams to showcase systemwide alignment through MTSS, PBIS, DEI, and literacy initiatives.

SAS demonstrates a maturing continuous improvement ecosystem rooted in equity, data monitoring, and responsive instruction. The district has diversified significantly, with 1 in 6 students receiving special education services and a sharp rise in multilingual learners. Leadership emphasized coherence between academic mastery and social-emotional safety, reflecting the belief that "students must first feel a sense of safety and belonging in order to achieve academic goals."

Academic outcomes show strong progress in Social Studies, Science, and Reading, while Math remains a key growth area. Districtwide MTSS and PBIS structures now anchor Tier 1 instruction, bolstered by data cycles integrating local and state assessments. SEL efforts have

been unified under restorative and trauma-informed approaches, raising perceptions of safety and belonging to around 80% positive among surveyed groups.

Professional development investments—such as Orton-Gillingham, UFLY Phonics, and NGSS Science—are driving consistent instructional quality. Strategic staffing (ESL-certified hires, occupational therapists, safety directors) enhances support for diverse learners. Through agile monitoring, programs like Homework Hive were redesigned, while underperforming pilots (e.g., Math Lab) were discontinued.

The district’s next phase centers on raising math achievement, refining Tier 1 practices, and strengthening collective efficacy—the shared belief that all educators can positively affect outcomes.

8. ACTION ITEMS

- A. MOTION** made by Treasurer Austin, support Trustee Gold **to approve the meal price adjustments, effective October 1st, 2025. as proposed and submitted by Larry D’Andrea, Director of Food Service.**

Ayes - All Present - **MOTION CARRIED 7-0**

9. DISCUSSION ITEMS

Board Policy Committee Update

Facilitator: Lauren Gold, Chair

Policy	Meeting Focus	Status
Policy 8330	Student Records - Align wording with FERPA letter	Will be added to consent agenda 10/14/25
Policy 7440.01	Video Surveillance and Electronic Monitoring	Neola Update. 1st reading on 10/14/25
Thrun Policy Service	Recommendation to switch from Neola to Thrun as the policy service provider, both to streamline the amount of policies and the ease of updates.	Full board discussion with possible action 10/14/25
Board Operating Procedures	Board Ethics, Vacancy, Social Media	Table for future meeting

Policy 5340.01	Concussion and Athletics Activities	Discussed. No board action at this time.
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10. ADMINISTRATION / BOARD UPDATES

Superintendent Kowalski: Thank you to the Teaching & Learning Team. Acknowledgement about Count Day which is October 1 and talked about the importance of attendance/count day and the direct impact on school funding. Encourages families to set consistent routines to encourage good attendance. Review of recent correspondence which emphasized SAS commitment to providing student meals regardless of state budget outcome. Successful grand opening of the STEAM center at the high school. Also the auxiliary gym and new weight room opened to support student fitness activities. Attended the Runtough event that supports research for childhood brain cancer. The next community event will be Pizza & Priorities on October 6th at Liberty. This starts at 6 pm. Wonderful to share news from the Michigan Elementary & Middle School Principals Association that both Megan DeGrand & Kenyatta Hughes have been nominated as Region 2 Principal of The Year. They will both be honored at the annual conference in December. Important upcoming dates: 10/2 National Custodian Day, 11/4 CTE millage on the ballot, 10/10 FSAS recognition of Hall of Fame inductees.

Student Representative Jillian Hayes - Shoutout to Senior Capstone volunteers who placed teal ribbons in the downtown area to bring awareness of Ovarian Cancer. Attended the Runtough event. Lots of club and sport activities are in full swing at the high school. Great to see so many activities available for students to become involved in.

Trustee Hanson: shared an inspirational story about Tyler Buckner, backup quarterback for the University of Notre Dame which highlighted a lesson “Fail your way to success”. Mistakes can be opportunities for growth.

Treasurer Austin: Highlighted the importance of Count Day, keeping watch of the State budget, and encouraged support of the CTE Millage on the November 4th ballot. Shared personal statement with emphasis on staying informed and supportive of community safety initiatives.

Secretary Berwick: The Washtenaw County ISD provides lots of county-wide services and partnerships. Upcoming Coffee & Conversations being offered by Washtenaw County’s Special Education Inclusion. First date is November 18th with 3 more to follow. Great opportunity for sharing experiences and building supportive networks.

