

# Board of Education Meeting

Liberty School Board Room  
July 8, 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. **BOARD PRESIDENT'S STATEMENT** - President Michael McVey
4. **SUPERINTENDENT'S STATEMENT** - Superintendent Rachel Kowalski
5. **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 comment.*

*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

### EXTENDED PUBLIC COMMENT

*Stacey Rumpsa  
Executive Director, Foundation for Saline Area Schools*

6. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA
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7. **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.**

8. **SCHEDULED REPORTS**

- A. **Technology Department Annual Review**  
*Presenter: Jay Grossman, Director of Technology*

9. **ACTION ITEMS**

- A. **RECOMMENDED MOTION ... to approve the Closed Session minutes of June 10, 2025, for the purpose of Collective Bargaining 8(c) of the Open Meetings Act.**
- B. **RECOMMENDED MOTION ... to appoint (name) as the Board Treasurer per Policy 0152 - OFFICERS.**
- C. **RECOMMENDED MOTION ... to approve, per Board Policy 2510, the following textbook and associated ebook digital license: Impact, Second Edition by National Geographic Learning at an annual cost of \$1145 as submitted by Kara Davis, Executive Director of Teaching and Learning. This will provide a comprehensive and cohesive curriculum for 6-12 English Learners students.**
- D. **RECOMMENDED MOTION ... to name the following banks or depositories for the various funds of the Saline Area Schools in fiscal 2025/26 year:**

Bank of Ann Arbor  
Michigan Liquid Asset Fund (MILAF)  
Old National Bank

- E. **RECOMMENDED MOTION ... to authorize Rachel Kowalski , Superintendent, as the primary signer on all checks written by the District, with Miranda Owsley, Assistant Superintendent of Finance as alternate on all accounts listed.**

**Bank of Ann Arbor**  
2021 Bond Checking Account  
2023 Bond Checking Account

2025 Bond Checking Account

**Michigan Liquid Asset Fund (MILAF)**

2021 Bond Investment Account

2023 Bond Investment Account

2025 Bond Investment Account

General Fund Investment Account

**Old National Bank**

General Fund

General Fund Payroll

Community Education

Recreation/CARES

Food Service

Student Activity

Student Activity, The Edge

Flex Benefits - Maestro

2016 B&S Debt Service

2018 B&S II Debt Service

2021 B&S III Debt Service

2018 Refunding Debt Service

2023 B&S I Debt Service

2025 B&S II Debt Service

Sinking Fund

Paul Handy Scholarship Fund

Tim Kiraly Memorial Fund

Horticultural Award

Randy Hoffman Fund

Rachael Townsend Fund

Dora Mae Mayer Memorial Scholarship

Kathryn Steiner Burr Scholarship

- F. RECOMMENDED MOTION ... move to authorize Rachel Kowalski, Superintendent, and Miranda Owsley, Assistant Superintendent of Finance, as signatories on transfers of investment monies.**
  
- G. RECOMMENDED MOTION ... move to adopt the resolution for continued participation in the State of Michigan Loan Revolving Fund as submitted by Assistant Superintendent Miranda Owsley.**
  
- H. RECOMMENDED MOTION ... move to appoint the Thrun Law Firm, P.C., of Lansing, Michigan and Collins & Blaha, P.C as legal counsel for the school district or board for the 2025-26 school year. In addition, the District is authorized to utilize other law firms pending areas of expertise.**

10. **DISCUSSION ITEMS**
11. **ADMINISTRATION / BOARD UPDATES**
12. **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 June 10, 2025
- B. **Approval** of the Budget Hearing Minutes of June 10, 2025
- C. **Approval** of the Finance Committee Meeting Minutes of June 10, 2025
- B. **Approval of Payment** of the General Fund Accounts Payable of July 8, 2025, in the amount of \$4,809,878.48
- C. **Approval of Payment** of the 2021 Bond Fund Series III Accounts Payable of July 8, 2025 in the amount of \$74,850.00
- D. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of July 8, 2025, in the amount of \$1,889,406.36
- E. **Approval of Payment** of 2025 Bond Fund Series II Accounts Payable of July 8, 2025, in the amount of \$6,315.00
- G. **Receive and File** Human Resources Report

<b>CLOSING</b>
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13. **ITEMS SCHEDULED ON THE NEXT AGENDA**
14. **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**

15. **NEXT MEETING**

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

**16. ADJOURNMENT**

**RECOMMENDED MOTION** ... to adjourn the Regular Board of Education Meeting of July 8, 2025, at \_\_\_\_\_ PM.

# Saline Area Schools

Teaching & Learning Team

## MEMORANDUM



**To:** Board of Education  
Superintendent Rachel Kowalski

**From:** Kara Davis  
Teaching & Learning Team Lead

**Date:** July 8, 2025

**Subject:** Secondary English Learner Program Curriculum Adoption

**Recommendation:** Per [Board Policy 2510](#) - Approval of the following textbook and associated ebook digital license: *Impact, Second Edition* by National Geographic Learning in order to provide a comprehensive and cohesive curriculum for 6-12 English Learner students and more robust resources for EL teachers and tutors.

Description: The new edition of *Impact* enhances authentic communication through updated National Geographic content, integrated language instruction, and lessons that develop social skills and speaking strategies. More practice opportunities and scaffolding, now closely aligned to the CEFR, help learners to better practice and improve language outcomes. Enhanced coverage of key international curricula and exams develops the literacy skills, critical thinking, and learning strategies students need for academic success.

All National Geographic Learning programs have assessment resources to support teachers as they place students, monitor students' progress towards learning outcomes, and deliver tests and exams.

An overview of *Impact, Second Edition* can be viewed at the following link - <https://www.eltnl.com/series/PRO0000009210>

Annual Cost: ~\$1145 (Spring 2025 Quote)

School Bond Qualification and Loan Program  
School Loan Revolving Fund  
Bureau of Bond Finance  
Michigan Department of Treasury  
430 W. Allegan  
Lansing, MI 48922

**ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION**

For Participation in the School Bond Qualification and Loan Program

Legal Name of School District <b>Saline Area Schools</b>	District Code No. <b>81-120</b>	County <b>Washtenaw County</b>
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**CERTIFICATE**

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 8 day of July, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this 8 day of July, 2025.

Darcy Berwick

(Type or Print Name of Secretary)

(Signature of Secretary)

Tim Austin

(Type or Print Name of Treasurer, Board of Education)

(Signature of Superintendent of Schools)

**RESOLUTION**

A meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_

and supported by Member \_\_\_\_\_

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
  
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2025)	7.50	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2025		\$ 5,512,167.77
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$(1,290,390.00)
Estimated accrued interest		\$275,608.39
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2026		\$4,497,386.16

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Assistant Superintendent of Finance is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members

# Board of Education Meeting

Liberty School Board Room

June 10, 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 6:41 pm by President Michael McVey

**Board Members Present:** Tim Austin, Darcy Berwick, Brad Gerbe, Lauren Gold, Michael McVey and Jason Tizedes.

**Board Members Absent:** Jennifer Steben

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

#### 2. PLEDGE OF ALLEGIANCE

#### 3. STATEMENT READ BY BRAD GERBE

Treasurer Gerbe has accepted a teaching position with Saline High School. This is included on the HR Report being approved on this evening's consent agenda. Due to state law preventing an individual from being both an employee and a board member, he recused himself from the remainder of the meeting to avoid any conflict of interest. His resignation is effective June 10, 2025.

**Motion made by Secretary Berwick, support Trustee Tizedes** to accept the resignation of Brad Gerbe effective immediately.

Ayes - All Present - **MOTION CARRIED 5-0**

4. **SUPERINTENDENT'S RECOGNITION**

*Student Representative Recognition*  
*Kate Sonnenday*

The Board recognized Kate Sonnenday for her service as a student representative, presenting her with a plaque and a \$500 scholarship to be put towards her upcoming business studies at the University of Tennessee.

President McVey introduced Jillian Hayes as the 25/26 BOE Student Representative.

5. **PUBLIC COMMENT**

**Cody Stedman, recent Alumni Class of 2025** - spoke regarding the SHS Journalism programs and the success of SHS Today and Hornet Nation including their recent induction of Nate Bush into the state high school journalism hall of fame.

**Georgia Frost, Office of Debbie Dingell** - presented Dr. Laatsch a framed copy of a Congressional Record Statement honoring his 27 years of service to Saline Area Schools. This statement, now part of the official congressional record, commends Dr. Laatsch's dedication to students and the improvements he has made to the district's schools.

**Amy Tesolin, Parent** - spoke regarding support of Saline Area School teachers and the community's strong appreciation for their work.

6. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

<b>AGENDA</b>
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7. **REVISIONS/APPROVAL OF AGENDA**

**MOTION** made by Trustee Austin, support Trustee Gold **to approve the agenda as printed.**

Ayes - All Present - **MOTION CARRIED 5-0**

8. **ACTION ITEMS**

**A. MOTION** made by Secretary Berwick, support Trustee Austin **to approve the food service management contract with Chartwells for the 2025-26 School Year as submitted by Miranda Owsley, Assistant Superintendent of Finance**

Ayes - All Present - **MOTION CARRIED 5-0**

- B. MOTION** made by Trustee Austin, support Trustee Tizedes **to adopt the amended General Appropriations Act for 2024-2025 Final Amended Budgets, 2025-2026 Original Budgets and the 2025 L-4029 tax rates as submitted by Miranda Owsley, Assistant Superintendent of Finance**

Ayes - All Present - **MOTION CARRIED 5-0**

- C. MOTION** made by Trustee Austin, support Trustee Tizedes **to approve the Closed Session minutes of May 27, 2025, for the purpose of Collective Bargaining 8(c) of the Open Meetings Act.**

Ayes - All Present - **MOTION CARRIED 5-0**

- D. MOTION** made by Trustee Gold, support Trustee Tizedes **to approve the recommendation for The Reuse Network (IRN) to project manage and coordinate the logistics of the removal of up to 2,932 pieces of furniture at a cost not to exceed \$63,068 as submitted by Rex Clary, Executive Director of Operations.**

Ayes - All Present - **MOTION CARRIED 5-0**

- E. MOTION** made by Secretary Berwick, support Trustee Austin **to approve the Neola and District updates to the following policies as submitted by the Policy Committee:**

Policy 5330.01 - Epinephrine Auto-Injectors

Policy 7540.09 - Artificial Intelligence

Policy 7540.04 - Staff Technology Acceptable Use and Safety

Policy 5500 - Student Conduct

Policy 7440 - Facility Security

Ayes - All Present - **MOTION CARRIED 5-0**

**9. SCHEDULED REPORTS**

- A. Presentation of Athletic 5|3 Consulting Athletic Department Review**

*Presenters: Adhoc Committee Members (Austin, Gold, McVey)*

President McVey gave an overview of the process regarding the Athletic Department Review. The ad hoc committee also included Lauren Gold and Tim Austin. The report was authored by Scott Robertson of 5|3 Consulting. For his report Mr. Robertson reviewed public documents and visited the district on 3 separate occasions. He engaged with community members and attended games and well as conducted two targeted surveys for coaches and student athletes. He thanked Athletic Director Ashley Mantha and Assistant Athletic Director Jeff Pike for their transparency and cooperation throughout the review process.