Vice President Steben: Reminder about the upcoming CTE millage and that absentee ballots have already gone out. FSAS Hall of Fame weekend on 10/10. There is an Alumni Committee social event on 10/9 at Dan’s Downtown Tavern. Attended the STEAM center Open House event. Great to see so much involvement and enthusiasm of the students.

Trustee Gold: Thanks to Trustee Austin for his comments. Acknowledgement of recent events in Michigan. A Happy New Year to fellow Jewish hornets. September is Childhood Cancer Awareness month. Thank you to the Carr family for all they do to raise money for pediatric brain cancer.

Trustee Tizedes: Reminder regarding the CTE Millage and the importance of skilled trades workers. The millage will help address the huge skills gap. Too many trades jobs remain unfilled. Offered statement about commitment to open dialogue and willing to discuss any topics at any time.

President McVey: Attended CQC on 9/18 and was able to meet the new City manager, Mr. Dan Swallow. Encourages fellow board members to attend Saline Chamber ribbon cutting events which are open to all board members and public to attend. Great job on the new STEAM center open house. DEIAC selected 11 new members. Introduced Rachel to the Saline Senior Conference. Shout out to Zach Kaster and his induction into the Hall of Fame on October 10th.

11. CONSENT AGENDA

MOTION made by Trustee Tizedes, support Trustee Gold **to authorize the Consent Agenda as printed.**

Ayes - All Present - **MOTION CARRIED 7-0**

- A. **Approval** of the Regular Board of Education Meeting Minutes of September 9, 2025
- B. **Approval** of the Board Finance Committee Meeting Minutes of September 9, 2025
- C. **Approval of Payment** of the General Fund Accounts Payable of September 30, 2025, in the amount of \$1,745,673.40
- D. **Approval of Payment** of the 2021 Bond Fund Series III Accounts Payable of September 30, 2025 in the amount of \$56,491.22
- E. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of September 30, 2025, in the amount of \$3,202,910.78
- F. **Approval of Payment** of 2025 Bond Fund Series II Accounts Payable of September 30, 2025, in the amount of \$28,390.48
- G. **Receive and File** Finance and Human Resources Reports
- H. **Approval** of the SAS Continuous Improvement Plan as outlined in the Saline MICIP Summary

CLOSING

12. ITEMS SCHEDULED ON NEXT AGENDA

CTE Millage Update - Kara Stemmer
Superintendent Evaluation (Closed Session)

13. **PUBLIC COMMENT** - None

14. **NEXT MEETING**

The next Board of Education Meeting will be held on October 14, 2025 at 6:30 PM

15. **ADJOURNMENT**

MOTION made by Trustee Tizedes, support Secretary Berwick to **adjourn the Regular Board of Education Meeting of September 30, 2025 at 7:58 PM.**

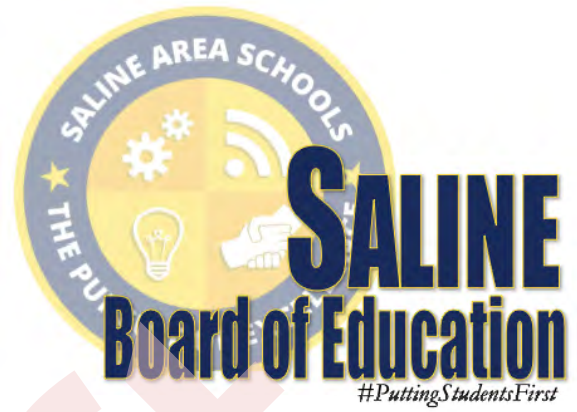
Ayes - All Present - **MOTION CARRIED 7-0**

Respectfully submitted,

A handwritten signature in black ink that reads "Darcy Berwick". The signature is fluid and cursive, with a long horizontal stroke at the end.

Darcy Berwick
Board Secretary

Recorded by: Betty Jahnke



POLICY COMMITTEE MEETING

Liberty School Board Room
Tuesday, September 30, 2025
5 pm

MINUTES

Attending:

Lauren Gold, Chair, Darcy Berwick, and Michael McVey
Superintendent Rachel Kowalski, Recording Secretary Betty Jahnke

1. **Call to Order**

The policy meeting was called to order by chair Lauren Gold at 5:04 pm.