The report offered recommendations to enhance communication and overall functioning of the athletic department. Also recommendations to explore alternative tools for postseason feedback. Saline Area Schools is seen as a leader in Title IX compliance and is recognized by the Southeastern Conference administrators. The athletic department actively engages with the MHSAA and participates in multiple professional development sessions each year.

**MOTION** made by Trustee Austin, support Trustee Tizedes **to acknowledge the completion of the report and positive work of the athletic department.**

Ayes - All Present - **MOTION CARRIED 5-0**

**B. State of the District (Past, Present and Future)**

*Presenter: Superintendent Steve Laatsch*

Dr. Laatsch presented his final report, recapping the district's past, present and future. He highlighted over 4700 students, 700+ staff members, 95% graduation rate and enrollment currently ahead of last year's numbers for young 5's and kindergarten.

The goals have remained consistent over the past four years aimed at continuous improvement. The importance of academic rigor within the curriculum was emphasized. This focus extends particularly within CTE programs. Students are excelling in state competitions which demonstrates the effectiveness of these programs.

Also creating a culture of equity is an ongoing process providing support and accelerating progress for all students especially in the English Learner program and social-emotional learning.

The district is dedicated to helping students engage in respectful conversations, supporting civility and unity even amidst differing viewpoints.

Improvements are being made to prepare Saline Area Schools for the future through the bond work and enhancements to the staffing model. The new SHS STEAM center is scheduled to open in August 2025 which will provide dedicated spaces for robotics and science olympiad teams. Also opening soon will be the new weight room designed to accommodate multiple PE classes simultaneously focusing on individual fitness. Current projects under way are the Liberty Athletic Complex and Senior Center.

**10. DISCUSSION ITEMS**

**A. Finance Committee Update**

*Chair, Brad Gerbe (given by Tim Austin)*

Acknowledgement to Brad Gerbe for his work as treasurer over the past several years. The finance committee met prior to this evening's Board meeting to look a little deeper into some of the line items being presented in the budget hearing like instructional staff services and maintenance and operations. The budget projection includes a \$200 per pupil increase. The next finance committee meeting will be held on Tuesday, August 12th at 4 pm.

**11. ADMINISTRATION / BOARD UPDATES**

**Superintendent Laatsch** - provided a farewell message to the community, updates on his future plans and confidence in Dr. Kowalski leading our district.

**Trustee Austin** - thank you to Steve for his 27 years of service to our district. Congratulations to the graduates, and thank you to all staff for their hard work this year.

**Secretary Berwick** - thank you to Steve for his 27 years of service to our district, excited to begin working with Rachel and to be part of the process in selecting and welcoming a new board member.

**President McVey** - attended the City of Saline Pride flag raising. The WISD election results: Dorcas Musili ran unopposed for the partial term and Diane Hockett and Mary Jane Tramontin elected for the two 3-year terms. Will work on a press release to be posted announcing the Board vacancy. This will include a 2 week window for applicants to apply. Applicants must reside in the SAS District and be eligible to vote.

**Trustee Gold** - thank you to Steve for his 27 years of service to our district and congratulations on his retirement. Also an acknowledgement to Brad for his mentoring. Acknowledgement that June is Gun Violence Awareness month. Gun locks are available at the police station. Honoring the LGBTQ community during Pride Month.

**Trustee Tizedes** - thank you to Steve for his 27 years of service to our district and congratulations on his retirement. Congratulations to Brad on his new teaching position. And congratulations to all the 2025 Saline graduates.

**12. CONSENT AGENDA**

**MOTION** made by Trustee Austin, support Secretary Berwick **to authorize the Consent Agenda as printed:**

Ayes - All Present - **MOTION CARRIED 5-0**

- A. **Approval** of the Regular Board of Education Meeting Minutes of May 27, 2025
- B. **Approval of Payment** of the General Fund Accounts Payable of June 10, 2025, in the amount of \$3,498,355.22

- C. **Approval of Payment** of the Bond Fund Series III Accounts Payable of June 10, 2025 in the amount of \$164,500.00
- D. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of June 10, 2025, in the amount of \$3,276,699.47
- E. **Approval of Payment** of 2025 Bond Fund Series II Accounts Payable of June 10, 2025, in the amount of \$570,991.88
- F. **Approval** of the 2025-2026 MASB Membership Renewal in the amount of \$8470.61
- G. **Receive and File** Finance and Human Resources Reports

<b>CLOSING</b>
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13. **ITEMS SCHEDULED ON THE NEXT AGENDA**

- A. Dr. Kowalski's first meeting
- B. Approval of Banks / accounts / signatures
- C. Tech Department Annual update
- D. FSAS Annual update

14. **PUBLIC COMMENT** - None

15. **NEXT MEETING**

The next Board of Education Meeting will be held on July 8, 2025, at 6:30 PM.

16. **CLOSED SESSION**

**MOTION** made by Trustee Tizedes, support Trustee Austin **to enter Closed Session of the Board of Education at 8 PM, with the intent to re-enter Open Session at 8:30 PM, for the purpose of Collective Bargaining 8(c) of the Open Meetings Act. Under Section 8(c) a simple majority vote is sufficient to enter into a closed session.**

Ayes - All Present - **MOTION CARRIED 5-0**

**With no objection, the Board returned to open session at 9:52 pm**

President McVey clarified that Brad's letter of resignation is dated June 21 which ensures the board remains within the 30-day timeframe to find a replacement. It was proper ethical etiquette for him to recuse himself from tonight's meeting.

17. **ADJOURNMENT**

**MOTION** made by Trustee Gold, support Trustee Austin **to adjourn the Regular Board of Education Meeting of June 10, 2025, at 9:53 PM.**

Ayes - All Present - **MOTION CARRIED 5-0**

Respectfully submitted,



Darcy Berwick  
Board Secretary

*Recorded by: Betty Jahnke*

Draft

# BUDGET HEARING MEETING

Liberty School Board Room

June 10, 2025 at 6:00 PM

## MINUTES



1. **CALL TO ORDER** of the Budget Hearing of June 10, 2025

The Budget Hearing was called to order by President Michael McVey at 6:02 pm

**Board Members Present:** Tim Austin, Darcy Berwick, Brad Gerbe, Laurent Gold, Michael McVey, and Jason Tizedes

**Board Members Absent:** Jennifer Steben

**Central Administration Present:** Superintendent Laatsch, Assistant Superintendent's Owsley, Baaki Diglio, Executive Directors Clary, Davis, Martin, Voelker

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENT** - None

4. **REVISIONS/APPROVAL OF AGENDA**

**MOTION** made by Secretary Berwick, support Trustee Tizedes **to approve the agenda as printed.**

Ayes - All Present - **MOTION CARRIED 6-0**

5. **BUDGET PRESENTATION**

*Presenter: Assistant Superintendent Miranda Owsley*

Assistant Superintendent Owsley gave a presentation to the Board outlining the 2024-25 Amended Budget and the 2025-26 Budget. The board must adopt the annual budget before July 1, 2025.

The Board received a comprehensive overview of the FY25 amended and FY26 adopted budgets. The General Fund, which supports all instructional operations, totals approximately \$77 million and is primarily funded by the state through the per-pupil foundation allowance. Local revenue sources, including taxes, donations, and activity fees, supplement state funding. Approximately 85% of General Fund expenditures are allocated to salaries and benefits. Revenue projections were adjusted due to a decline in student enrollment and the absence of an anticipated per-pupil increase, which

*Budget Hearing Meeting  
June 10, 2025*

was partially offset by a one-time \$2.1 million ORS line item. The Board also reviewed staffing changes, including the addition of several positions in special education and English learner support.

In addition to the General Fund, the Board reviewed separate budgets for special revenue funds (e.g., Community Education), debt service funds, and capital project funds. These funds are governed by separate rules and are restricted in use. Debt service funds are used to repay outstanding bonds, while capital project funds—such as the sinking fund and equipment fund—are limited to infrastructure and facility improvements. The district manages seven active millages and utilizes 100% summer tax collection. The Board was informed of the required annual budget amendment by June 30 and adoption of the new budget by July 1. Projections indicate a \$1.3 million increase to the fund balance, bringing the total to approximately \$18 million (23.8% of General Fund revenue). Other approved budgets included food service, student activities, and bond-funded construction projects.