2. **Discussion Items**

A. **Policy 8330 Student Records**

The wording in this policy in the section referring to “Directory Information” was updated for alignment with the FERPA letter which is sent out to parents at the beginning of each school year. This will be added to the consent agenda of the October 14th Board meeting.

B. **Policy 7440.01 Video Surveillance and Electronic Monitoring**

The most recent Neola update to this policy occurred in 2021 and was not reviewed by the Policy Committee at that time. This update is recommended to replace the outdated 2018 version in the Policy Manual which still refers to “Video Tapes”. A 1st reading will take place at the October 14th Board meeting.

C. **Thrun Policy Services**

A robust conversation with the District administration recommending the switch to Thrun Law Firm as our Board Policy holder from the current Neola service. This will be a discussion at the October 14th Board meeting.

D. **Board Operating Procedures**

This topic was tabled for a future meeting since it may be impacted by the change of policy service holder. Items to be discussed will be Ethics, Board Vacancy, Social Media.

*Board Policy Committee Meeting Minutes
September 30, 2025*

E. **Concussion Policy**

This policy was discussed. No action at this time.

3. **Public Comment** - None

4. **Next Meeting**

The next Policy Committee meeting will be held on October 28, 2025 at 5:15 pm.

5. **Adjourn**

The meeting was adjourned at 6:05 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Darcy Berwick". The signature is fluid and cursive, with a long horizontal stroke at the end.

Darcy Berwick
Board Secretary

Recorded by: Betty Jabnke

Policy Review Memorandum

To: Board of Education
From: Board Policy Committee
Date: October 14, 2025
Subject: Board Policy 8330 Student Records

This policy is being brought forward to the Board of Education for approval through the consent agenda.

These policies:

	Reflects current state of the law and should be adopted
	Is recommended but not required
	Not currently a SAS Board Policy
X	Reflects changes as requested by District Administration to align the policy with FERPA Letter to Parents defining “Directory Information”

Key Ideas

It is important that the FERPA notification letter defining “Directory Information” is consistent with Board Policy 8330, which establishes the district’s official definition of what constitutes “Directory Information.” When these two documents are not aligned, it can create confusion for parents/guardians, staff, and the public regarding what information may be disclosed without prior consent. Ensuring alignment provides clarity, maintains compliance with FERPA, and reinforces the district’s commitment to protecting student privacy.

Recommendation

To approve this policy as submitted by the Policy Committee.



Book	Policy Manual
Section	8000 Operations
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	May 22, 2018
Last Revised	November 23, 2021

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

If the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent, or his or her designee, shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,

- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to

challenge the content of the record;

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or their family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon their written request:

- A. the specific information that was disclosed;
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. ~~a student's name;~~

B. ~~address; (except for students participating in the address confidentiality program act);~~

C. ~~telephone number.~~

A. a student's name

B. address

C. date ~~and place~~ of birth

D. major field of study

E. participation in officially recognized activities and sports

F. height and/or weight, if member of an athletic team which requires disclosure to participate

G. dates of attendance

H. date of graduation

I. awards received

J. honor rolls

K. scholarships

L. school photographs or videos of students participating in school activities, events, or programs

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have their child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on their own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within fifteen (15) business days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least five (5) work days before the scheduled date of the activity. The instrument will be provided to the parent within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for the proper storage and retention of records including a list of the type and location of records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Revised 3/23/21

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Legal	20 U.S.C. 7165(b) 34 C.F.R. Part 99, 2002 Section 444 of subpart of part C of the General Education Provisions Act Title IV of Public Law 90-247 M.C.L. 380.1135, 380.1136 Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education 20 U.S.C., Section 1232f through 1232i (FERPA) 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act 26 U.S.C. 152 20 U.S.C. 7908
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TOPIC: Human Capital Recommendations
The following human capital changes including resignations and new hires are being presented to the Board of Education to receive and file:

RESIGNATIONS / TERMINATIONS:

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>REASON</u>	<u>EFFECTIVE</u>
Andrea Brown-Harrison	Middle School	Paraeducator	Separation	Resignation	21.Sep.25
Brian Lampman	High School	Social Studies Teacher	Separation	Retirement	19.Nov.25
Beverlee Swisz	Middle School	Paraeducator	Separation	Resignation	17.Oct.25

NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Dennis McIntosh	Transportation	Bus Driver	New Hire	Step 1	10.Sep.25
Claire Janssen	Woodland Meadows	Paraeducator	New Hire	Step 1	10.Sep.25
Jennifer Elias	Transportation	Bus Driver	New Hire	Step 1	15.Sep.25
Hannah Moore	Woodland Meadows	Young 5's Aide	New Hire	Unaffiliated	22.Sep.25
Piper Tscherniwetz	SWC	Office Assistant	New Hire	Step 1	23.Sep.25
Sarah Poulin	Liberty / Pooh Corner	CSR Teacher	New Hire	Unaffiliated	29.Sep.25

RECOMMENDATION: That the Saline Area Schools Board of Education consents to the personnel report recommendations as presented.

Sarah A. Poulin

Elementary School Teacher

EDUCATION

MICHIGAN TEACHERS FOR TOMORROW

MICHIGAN TEACHER CERTIFICATION

MICHIGAN TEST FOR TEACHER CERTIFICATION: PASSED IN DECEMBER 2020

CURRENTLY, I AM WORKING ON MY TEACHER LICENSE THROUGH MICHIGAN TEACHERS FOR TOMORROW.

MICHIGAN STATE UNIVERSITY, EAST LANSING, MI

MASTER OF BUSINESS ADMINISTRATION DEGREE (2012)

Concentrations: Human Resource Management and Hospitality Management □ GPA: 3.4

Selected coursework: Compensation □ Strategy Process □ Human Resource Management □ Training & Development

HARDIN-SIMMONS UNIVERSITY, ABILENE, TX

BACHELOR OF BUSINESS ADMINISTRATION DEGREE (2004)

Major: Management □ GPA: 3.2

PROFESSIONAL EXPERIENCE

CENTRAL ACADEMY, ANN ARBOR, MI

AUGUST 2024-JUNE 2025

KINDERGARTEN TEACHER

- Help to meet students' social and emotional needs so they are able to thrive in school.
- Plan and teach lessons for kindergarten curriculum.
- Create strong relationships with parents through Class Dojo, over the phone, and in person.
- Maintain student data to assess each student's educational needs.
- Implement various strategies in lessons plans in order to help English language learners to pick up reading and vocabulary skills in class.
- Run an after school pickleball club for middle and high school students.

DAYCROFT MONTESSORI SCHOOL, ANN ARBOR, MI

AUGUST 2022-JUNE 2024

KINDERGARTEN TEACHER (2022-2023)

FIRST AND SECOND GRADE TEACHER (2023-2024)

- Give small group and individual lessons to students.
- Plan and teach lessons for writing, reading, science, and ethics curriculum.
- Help students with individual math and language work using Montessori materials.
- Communicate with my co-teacher to plan lessons and curriculum for both first and second graders.
- Maintain communication with parents over progress of children in the classroom.
- In charge of after school run club for students in Grades 1-6.
- Teach educational summer camps in June and July.

EDUSTAFF, MILAN AND DEXTER, MI
2022

AUGUST 2021-JUNE

SUBSTITUTE TEACHER (LONG TERM 2ND GRADE SUBSTITUTE AT PADDOCK ELEMENTARY UNTIL FEBRUARY 2022, BUILDING SUBSTITUTE AT ANCHOR AND BEACON ELEMENTARY UNTIL JUNE 2022)

- Create lesson plans daily for second grade class.
- Complete report cards and progress reports while also communicating with parents about student progress in order to increase student participation and knowledge in class.
- Plan for small groups in reading and writing to help improve fluency skills of all the students in class.

KEYSTONE ACADEMY, BELLEVILLE, MI

NOVEMBER 2020-JUNE 2021

SECOND GRADE TEACHER

- Create lesson plans daily for the class and post them on Google Classroom.
- Communicate with students and parents on a daily basis through e-mail, phone calls, conferences, office hours, etc.
- Keep up to date on the best technology to promote and enhance a productive virtual teaching environment.
- Provide grades and feedback to students so as to improve classroom participation and student knowledge of various subjects.
- Create fun classroom events such as lunch clubs, daily office hours, virtual parties, and interactive class activities so as to foster social activities and interaction for students in the virtual environment.