6. **ADJOURNMENT**

**Without objection the Budget Hearing was adjourned at 6:35 pm.**

Respectfully submitted,



Darcy Berwick  
Board Secretary

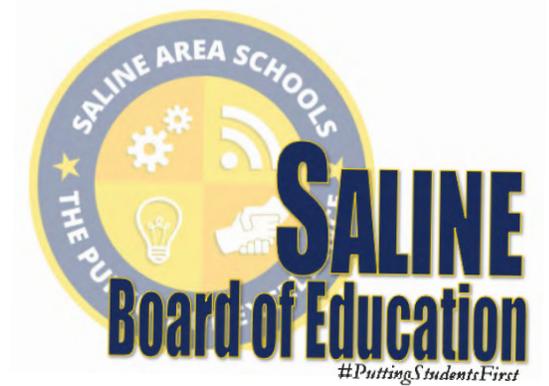
Recorded by: Betty Jahnke

# FINANCE COMMITTEE MEETING

Liberty School Board Room

June 10, 2025 at 5:00 PM

## MINUTES



**Brad Gerbe, Chair, Tim Austin, Jason Tizedes**

**Superintendent Laatsch, Assistant Superintendent Owsley, Recording Secretary Jahnke**

1. **Call to Order**

Meeting called to order at 5:03 pm by Chair Brad Gerbe

2. **Public Comment - None**

3. **Discussion Items**

a. **End of fiscal year budget 24-25**

b. **Projected initial budget 25-26**

Assistant Superintendent Owsley provided an overview of the report to be presented at the Budget Hearing this evening which included the amended 2024-25 budget in addition to the early projections of the 25/26 school year budget. This will be an action item on the Board Agenda this evening. Also Miranda provided an overview of the packet that was given to the Board for the Budget hearing.

c. **Transition planning**

Discussed transition planning with Brad being hired as a Saline employee and needing to name a new Finance Committee Chair since he will be resigning from the Board of Education. Brad is recommending Tim Austin as Chair and Treasurer. This will be on an upcoming Board Meeting agenda.

4. **Public Comment - None**

5. **Next Meeting: Tuesday, August 12, 2025 at 4 pm.**

6. **Adjournment**

Meeting was adjourned at 5:56 pm.

Darcy Berwick

Board Secretary

*Recorded by: Betty Jahnke*



## 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>
Jacqueline Jacobs	Community Education	Pooh Corner	Separation	Resignation	05.Jun.2025
Alayna Musson	Pleasant Ridge	Paraeducator	Separation	Resignation	06.Jun.2025
Nathan Bush	High School	Teacher	Separation	Retirement	06.Jun.2025
Drew Denzin	High School	Teacher	Separation	Retirement	06.Jun.2025
Alyssa Ballestero	Middle School	Special Education Teacher	Separation	Resignation	30.Jun.2025
Cathy Wilkinson	Middle School	Speech & Language Pathologist	Separation	Retirement	30.Jun.2025

### NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Stacy Turck	Liberty	Early Childhood Office Assistant	New Hire	Unaffiliated	01.Jul.2025
Sarah Barth	Liberty	Early Childhood Program Specialist	New Hire	Step 5	21.Jul.2025
Jared Dalglish	Middle School	5-8 Band Director	New Hire	MA 8	20.Aug.2025
Kathryn Nadig	Heritage	5th Grade Teacher	New Hire	BA 5	20.Aug.2025
Peter Atkinson	Heritage	4th Grade Teacher	New Hire	BA 1	20. Aug.2025
Kaley Haupt	Special Education	Occupational Therapist	New Hire	MM 2	20.Aug.2025
Hannah Cromer	Pleasant Ridge	Kindergarten Teacher	New Hire	BA 1	20.Aug.2025
Katherine Cischke	Pleasant Ridge	1st Grade Teacher	New Hire	MA 15	20.Aug.2025
Kallie Lindow	Woodland Meadows	Kindergarten Teacher	New Hire	BA 1	20.Aug.2025
Hope Schook	Harvest	Speech & Language Pathologist	New Hire	MA 1	20.Aug.2025
Matthew Kopel	High School	Economics Teacher	New Hire	BA 1	20.Aug.2025
Holly Matson	High School	Resource Room Teacher	New Hire	BA 1	20.Aug.2025

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

# PETER WILLIAM ATKINSON JR.

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## PROFESSIONAL SUMMARY

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Aspiring Educator and Air Force Veteran with a deep passion for teaching, mentoring, and helping students grow academically and personally. Over eight years of experience leading teams, managing complex operations, and fostering individual development across diverse and high-pressure environments. Now transitioning to education, bringing exceptional communication, leadership, and problem-solving skills into the classroom. Experienced in student-centered instruction, classroom management, and cultivating inclusive learning environments. Committed to inspiring curiosity, building strong relationships, and creating meaningful learning experiences that help students thrive.

- Mentorship & Coaching
- Emotional Intelligence
- Servant Leadership
- Communication
- Relationship Building
- Team Collaboration

## EDUCATION

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- **Michigan Alternate Route to Certification (Teaching Cert)** | University of Michigan, MI *Present*
- **Master of Business Administration (MBA)** | Liberty University, VA *Jul 2022*
- **Operations Research Graduate Certificate** | Air Force Institute of Technology, OH *Jun 2021*
- **Bachelor of Industrial and Systems Engineering** | Auburn University, AL *May 2017*

## TEACHING CERTIFICATIONS

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- **Lower Elementary (PK–3) Education (117–120)** | MTTC *May 2025*
- **Upper Elementary (3–6) Education (121–124)** | MTTC *May 2025*

## PROFESSIONAL EXPERIENCE

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**Long-Term 5<sup>th</sup> Grade Substitute Teacher** *Mar 2025 – Present*  
Shepherd of the Lakes Lutheran School, Brighton, MI

- Teach and manage a classroom of 24 5<sup>th</sup> grade students, fostering academic growth and character development.
- Plan, build, and deliver engaging lessons across Math, Science, ELA, and Social Studies.
- Differentiate instruction and accommodate diverse learning needs to ensure every student is supported.
- Create and maintain a safe, positive, and structured classroom environment that promotes student confidence, collaboration, and curiosity.
- Develop strong relationships with students rooted in respect, encouragement, and consistent support.
- Communicate regularly with parents/guardians to discuss student progress, and weekly classroom/learning goals.
- Grade assignments and assessments to monitor student growth and inform instructional decisions.
- Collaborate with colleagues and leadership to align lesson planning and share effective strategies.

**IT Portfolio Manager/Division Lead** *Oct 2023 – Feb 2025*  
Blue Rose Consulting Group, Inc. (Remote)

- Integral part of the executive staff, collaborating with managing partners to oversee the IT portfolio's operation and performance across 26 states and the District of Columbia.

- Mentored and developed 30+ team members, guiding their growth through individualized coaching, feedback, and career development plans.
- Delivered clear, engaging training programs tailored to diverse learning needs, simplifying complex concepts for varied audiences.
- Streamlined recruitment processes, surpassing annual hiring targets by 25%, demonstrating strong relationship-building and team collaboration skills.
- Cultivated a supportive, empathetic team culture by modeling accountability, clear communication, and fostering a positive work environment.
- Collaborated with stakeholders to assess needs and provide ongoing support, ensuring team success and alignment with organizational goals.

**Senior IT Project Manager (Active-Duty Air Force Officer)**

*Nov 2022 – Sep 2023*

National Air and Space Intelligence Center (NASIC), Dayton, OH

- Guided a 5-member project management team with 25 IT projects/program, helped bring Agile approaches to work center: invigorating team's processes and increasing project participation by 40%.
- Led routine project meetings and leadership/customer briefs, maintaining stakeholder communication and transparency.
- Hand-selected to lead NASIC's #1 Priority IT Project, implementing a \$564K multi-factor authentication solution on NASIC's classified network, leading a 14-member team to meet White House National Security requirement: successfully managing budgets, risks, resources, plans, and objectives/goals to maintain project timeframe.
- Designed and implemented training strategies that encouraged skill development and improved team efficiency and morale.
- Fostered a strong team culture of collaboration and accountability, focusing on building relationships and ensuring open communication channels.

**Operations Center Manager (Active-Duty Air Force Officer)**

*Apr 2022 – Oct 2022*

Joint Task Force Bravo (JTF-B), Comayagua, Honduras

- Led a 15-member team to accomplish 285 daily missions for 1.7K personnel, fostering effective collaboration and communication to ensure mission success.
- Developed a knowledge management program to improve information-sharing and cross-functional collaboration, enhancing operational efficiency.
- Created training systems to improve team knowledge, skills, and readiness, focusing on continuous learning and self-improvement.
- Built a culture of trust, confidence, and accountability, empowering team members to take on new challenges and responsibilities.
- Coordinated higher headquarter task tracking program, constantly communicated with leadership for high-level missions/programs; leading to 6 successfully executed exercises for 7 nations.

**Branch Supervisor, Plans and Programs (Active-Duty Air Force Officer)**

*Nov 2021 – Mar 2022*

National Air and Space Intelligence Center (NASIC), Dayton, OH

- Managed 32 IT projects and a \$48M budget, improving team efficiency by 220% through streamlined processes and clear communication.
- Built a positive and collaborative team culture by modeling patience, consistency, and adaptability, encouraging open communication.
- Trained new staff to succeed in their roles quickly, boosting confidence and engagement.
- Revitalized NASIC's IT Management Board and effectively communicated with senior leadership regarding new IT strategies, policies, projects, and initiatives: increased awareness/receptiveness.

**Program Manager/Cyber Security Manager (Active-Duty Air Force Officer)** May 2021 – Oct 2021  
National Air and Space Intelligence Center (NASIC), Dayton, OH

- Aided standup of NASIC's first-ever auditing program, supporting 4.4K users; coordinated solution, authored framework and plan to prevent, detect, analyze, and respond to cyber security incidents.
- Mentored junior team members, providing guidance to develop their analytical/problem-solving skills.
- Created and implemented clear documentation and procedural guides to improve learning and performance.
- Launched forensic analysis cell, assessing over 43K of stolen HDD files: built first-ever partnership with Air Force Office of Special Investigations (AFOSI).

**Operations Research Graduate Certificate (Active-Duty Air Force Officer)** Aug 2020 – Apr 2021  
Air Force Institute of Technology, Dayton, OH (Graduate School)

**Cyber Security Operations Center Manager (Active-Duty Air Force Officer)** Aug 2019 – Jul 2020  
83 Network Operations Squadron (NOS), Hampton, VA

- Led a 33-member team in conducting 467 defensive cyber operations, improving network security and reducing threats by 70%.
- Forged cyber protection program, created documentation, processes, and procedures to effectively identify, assess, and remediate cyber security threats: bolstering readiness by 93% at 54 locations.
- Built a team-based approach to problem-solving, promoting accountability, collaboration, and shared ownership of objectives.
- Provided consistent mentorship and feedback to team members, helping them grow and develop professionally.

**Cyber Security Section Supervisor (Active-Duty Air Force Officer)** Jan 2018 – Jul 2019  
83 Network Operations Squadron (NOS), Hampton, VA

- Mentored and guided 45 team members, helping them develop leadership, communication, and problem-solving skills to improve team performance.
- Fostered a supportive learning environment, emphasizing the importance of teamwork, accountability, and continuous improvement.
- Developed onsite cyber inspection tiger teams, managed cyber readiness posture for 8 bases, directing 25 technicians, securing 37K systems: acquiring 7 “Excellent” inspection ratings.

**Air Force Cyberspace Skills Training (Active-Duty Air Force Officer)** May 2017 – Dec 2017  
Cyberspace Training Squadron, Biloxi, MS

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## VOLUNTEER EXPERIENCE

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**Wing Staff Air Force Officer (Part-Time)** Apr 2025 – Present  
Michigan Air National Guard, Battle Creek, MI

- Support the development of wing staff through policy design, expectation setting, and team-building initiatives.
- Collaborate with diverse teams to improve processes and systems, demonstrating strong organizational and interpersonal skills.
- Maintain a commitment to service while modeling leadership, collaboration, and strategic planning relevant to school settings.

**Unit Fitness Program Manager (UFPM) (Active-Duty Air Force Officer)** Nov 2022 – Sep 2023  
National Air and Space Intelligence Center (NASIC), Dayton, OH

83 Network Operations Squadron (NOS), Hampton, VA

Mar 2018 – Jul 2019

- Led group fitness sessions twice weekly, motivating peers and promoting goal-setting, self-discipline, and team cohesion.
- Created inclusive training plans tailored to varying ability levels, fostering participation and personal growth.
- Volunteered for this role to support peer development through encouragement and structured guidance.

**Unit Deployment Manager (UDM) (Active-Duty Air Force Officer)**

Jun 2021 – Apr 2022

National Air and Space Intelligence Center (NASIC), Dayton, OH

- Instructed and coached military members on deployment readiness, using clear communication and individualized support.
- Designed and led briefings to ensure understanding and preparation across a wide range of learners.
- Accepted this role voluntarily, demonstrating initiative, reliability, and a commitment to helping others succeed.

**Sunday School Teacher & Youth Group Leader**

Feb 2019 – Jul 2020

CrossWalk Church, Newport News, VA

- Taught weekly K–5 Sunday school classes and led middle/high school youth group sessions.
- Planned and delivered lessons using interactive storytelling, games, and activities to engage learners of all ages.
- Adapted instruction for remote learning during COVID-19 to ensure continuity of engagement and learning.
- Built lasting, meaningful relationships with students and families, encouraging spiritual, social, and academic growth.
- Volunteered two days a week, showing a consistent commitment to mentorship and child development.

## OTHER CERTIFICATIONS & TRAININGS

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- **Project Management Professional (PMP)** | Project Management Institute (PMI) Apr 2024
- **Six Sigma Green Belt Training** | Syracuse University, NY Jan 2024
- **Business Development Professional** | Global Business Development Association Oct 2023
- **Disciplined Agile Scrum Master** | Project Management Institute (PMI) Oct 2023
- **Certified Knowledge Manager** | Knowledge Management Institute (KMI) Sep 2022
- **Air Force Advanced Cyberspace Skills Training** | Air Force Institute of Technology, OH Dec 2021
- **Security+ Certification** | CompTIA Dec 2017



# SARAH BARTH



## OBJECTIVE

Passionate educational leader committed to fostering curiosity, innovation, and growth in early learning environments. Dedicated to guiding staff, students, and families through developmentally appropriate practices that nurture each child's potential and strengthen community connections. Focused on creating inclusive, future-ready programs that support the holistic development of young learners.

## EDUCATION

MASCP Path to Leadership  
(8/2025)  
PK-12 Administrators Certificate

University of Phoenix (2005-2007)  
Masters Early Childhood  
Education

Eastern Michigan University  
(1995-2001)

Bachelors Elementary  
Education, Early Childhood  
Endorsement, Elementary  
Science, Language Arts

## EXPERIENCE

- Gretchen's House 2001-2009:  
Kindergarten Teacher, GSRP Lead  
Teacher, Assistant Director
- Merged two schools together at  
UofM and Chelsea
- Piloted and Established Forest  
School in UofM Arboretum
- School Facilities Point Person-  
UofM
- Summer Program Director 3  
Years- WBL
- Zing-train Customer Service
- Experienced in Implementation  
of High Scope Framework, COR  
Advantage Assessment, Project  
Approach Curriculum

## WORK EXPERIENCES

Chelsea School District Community Education  
(2021-Present)

Early Childhood Director

- Oversight and visionary leadership for Early Childhood (Preschool) and Elementary Out-of-School Time (OST) programs, including after-school and summer camp programs.
- Supervise, coach, and evaluate teachers and staff, cultivating a culture of excellence, collaboration, and continuous growth.
- Lead strategic planning, staff scheduling, and program design to maximize student engagement and program impact.
- Plan and facilitate professional development, aligning curriculum, district priorities, and instructional best practices across programs.
- Direct hiring, onboarding, mentoring, and performance management to build high-performing, mission-driven teams.
- Oversee program budgeting, daily building operations, and safety initiatives in partnership with district departments. Oversee Child Care Site License
- Lead and facilitate expansion efforts, successfully licensing new sites to enhance program quality, collaboration, safety, and student, staff, and experience.
- Champion innovation, inclusivity, and continuous improvement while collaborating on strategic department planning to strengthen community impact and program excellence.

Michigan State University  
Child Development Laboratory (2019-2021)  
Early Childhood Site Director/ Academic  
Specialist

- Manage inclusive early childhood classroom programs integrating ECSE, Head Start, GSRP, and Tuition-funded programs.
- Supervise, coach, and evaluate teachers, including preservice university students, while managing program budgets, grant compliance, and financial operations.
- Plan and facilitate teacher meetings, professional development sessions, and ongoing anti-bias education training for staff.
- Lead Head Start and GSRP administrative teams, co-teacher collaboration meetings, and Parent Advisory and Parent Council activities.
- Oversee Child Observation Record Advantage assessment implementation, data review, and planning.
- Instruct HDFS 321: Curriculum for Children lecture and lab courses; coordinate and teach national and international student placements in classroom labs.
- Train, mentor, and schedule teaching staff and preservice teachers, supporting curriculum development and inclusive teaching practices aligned with MSU Children's Curriculum and High Scope.
- Co-authored and implemented the Continuity of Learning and COVID Preparedness Plans, adapting instructional models for virtual, hybrid, and in-person learning environments.
- Collaborated with university leadership, international partners, and local community organizations to sustain high-quality early childhood and teacher preparation programs during the pandemic.

University of Michigan  
Towsley Children's House (2009-2019)  
Lead Teacher Preschool/ Cooperating  
Teacher EMU/ Psychology Student: Child  
Development Teacher

- Supervise and mentor Associate Teachers, Preservice Teachers, and university practicum students from Eastern Michigan University and the University of Michigan.
- Plan, lead, and facilitate staff professional development workshops on curriculum design, team building, center philosophy, licensing standards, and educational best practices.
- Collaborate within a teaching team to plan, adapt, assess, and implement individualized, child-centered curricula.
- Pilot and integrate forest curriculum initiatives in partnership with the SEAS Department, expanding outdoor and environmental learning opportunities.
- Train and support staff in curriculum frameworks, including Project Approach, HighScope, Forest School, and Project Wild; oversee use of assessment tools such as Teaching Strategies GOLD and PQA.
- Develop and manage online Course curriculum resources and grades for college practicum students via Canvas.
- Engage families in child development education and support ongoing family-school partnerships.
- Serve on key committees, including Curriculum Development, Art Auction, Family Art Night, Outdoor Classroom Development, Staff Team Building, Professional Development Planning, and Employee Engagement initiatives.
- Coordinate with Facilities and Plant Operations teams as Outdoor Classroom Liaison and Shared Space Facilities Coordinator.
- I completed leadership training through the MIAEYC Leadership Series.

# Katherine Flaherty Cischke

ELEMENTARY SCHOOL TEACHER

## OBJECTIVE

Positive, dedicated, and passionate educator who goes above and beyond to ensure the success of all children, evidenced by a proven track record of exemplary learning outcomes and stakeholder involvement (building, district, community, and family)

## EDUCATION

Master of Arts

K-12 Educational  
Administration

Michigan State University  
East Lansing, Michigan

Bachelor of Arts

Elementary Education

Minors:

Early Childhood  
Language Art  
Social Studies

University of Michigan  
Ann Arbor, Michigan

## TRAINING & RECOGNITION

- Macomb County Literacy Ambassador
- Reading Above the Fray State Conference Presenter
- Bookworms Pilot Teacher
- Heggerty Phonemic Awareness
- ADD+VantageMR
- Bridges Pilot Teacher
- Math Expressions and Everyday Math Trained
- Number Talks
- Kagan Cooperative Learning
- Story Champs
- CHAMPS
- Power School/Unified Classroom
- Smartboard & Promethean Board Training
- MAISA Reading & Writing Units
- District Diamond Crusher NWEA Award
- Scholastic Book Clubs Teacher Advisor
- Elementary Teacher of the Year

## LEADERSHIP

## CERTIFICATION AND ENDORSEMENTS

Michigan Teaching  
Certificate

K-8 All Subjects (ZG)

Early Childhood (ZA)

K-8 Language Arts (BX)

K-8 Social Studies (RX)

- K-12 District ELA Committee
- PBIS Committee Chair
- Sunshine Committee Chair
- Power School Committee Representative
- MTSS Problem Solving Team
- Student Council & Green Team Sponsor
- Report Card Revision Committee
- Former Building School Improvement Committee Chair
- Former LEA Building Representative
- Former District School Improvement Committee Member
- District Strategic Planning Committee

# Katherine Flaherty Cischke

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## EXPERIENCE

Elementary School Teacher: Grades 1-4  
Lakeview Public Schools, Saint Clair Shores, MI