EDUSTAFF, MILAN, MI

SEPTEMBER 2018-JUNE 2020

SUBSTITUTE TEACHER (BUILDING SUBSTITUTE AT PADDOCK ELEMENTARY)

- Cover classroom lesson plans for absent teachers and absent teacher assistants.
- Help watch children in school lunchroom, library, gymnasium, and outdoor recess when it was needed.

REHMANN, ANN ARBOR, MI

DECEMBER 2017-MAY 2018

INTELLIGENCE ANALYST

- Maintain a case load of background checks for various clients.
- Research and analyze information from databases, court records, and websites to complete each background check.
- Contact various courts to obtain criminal and civil litigation when necessary.
- Conduct pre-employment employment/salary verifications and social media searches.
- Keep track of time and billable hours for each background check and client.

HIGHFIELDS, ONONDAGA, MI

JANUARY 2017-NOVEMBER 2017

HUMAN RESOURCES GENERALIST

- Create and maintain company job postings on Career Builder, Indeed, and other various job websites.
- Coordinate the recruitment and onboarding of all new hires for the organization.
- Complete background checks for all new employees.
- Complete all new hire paperwork and files.
- Maintain electronic and paper employee files and prepare them for audits.
- Process payroll paperwork for new employees, raises, and terminations.

FAMILY SERVICE AND CHILDREN'S AID, JACKSON, MI

APRIL 2015- JANUARY 2017

Human Resources Administrative Assistant

- Facilitate biweekly payroll in Paycor.
- Administration of employee benefits.
- Maintain employee and human resources files and systems.
- Conduct the new employee orientation/ on-boarding process.
- Process employee background checks and clearances for all positions.
- Responsible for recruiting new hires for open positions.
- Input employee training records and create training transcripts.
- Plan and participate in employee and community special events.

WHOLE FOODS MARKET, ANN ARBOR, MI

MARCH 2014- JUNE 2015

Customer Service Associate

- Sold meat products to customers and provided information about how to prepare and cook the meat.
- Prepared ready-to-cook items for sale.
- Kept the meat case stocked full of products.
- Communicated effectively and provided excellent customer service to everyone.
- Helped train new employees in meat department protocols.

EATON CORPORATION, JACKSON, MI

JUNE 2012-JUNE 2013

Human Resources Generalist (*temporary position through Belcan*)

- Responsible for the recruiting, interviewing, hiring, and on boarding of hourly employees.
- Provided support to employees for benefits enrollment, medical claims, training, and help with various situations.
- Helped run and participate in various health, wellness, safety, and employee involvement initiatives.
- Coordinated special projects as needed.

THE VANGUARD GROUP, CHARLOTTE, NC

NOVEMBER 2007-JULY 2010

Client Relationship Associate

- Recognized for superior customer service, efficient conflict resolution skills, and excellent communication skills.
- Placed trades on investor's mutual fund accounts, and helped investors to identify their financial investment needs.
- Facilitated team building and training activities that resulted in improved problem solving and communication skills within my work team.
- Participated on the Diversity Committee, where I helped to plan, coordinate, and schedule diversity activities and initiatives within Vanguard and within my department in order to increase employee awareness of the diverse talent of all people within the company.
- Provided customer support for small business retirement plan administrators and plan participants in order to make benefits administration a smooth process for everyone involved.

WORK HISTORY

Tax Assistant – Pustorino, Puglisi, and Com. LLP, New York, NY	2006-2007
Administrative Assistant – Various Temp Agencies, New York and New Jersey	2005-2006
Tennis Professional - FORT LEE RACQUET CLUB, FORT LEE, NJ	2005-2005
Administrative Title Coordinator - HONDA FINANCIAL SERVICES, IRVING, TX	2004-2005

PROFESSIONAL AFFILIATIONS

Society of Human Resource Managers - MSU MBA Association - MSU HR Association

COLLEGIATE ACTIVITIES & HONORS

Delta Mu Delta Honor Society
Member of Hardin-Simmons Varsity Tennis Team