August 2002-Present

- Utilizes workshop model and small group instruction to differentiate lessons in reading, writing, and math
- Effectively teaches phonics with the FAST Program and reinforces/individualizes with Words Their Way
- Incorporates Heggerty Phonemic Awareness activities into whole group and small group instruction
- Participates in after school and summer school tutoring using Sharon Walpole's Differentiated Reading Instruction Model
- Leverages the MTSS process and PBIS strategies and interventions to meet the needs of all students
- Enhances instruction through the use of Technology (iPads, Chromebooks, Moby Max, Raz Kids, Power Point, Smartboard, Schoology, Zoom)
- Collaborates effectively with all stakeholders (parents, staff, community, and families) to ensure the success of all students
- Participates in team planning meetings and professional learning communities with building, grade level, and district colleagues
- Creates weekly lesson plans which incorporate common core state standards and the district curriculum and identifies learning targets
- Designs and maintains an organized and inviting physical classroom environment to meet the developmental needs of all children
- Involves each family in their child's learning through multiple forms of communication, surveys, as well as holding parent nights in reading and math
- Integrates Kagan Cooperative Learning Strategies into lesson design to maximize student engagement
- Analyzes formative and summative assessments to drive instructional decisions, set goals, and reflect on teaching practices (DRA, NWEA, Unit Test, Fast Bridge, Conferencing Notes, etc.)
- Maintains accurate records including using the Power Teacher Pro gradebook to record progress on grade level standards
- Willingly and actively participates and contributes to multiple building and district committees
- Continually grows and learns by keeping up to date on current research and professional reading as well as attending workshops and implementing research-based practices
- Experience teaching grades 1, 2, 3, and 4; most recently 10 years in first grade

## REFERENCES

Sheryl Nienhaus  
Former Principal

[REDACTED]  
[REDACTED]

Sara Dobbelaer  
Superintendent Memphis Area Schools

[REDACTED]  
[REDACTED]

Cathy Rustoni  
Literacy Coach

[REDACTED]  
[REDACTED]

# Hannah Cromer

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## CERTIFICATIONS

### **Michigan Standard Teaching Certificate**

*January 2025*

Elementary: K-5 All Subjects, K-8 All Subjects Self Contained Classroom

Special Education: Mild-Moderate, K-12

## EDUCATION

### **Western Governors University**

*Salt Lake City, UT*

B.A. in Education with Elementary & Special Education Certification

*November 2024*

### **Eastern Gateway Community College**

*Steubenville, OH*

A.A. in Teacher Education, Summa Cum Laude

*August 2022*

## TEACHING EXPERIENCE

### **Substitute Teacher, Young 5s-6th Grade**

*November 2024 – Present*

*Saline Area Schools – Saline, MI*

- Delivered high-quality instruction across Y5-6th grade classrooms, maintaining established routines and ensuring continuity of learning during teacher absences.
- Implemented core curriculum (Everyday Math, UFLI Phonics) in both whole-group and differentiated small-group formats to ensure alignment with grade-level goals.
- Facilitated guided reading and literacy tasks tailored to student readiness, supporting progress in decoding, comprehension, and fluency.
- Fostered a safe, inclusive environment that met the diverse academic and social-emotional needs of all learners, including students with IEPs and 504 plans.

### **Teaching Intern- Kindergarten**

*August 2024 – November 2024*

*Saline Area Schools – Saline, MI*

- Designed and delivered whole-group, small-group, and individualized lessons aligned with Common Core Standards to meet diverse learning objectives.
- Differentiated instruction within an inclusive classroom, adapting content and support for students with varying academic and behavioral needs.
- Integrated educational technology to boost engagement, support independence, and reinforce key literacy and math concepts.
- Cultivated a trauma-informed learning environment using proactive behavior strategies, contributing to a calm and supportive classroom culture.
- Embedded social-emotional learning into daily routines, strengthening students' self-regulation and peer relationship skills.
- Facilitated Morning Meetings to build classroom community, incorporating student voice, shared routines, and daily goal-setting.
- Delivered core instruction in math and phonics using district curricula (Everyday Math, UFLI), tailoring instruction to student data in both whole-group and small-group settings.

## RELEVANT EXPERIENCE

### **Paraprofessional – Grades K-3**

*April 2023 – August 2024*

*Saline Area Schools – Saline, MI*

- Supported medically fragile students in both inclusive and resource room settings, ensuring access to academic content and individualized behavioral support.
- Delivered targeted Tier 2 and Tier 3 interventions aligned to IEP goals, contributing to measurable student growth in foundational skills.
- Collaborated closely with classroom teachers and support staff to implement and monitor individualized behavior and learning plans.
- Contributed to differentiated instruction and inclusive routines, helping to create classroom environments where all students could participate meaningfully.

### **Junior Achievement Volunteer Educator – Kindergarten**

*May 2025*

*Saline Area Schools – Saline, MI*

- Delivered Junior Achievement curriculum to five kindergarten classrooms, introducing foundational concepts in financial literacy and responsible decision-making.
- Taught students how choices impact outcomes, reinforcing the value of making smart, healthy decisions in everyday life.
- Introduced age-appropriate money concepts, including how money is earned through work and the importance of saving.
- Led interactive lessons distinguishing between wants and needs, encouraging early critical thinking and self-reflection.
- Promoted empathy and generosity through discussions on giving, connecting kindness to financial and social responsibility.

### **Lead Infant/Toddler Teacher**

*October 2021 – May 2022*

*KinderCare Education – Saline, MI*

- Designed and established a nurturing classroom environment from the ground up, supporting the developmental needs of infants and toddlers.
- Created and implemented lesson plans aligned to early learning milestones, promoting cognitive, physical, and emotional growth.
- Maintained strong family partnerships by sharing daily updates, progress reports, and photos using classroom technology.
- Oversaw daily classroom operations including sanitization, routine care schedules, and curriculum implementation.
- Developed thematic learning displays to celebrate growth and reinforce classroom community.

### **Lead Preschool Teacher**

*June 2021 – October 2021*

*Everbrook Academy – Ann Arbor, MI*

- Planned and facilitated developmentally appropriate daily lessons aligned with early childhood learning objectives.
- Supported center operations by assisting with staff scheduling, internal communication, and outreach to families.
- Maintained detailed documentation of student progress using academic tracking systems to inform instruction and parent communication.
- Created thematic learning displays and maintained ongoing communication with families to celebrate student growth and extend learning beyond the classroom.

# Jared W. Dalglish

## EDUCATIONAL BACKGROUND

### **Master of Music-Trombone Performance, Conducting Cognate**

Western Michigan University, Kalamazoo, MI, GPA-3.92, Spring 2017

### **Bachelor of Music-Instrumental Music Education and Bachelor of Music-Performance**

University of Wisconsin-Stevens Point, Stevens Point, WI, *summa cum laude*, GPA- 3.95, Spring 2015

### **UWSP Study Abroad Program, Music in Europe**

Short term summer program in Germany, Italy, and Austria

Completed a three credit Symphonic Music course for major, Summer 2013

## TEACHING EXPERIENCE

### **California State University-Bakersfield**

Adjunct Faculty

August 2019-Present

- Teach college low brass music majors weekly lessons
- Teach the Brass Pedagogy course every other Fall Semester to college music education majors

### **Norris Middle School and Veterans Elementary School**

Band Director

August 2018- Present

Bakersfield, CA

- Teach and rehearse two middle school bands and one jazz band Grade 7-8, weekly sectionals
- Prepare middle school students for two marching parades and pep band performances for school
- Teach 5th and 6th Grade beginning band lessons and full rehearsals at Veterans Elementary School
- Fit beginners for proper instrument at Instrument Sampling Night
- Scholarships awarded to two NMS students at Mid Valley Jazz Festival
- Middle school bands received ratings of Unanimous Superior, Superior and Excellent at CMEA Central Section Jr High Ratings Festival

### **University of Wisconsin-Stevens Point**

Associate Lecturer of Low Brass

January-May 2018

Stevens Point, WI

- Taught the low brass studio at UWSP comprised of a mix of 11 trombone, euphonium, and tuba students
- Conducted the campus band for two concert cycles
- Taught section of low brass methods class
- Observed student teachers of UWSP

### **Bakersfield City, Greenfield Union, and Rosedale Union School Districts**

Substitute Teacher and Long term Middle School Choir Substitute at Freedom and Rosedale Middle School

September-December 2017

Bakersfield, CA

- Taught 4 classes of 7th and 8th Grade Choir between two middle schools
- Performed two holiday choir concerts in December

### **Forest Hills Central High School**

Trombone Instructor

July-August 2017

Central Michigan University and Forest Hills, MI

- Worked with the trombone section of the Forest Hills Central High School Marching Band during their summer band camp
- Taught warm ups, music, and drill

### **Western Michigan University**

Athletic Bands and Music Education Graduate Assistant

September 2015-April 2017

Kalamazoo, MI

- Taught drill and rehearsal for undergraduate students in Bronco Marching Band and ran sectionals for low brass and low woodwinds, conducted and rehearsed Bronco Basketball and Hockey Pep Band
- Taught transposition, solo/ensemble selection tips, and jazz bass masterclass to students in Music 3470 class, observed students at practicum teaching school sites every week and provided feedback on performance, coached students in secondary instrument chamber groups for class

### **Sound of Sun Prairie Summer Marching Band**

Low Brass Instructor

March-July 2015 and 2016

Sun Prairie, WI

- Worked with students grade 8-12
- Ran sectionals and rehearsed music for baritones and tubas
- Worked with saxophones, clarinets, trumpets, horns, and low brass
- Taught and helped all members with marching technique and drill learning process

### **Deerfield High School, Middle School, and Elementary School**

Student Teaching

January-June 2015

Deerfield, WI

- Experienced teaching a small music program
- Taught 5th Grade Band, 6<sup>th</sup> Grade Band, Middle School Band, High School Band, middle and high school jazz bands, and many individual lessons under the direction of Mr. Ryan Petersen
- Helped run solo/ensemble district festival

### **Private Trombone Lessons**

Fall 2012-current

- Taught students from elementary school through high school in WI, MI and Bakersfield, CA
- Students placed in Kern County Honor Band/Orchestra and the California All State Bands

## **PERFORMING EXPERIENCE**

Principal Trombone Bakersfield Symphony Orchestra 2018-Present  
Sequoia Symphony (Visalia, CA) 2019, 2024  
Shafter Symphony 2018  
Bakersfield Jazz Ensemble 2019-2023  
*Chicago* the Musical Touring Production 2018  
CSUB Concert Band 2018-2020  
Faculty Recital at UW-Stevens Point 2018  
American Wind Symphony Orchestra 2017  
Graduate Recital, Western Michigan University  
Two half recitals, one full recital, UWSP  
Western Michigan University Graduate Trombone Quartet  
Western Michigan University Symphony Orchestra and Symphonic Band  
Western Michigan University Trombone Choir  
Holland Symphony Orchestra in Holland, MI  
Masterclass with Megumi Kanda, Carl Lenthe, Kirk Ferguson, Jonas Bylund, Joe Alessi, and the St. Louis Brass Quintet  
Solo performance with UWSP Low Brass Choir  
Principal trombone in UWSP Concert Band, Wind Ensemble, Symphony Orchestra, and Jazz Ensemble  
UWSP Brass Quintet  
Central Wisconsin Symphony Orchestra, Stevens Point, WI  
River Cities Big Band, Swing Doctors Jazz Band, and John Griner Swing Shift Community Bands  
Orchestra pit performances of *Les Miserables*, *Chicago*, and *A Chorus Line* at Middleton Players Theatre, Middleton, WI  
Tuba Christmas  
National Band Association (NBA) All Star College Band  
Rafael Mendez Brass Institute, Denver, Colorado  
Eastman Summer Trombone Institute, Rochester, NY

## **VOLUNTEER ACTIVITIES**

Kern County Honor Music Festival Band Co-Chair  
Secretary and Band Representative for Kern County Music Education Association  
Head Lab Assistant of computer music center in Noel Fine Arts Center, UWSP  
Mission Trip to Cortez, Colorado, St. Albert the Great Catholic Church, Sun Prairie, WI

## **AWARDS AND HONORS**

Kern County Band Director of the Year 2023  
UWSP Chancellor's Leadership Award  
Eagle Scout, Boy Scouts of America  
Phi Kappa Phi Honor Society  
Phi Kappa Lambda Music Honor Society  
James Arrowood Phi Mu Alpha Music Service Scholarship  
David Piotrowski Memorial Scholarship  
Carl Vetter Music Scholarship  
Music Department Scholarship  
Soiree Musicale Scholarship

**PROFESSIONAL ORGANIZATIONS AND CONFERENCES**

Session Presenter at Kern County Music Education Association Fall Conference  
Kern County Music Education Association  
California All State Music Education Conference  
International Trombone Association  
MuGS (Music Graduate Students)  
UWSP Low Brass Club  
Wisconsin State Music Association (WSMA) State Steering Committee-UWSP NAFME Collegiate Representative  
Phi Mu Alpha Sinfonia Music Fraternity  
Pi Kappa Lambda National Music Honor Society  
Kappa Kappa Psi National Band Fraternity  
Phi Kappa Phi Collegiate Honor Society  
National Association for Music Education (NAfME)  
Wisconsin State Music Conference and Session Presider

**SPECIAL SKILLS AND INTERESTS**

Proficient on Mac and PC computers and using G Suite and Microsoft Office Applications  
Proficient with PowerSchool, Parent Square, and Canvas software  
Experience with SmartBoards, document cameras, Google Drive, digital and video cameras, mobile devices, iPads  
Musescore and Finale Music writing software  
Experienced leader and role model  
Responsible, organized, and punctual  
Eight years of string bass and electric bass experience  
Background experience and interest in football, forensics, acting, and musical theatre

**REFERENCES**

**Dr. Patrick Lawrence**

Assistant Professor of Low Brass and Music Education  
University of Wisconsin-Stevens Point

[REDACTED]  
[REDACTED]  
[REDACTED]

**Dr. Leo Sakomoto**

Assistant Professor of Music  
Director of Instrumental Studies  
California State University Bakersfield

[REDACTED]  
[REDACTED]  
[REDACTED]

**Dr. David Montgomery**

Associate Professor of Instrumental Music Education  
Baylor University

[REDACTED]  
[REDACTED]  
[REDACTED] u

**Ryan Carr**

Director of MOT  
Norris School District

[REDACTED]  
[REDACTED]  
[REDACTED]

# Kaley R. Haupt

## EDUCATION

- University of Findlay (UF), Findlay, OH** 2020-2024
- Doctor of Occupational Therapy
  - Cumulative GPA: 3.52
- Adrian College (AC), Adrian, MI** 2016-2019
- Bachelor of Science in Exercise Science
    - Minor: Psychology
  - Cumulative GPA: 3.22

## OCCUPATIONAL THERAPY FIELDWORK

- Level I: Bowling Green State University, Firelands Campus- Clark Inclusive Program; Pediatric
- Level I: Pierce's Crew Foundation, Pierce's Pals; Non-profit Community Program
- Level I: Cleveland Clinic; Acute Care/Neuro ICU
- Level II: Mercy Health St. Vincent; Acute Care
- Level II: Family Resource Center; Mental Health
- Capstone Project & Experience: "*Empowering Tomorrow: A Community-Based Approach to Early Intervention & Kindergarten Readiness through Occupational Therapy Services*"  
University of Findlay, Occupational Therapy Program

## WORK EXPERIENCE

- Occupational Therapist, Zimmerman OT Services, LLC.** Ann Arbor, MI Sept. 2024-Present
- Employee of Zimmerman OT Services contracted to work in Saline Area Schools.
  - Collaborate with teachers, parents, and other professionals to create, implement, and monitor IEPs for students with disabilities, and tailor therapy goals to support academic and functional success.
  - Provide one-on-one or group therapy sessions to address specific student needs.
  - Develop strategies to help students with sensory processing difficulties manage sensory overload or under-response in the classroom.
  - Maintain detailed records of therapy sessions, progress, evaluations, and IEP updates in compliance with school and district regulations.
- Part-Time Security Officer, UF Campus Safety & Security.** Findlay, OH May 2024-Present
- Monitor security cameras and alarm systems, respond to alarms and emergency situations, investigate suspicious activities, and write reports about incidents.
  - Enforce rules and regulations of private property.
  - Patrol campus property to ensure safety of students.
- Student Dispatcher/Operator, UF Campus Safety & Security.** Findlay, OH Aug. 2020-May 2024
- Answer operator telephone and transfer to the requested office or department.
  - Answer received calls and dispatch police or security to appropriate locations according to customer requests, specifications and needs, using radios and telephones.
- Private Babysitter/OT Home Programming,** Findlay, OH June 2022-June 2024
- Supervised children ages five to eleven, for two separate families.
  - Always ensured children's safety and health by monitoring children.
  - Facilitated occupational therapy home programming through play-based activities.

## **INVOLVEMENT & VOLUNTEER WORK**

- Prior Student Athlete at Adrian College.
- Member of the Executive Board as Fundraiser for Student Occupational Therapy Association (SOTA) at UF.
- Member of the Coalition of Occupational Therapy Advocates for Diversity (COTAD) Chapter at UF.
- Student Intern at *50 North* in Findlay, OH.
- Presenter at the American Occupational Therapy Association (AOTA), Kansas City, Missouri.

# MATT KOPEL



## SUMMARY

An experienced education professional desiring to become a full-time social studies teacher. Offering an extensive background working with youth in multiple educational settings and multiple educational roles. Desiring work in a school district that shares my values for education and the community.

## CERTIFICATIONS AND ENDORSEMENTS

- Michigan State Secondary Education Certification - Social Studies
- Michigan State Education Certification – English as a Second Language
- International Baccalaureate (IB) Certification – IB Diploma Programme

## EDUCATION

### ***University of Michigan – Marsal School of Education***

**Degree: Master of Arts with Secondary Teacher Certification**

**Graduation: July 2025**

### ***Grand Valley State University – Frederik Meijer Honors College***

**Degrees: History B.S., Supply Chain Management B.B.A.**

**Graduation: December 2019**

## EDUCATION EXPERIENCE

### ***Saline High School*** **Student Teacher**

Saline, MI  
Present

- Classroom Teaching and Classroom Management – Delivered my content to students. Developed lesson plans, units, and assessments for World History and U.S. History classes rooted in the University of Michigan’s education curriculum. Contributed to students’ measurable academic growth throughout the school year. Prioritized growing relationships with students and parents to create a positive learning environment.
- Classroom Methods – Organized lessons and units around key driving problems, disciplinary literacy skills, and consistent assessments. Applied various teaching strategies to accommodate diverse learning styles among the students (e.g. Concept Development, Backward Design, Triple E Framework, SIOP).
- Professional Development – Progressed my understanding of the profession and Saline’s culture by attending department meetings, professional development meetings, and union meetings.

### ***Scarlett Middle School and Huron High School*** **Student Teacher**

Ann Arbor, MI  
Fall 2024

- Classroom Observation – Observed Mentor Teacher’s classroom instruction. Applied my learning to my coursework at the University of Michigan.
- Classroom Teaching – Delivered Mentor Teacher’s content effectively in U.S. History, Government, and World History classes. Demonstrated a command of social studies content, classroom management skills, and contributed to students’ academic growth throughout the school year.
- Student Study – Worked with a student to study their social studies disciplinary literacy habits.
- School Study – Worked with faculty to construct an ethnographic study of Scarlett Middle School.
- ELD Student Study – Worked with an English Language Development student to understand their relationship with education and their literacy habits.

**Edustaff**  
**Substitute Teacher and Paraprofessional**

Southeast MI Schools  
February 2023-Present

- Faculty for Bloomfield Hills School District, Farmington School District, Novi School District, Ann Arbor Public Schools, and Saline Area Schools. Ensures lesson plans are built and executed for all ages in secondary education.
- Performs various roles in the classroom, in media centers, and in physical education.
- Maintained a safe and healthy environment that led to students effectively learning.

**Camp Tamarack**  
**Camp Counselor**

Ortonville, MI  
May 2017 - August 2017

- Led all-day/overnight campgrounds for youths aged 14 years old for 12 weeks during the Summer of 2017.
- Planned daily activities that covered a range of activities (e.g. hiking, sports, canoeing, arts and crafts).
- Managed a week-long trip throughout Michigan with our campers and counselors.

**Temple Shir Shalom**  
**Sunday School Teacher**

West Bloomfield, MI  
August 2010 - May 2014

- Built and executed lesson plans with a team of Sunday School Teachers for youths aged 12 years old.
- Created a curriculum that highlighted Jewish values and how we adopt them to modern times. Created a history-based curriculum centered around discrimination, anti-Semitism, and the Holocaust.
- Trained Sunday School Teachers and worked alongside these teachers throughout the school year.

**ADDITIONAL EXPERIENCE**

**United Wholesale Mortgage**  
**Secondary Marketing Analyst**

Pontiac, MI  
January 2022 – January 2023

- Team member of a mortgage-backed security trading desk. Managed relationships with internal departments and external partners. Led new projects (e.g. Government E-Notes, Innovient Update).

**United Wholesale Mortgage**  
**Account Executive**

Pontiac, MI  
August 2020 – January 2022

- Managed client relations and on-boarded new clients. Trained sales members on company policies, products, and clients.

**EOTech**  
**Manufacturing Engineer Intern**

Ann Arbor, MI  
May 2019 – August 2019

- Executed projects for the supply chain management team. Created a new project for our team (e.g. Client Database)

**Fastenal**  
**Sales Support**

Zeeland, MI  
May 2018 – May 2019

- Managed shipping and receiving orders and executed shipments for our sales team. Managed inventory throughout our warehouse and our store.

# Kallie Lindow

## Certifications

Michigan Elementary Standard Certificate  
PK-3rd Grade (ZO) May 2025  
PK-12 English as a Second Language (NS)  
Adult and Child First Aid & CPR

## Education

Teacher Certification May 2025  
*Michigan State University*, East Lansing, Michigan

- Completed 12 graduate-level credits

Bachelor of Arts, Elementary Education April 2024  
*Michigan State University*, East Lansing, Michigan

## Honors/Awards

- Graduated with High Honor
- Dean's List every semester
- Sonja L. Castle Fifth Year Endowed Scholarship in Education
- The Max and Beverly Scholarship in Education
- The Grove Family Endowed Scholarship in Education

## Teaching Experience

Kindergarten Student Teaching August 2024- Present  
*Pine Knob Elementary School*, Clarkston, Michigan

- Delivered weekly lessons across core subjects, incorporating hands-on, interactive activities that catered to the developmental needs of young learners
- Utilized positive reinforcement and consistent routines to create a safe, engaging, and structured environment for 22 Kindergarten students
- Administered regular assessments to track student progress in early literacy and numeracy, adjusting instruction based on data to ensure all students' needs were met
- Collaborated closely with mentor teacher to plan, evaluate, and refine lessons, ensuring alignment with state standards and developmentally appropriate practices
- Communicated consistently with parents through the Seesaw app, providing updates on classroom activities and important announcements; met with parents during conferences and as needed to share information on individual student progress
- Participated in professional development workshops focusing on supporting children with trauma, implementing safety protocols, and best practices for teaching math and literacy to early learners

First Grade Field Placement October 2023 – April 2024  
*Pattengill Biotechnical Magnet School*, Lansing, Michigan

- Assisted in first-grade classroom and established relationships with students through consistent positive interactions
- Planned and taught small group lessons in mathematics, literacy, social studies, and science
- Observed daily classroom management techniques and activities

Three-Year-Old Preschool Student Teaching  
*MSU Child Development Laboratory, Haslett, Michigan*

January 2023 – May 2023

- Organized and planned age-appropriate table time, small group, and large group activities for children ages 2-4
- Supported children funded through Head Start, Early Childhood Special Education, and family tuition
- Collaborated with other student teachers to designate classroom responsibilities to ensure support for students
- Supported development of social, communication, and problem-solving skills

Third Grade Field Placement  
*Kendon Elementary School, Lansing, Michigan*

September 2022 – November 2022

- Provided individualized support for a third-grade student on literacy development
- Planned read-aloud and comprehension activities based on student's interests and ability
- Assessed student progress and adjusted teaching strategies to meet individual learning needs

### **Other Experiences**

Substitute Teacher  
*List Elementary School, Frankenmuth, Michigan*

January 2022- Present

- Implemented lesson plans provided by regular teachers, ensuring the continuity of instruction across various subjects to grades K-3, with an average classroom count of 24
- Managed classrooms of up to 26 students, ensuring a positive, structured, and respectful environment for learning
- Developed rapport with students quickly, building trust and encouraging participation, even in short-term assignments
- Communicated effectively with regular teachers about student progress, classroom behavior, and any issues that arose
- Utilized educational technology such as Smartboards and iPads to engage students and support interactive learning

Child Caregiver  
*Eagle Express Daycare, Frankenmuth, Michigan*

April 2021- Present

- Supervised children ages 3 to 12, ensuring safety, well-being, and a positive personal and academic growth environment
- Organized and planned age-appropriate reading, crafts, and music lessons
- Communicated regularly with parents to provide updates on children's progress, behavior, and daily activities, ensuring a cooperative approach to each child's development
- Collaborated with daycare team members to ensure smooth daily operations and maintain a consistent approach to childcare and learning

### **Affiliations**

- Changing Health, Attitudes, and Actions to Recreate Girls August 2021- April 2024
- Aspiring Educators of Michigan State August 2021- April 2024

### **Technology Skills**

- Microsoft Word and PowerPoint for Mac and PC
- Google Documents, Drive, Slides
- Document Camera
- SMART Board & Interactive Whiteboard

# Holly Matson

## EDUCATION

### **Bachelor of Science, Eastern Michigan University, Ypsilanti, MI**

*August 2020 - April 2025*

Graduated with Summa Cum Laude Honors (Cumulative GPA: 3.92/4.00)

- Special Education Major - K-12 Autism Spectrum Disorders

### **High School Diploma, Washtenaw International High School, Ypsilanti, MI**

*August 2016 - June 2020*

GPA: Weighted- 4.00/4.00 | Unweighted- 3.61/4.00

## FIELD EXPERIENCE

### **Edustaff Substitute Teacher / Substitute Paraprofessional**

*April 2025 - Present*

*Substitute Special Educator and Paraprofessional (Harvest & Woodland Meadows Elementary Schools)*

- Currently spending the rest of the school year working as a paraprofessional for two students in the Harvest Life Skills classroom
- Substituting for the Harvest Elementary Life Skills teacher and the Woodland Meadows Elementary Life skills teacher when needed
- Collaborating with Special Education team and utilizing strategies and skills based on the specific needs of the student and their IEP
- Using CPI techniques in times of crises and implementing PBIS practices with students

### **Harvest Elementary School, Saline, MI**

*January 2025 - April 2025*

*Special Education Student Teaching, Grades Y5-3 Life Skills Classroom, 7 students with IEPs*

- Spent a semester with 3 kindergarteners, 1 first grader, and 3 third graders in a special education setting
- Lesson planned for daily fine motor activities for students
- Taught one-on-one writing, UFLI reading, and math
- Taught small group morning meeting and writing
- Utilized spontaneous learning opportunities (Professional Development, IEP Meetings, FBA meetings, weekly department meetings)

### **Hulsing Elementary School, Canton, MI**

*August 2024 - November 2024*

*General Education Student Teaching/Substitute Teaching, Grade 5 General Education Classroom, 2 students with IEPs*

- Spent a semester with 25 fifth graders in a general education setting
- Hired as a substitute teacher through Edustaff and substitute taught when Cooperating Teacher was absent
- Made accommodations for students with disabilities and advocated for differentiated learning
- Utilized spontaneous learning opportunities (Professional Development, IEP Meetings, weekly staff meetings)
- Worked with new curriculum and technology and created daily lesson plans for the entire 5th grade team

### **Hoben Elementary School, Canton, MI**

*February 2024 - April 2024*

*General Education Pre-Student Teaching Hours, Grade 1 General Education Classroom, 1 student with IEP*

- Created and conducted small group guided reading lessons and whole group read-alouds
- Utilized spontaneous learning opportunities (field trip to Canton Public Library)
- Observed students during their reading time and took notes on teaching strategies

### **Lincoln High School, Ypsilanti, MI**

*August 2023 - December 2023*

*Pre-Student Teaching Hours, Grades 9-12 Self-Contained Special Education Classroom, 6 students with IEPs*

- Spent a semester with high school students with ASD, Down's Syndrome, and OHI
- Facilitated with taking students to diverse public settings to help develop social skills in real-world environments
- Effectively managed situations in which student's/paraprofessional's safety was at risk
- Contributed to maintaining secure environment for students and helping with the management of a calm and safe space

### **Estabrook Elementary School, Ypsilanti, MI**

*January 2023 - April 2023*

*Pre-Student Teaching Hours, Grades K-5 Self-Contained Special Education Classroom, 6 students with IEPs*

- Spent a semester with elementary students with ASD, Cerebral Palsy, and Down's Syndrome
- Facilitated students verbally and with ASL in adhering to their daily visual schedules, providing support to ensure an organized daily routine
- Successfully navigated and addressed student meltdowns while using conflict resolution skills
- Created a communication booklet for a nonverbal student with ASD

## **RELATED EXPERIENCES**

### **Hollywood Feed Pet Supply Store**

*January 2020 - September 2024*

*Part-time Keyholder*

- Aided customers in learning about and selecting optimal products for their pets, delivering exceptional customer service to ensure a satisfying experience
- Managed challenging situations, addressing issues promptly and handling them in a tactful and effective manner

## **RELEVANT SKILLS AND AWARDS**

- Eastern Michigan University College of Education Scholar of Excellence Award (2025)
- Crisis Prevention Intervention (CPI) Certified
- Edustaff Substitute Teacher
- Eastern Michigan University College of Education Dean's List (Fall 2020 - Winter 2025)
- Eastern Michigan University's Honors College (Fall 2020 - Fall 2023)
- Limited working proficiency of Spanish and American Sign Language



# Kathryn Nadig



## PROFESSIONAL SUMMARY

Professional educator prepared for impactful teaching roles. Proven track record in classroom management, curriculum development, and student engagement. Strong focus on collaboration, adaptability, and achieving educational outcomes. Skilled in lesson planning, fostering inclusive environments, and creating connections to enhance learning. Reliable team player with results-driven approach.

## SKILLS

- Student Engagement
- Classroom Management
- Relationship Building
- Verbal and Written Communication
- Adaptability
- Teamwork
- Differentiated Instruction
- Reliability

## WORK HISTORY

### LONG-TERM SUBSTITUTE TEACHER

09/2022 to CURRENT

#### Saline Area Schools | Saline, MI

- 5th grade - September 2023-December 2023
- 6th grade - April 2024-June 2024
- 5th grade - September 2024-December 2024
- 6th grade - April 2025-June 2025
- Took over class for regular classroom teacher, managing assignments, student needs, and recordkeeping.
- Maintained day-to-day classroom management and discipline to promote learning initiatives.
- Utilized differentiated instruction techniques to accommodate diverse learning needs within the classroom effectively.
- Collaborated with colleagues.
- Maintained open communication with parents and guardians, discussing students' progress and addressing any concerns promptly.

### TUTOR

06/2006 to CURRENT

#### Great Lakes Educational Group | Saline, Michigan

- ACT and SAT verbal test prep
- Supported students with helpful study habits and exam strategies.
- Provided homework assistance using specific curriculum and materials.
- Provided constructive feedback on assignments, helping students improve their writing skills.

## **TEACHER-AT RISK**

*11/2006 to 03/2007*

### **West Middle School | Ypsilanti, MI**

- Created a safe and supportive environment, engaged in active listening, and demonstrated genuine interest in their experiences to build connections with at-risk kids.
- Provided supplemental instruction using instructional strategies and resources that met the needs of at-risk students.
- Advocated for the needs of at-risk students with teachers, administrators, and other stakeholders.
- Addressed attendance issues, supported students with behavioral challenges, and taught social skills.
- Grant recipient for a homeroom contest to increase school attendance.

## **SECONDARY TEACHER / COACH**

*07/2001 to 06/2006*

### **URSULINE ACADEMY HIGH SCHOOL | New Orleans, Louisiana**

- Served as teacher in grades 9-12 for Ursuline Academy of New Orleans.
- Developed positive rapport with students of various and diverse backgrounds.
- Taught a wide range of Secondary subjects: 12th Grade Government (4 yrs.), 12th Grade Law Studies Elective (4 yrs.), 10th Grade World History (5 yrs.), 9th Grade Physical Education (1 yr.).
- Additional responsibilities included: Mock Trial Faculty Leader (4 yrs.), SAT/ACT Classroom Preparation (4 yrs.), SAT/ACT Test Administrator (2yrs), Head Varsity Basketball Coach (2 yrs.), Assistant Softball Coach (2 yrs.), Assistant Swimming Coach (1 yr.), Student Council Advisor (3 yrs.), Audit Committee for SACS Accreditation, Desired Results of Student Learning (1 yr.).

## **EDUCATION**

### **Master of Arts Studies & Continuing Education | Educational Administration**

#### **UNIVERSITY of NEW ORLEANS, New Orleans, Louisiana**

- 21 credits toward Master in Educational Administration
- Coursework: School Leadership, School Law, Governance & Organization of American Schools, School-Community Relations, Education Research, School-Based Management

### **Bachelor of Arts in Education (B.A., Ed.) Degree | Secondary Education**

*04/2001*

#### **UNIVERSITY of MICHIGAN, Ann Arbor, Michigan**

- Student Teaching, South Lyon High School, South Lyon, MI, Jan. 2001-Apr. 2001
- Educational Practicum, Henry Ford Academy, Dearborn, MI, Sep.

2000-Dec. 2000;

- Internship in Justice Setting, Children's Law Center, Wash., D.C., Jan. 1999-May 1999, Provided free legal services to children and their families with a focus on Special Education,



**High School Diploma**

*06/1997*

**SALINE HIGH SCHOOL, Saline, Michigan**

**CERTIFICATIONS**



Michigan Professional Secondary Certificate, Secondary Education (Grades 6-12)

Seeking upper elementary (3-6) self-contained classroom endorsement through Teachers for Tomorrow.

# Hope Schook

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## Education

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### **Eastern Michigan University | Ypsilanti MI**

Jan 2023 to Dec 2024

*Master of the Arts | College of Education*

- Communication Sciences and Disorders
- Cumulative GPA 3.87

### **Eastern Michigan University | Ypsilanti, MI**

Aug 2020 to Dec 2022

*Bachelor of Science | College of Education*

- Major in Communication Sciences and Disorders
- Minor in Special Education
- Summa Cum Laude

### **Washtenaw Community College | Ann Arbor, MI**

Sept 2017 to Aug 2020

*Associate of Liberal Arts*

- Summa Cum Laude

## Experince

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### **MetroEHS Pediatric Therapy**

Jan 2025 to Current

Speech Language Pathologist Clinical Fellow | Saline, MI

- Evaluate children from birth to age 15 and develop individualized treatment plans to maximize growth in functional communication skills.
- Collaborate closely with occupational therapists, physical therapists, BCBAs, and families to create meaningful, functional goals and ensure cohesive support across disciplines.
- Plan and conduct child-led, play-based therapy sessions tailored to each child's developmental level and interests.
- Design customized therapy materials and lessons to support treatment goals and engagement.
- Administer and interpret standardized assessments, including the CELF-5, DAYC-2, PLS-5, CAAP-2, and GFTA-3.
- Maintain accurate and timely documentation, including daily notes, progress reports, re-evaluations, and billing code management.

### **Community Mental Health Services**

June 2022 to Dec 2024

Community Living Services/Respite Care Provider | Manchester, MI

- Aid in daily living activities such as bathing, grooming, dressing, and toileting.
- Prepare meals for dietary needs related to medical conditions. Assist with feeding.
- Develop, implement, and monitor personalized support plans tailored to the needs, goals, and preferences of the individual.
- Facilitate participation in community activities, such as social events, clubs, or volunteering.
- Implementing de-escalation techniques and following crisis intervention protocols.
- Advocate for the individual's rights and ensure they are treated with dignity and respect.

## **Edustaff**

Jan 2022 to Sept 2024

Substitute Teacher | Manchester School District

- Filled in for elementary, middle, and high school teachers in their absence.
- Executed lesson plans and managed the behaviors of students in the classroom.

## **Manchester Community Schools**

Nov 2018 to June 2023

Paraprofessional | Manchester School District

- Assisted teachers in delivering instructional material and accommodating diverse learning needs.
- Helped with classroom preparation and gathered resources for lessons and assessments.
- Monitored student behavior during class activities and ensured a safe learning environment.
- Implemented behavior management strategies and support plans provided by the Multidisciplinary team.
- Provided one-on-one and small-group instruction to students who needed extra support completing assignments or completed alternative assessments.

## **Clinical Experience**

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### **Harvest Elementary School | Saline, MI**

*Speech-Language Pathology Graduate Student Intern*

- Evaluation and treatment of kindergarten to third-grade students under the supervision of a licensed speech-language pathologist.

### **Galaxy Brain and Therapy Center | Ann Arbor, MI**

*Speech-Language Pathology Graduate Student Intern*

- Evaluated and treated cognition, receptive and expressive language, and motor speech disorders in adults under the supervision of a licensed speech-language pathologist.
- Administered the Cognitive Linguistic Quick Test+, Subtests of the Woodcock-Johnson IV, Neuro-Qol questionnaire, and the Voice-Handicap Index.

### **Eastern Michigan Speech and Hearing Clinic | Ypsilanti, MI**

*Clinical Practicum in Speech-Language Pathology II*

- Conducted diagnostic and treatment sessions for persons with Aphasia under the supervision of a clinical educator.
- Administered the Boston Diagnostic Aphasia Examination-3 Short Form, Oral Mechanism Examination, Life Participation QOL questionnaire, Northern Arizona University Cognitive screener, and Hedge and Freedom Fluency Assessment.
- Collaborated with the client's family to create a person-centered treatment plan.

### **Eastern Michigan Speech and Hearing Clinic | Ypsilanti, MI**

*Clinical Practicum in Speech-Language Pathology I*

- Conducted diagnostic and treatment sessions with a pediatric client under the supervision of a clinical educator.
- Administered the Preschool Language Scale Fifth Edition, Oral Mechanism Examination, Goldman Fristoe Test of Articulation Third Edition, CELF Preschool-3 Pragmatics Profile, Differential Assessment of Autism & Other Developmental Disorders, and informal assessments of language and fluency.
- Collaborated with the client's family to create a person-centered treatment plan.

# STACY TURCK

## EXPERIENCE

APRIL 2019-PRESENT

**PROGRAM ASSISTANT**, POOH CORNER PRESCHOOL

I support the students, families, and staff of Pooh Corner Preschool. I support families in the registration and enrollment process for both our tuition based, and state funded (GSRP) preschool classes. I work with our director to complete licensing requirements, Great Start to Quality documentation, purchasing for the program, and many other planning projects. I assist the teachers and students in the classroom as needed. I do MCIR reporting, lunch ordering, absence reporting, handle tuition payments, and many other tasks to support the program overall.

DECEMBER 2004 – AUGUST 2009

**ADMINISTRATIVE ASSISTANT INTERMEDIATE**, UNIVERSITY OF MICHIGAN

I worked in a dual role as (1) assistant to a neurology research lab run by the chair of the Department of Neurology, and (2) assistant to the former chair of the Department. I scheduled meetings, processed travel reimbursements, planned special events, and faculty recruitment visits, and otherwise handled the competing demands of three busy physicians. I was in charge of ordering supplies and reconciling several department credit cards. I voluntarily left this position after the birth of my daughter in August of 2009, so that I could be a stay-at-home mom.

MARCH 2004 – AUGUST 2004

**ADMINISTRATIVE ASSISTANT**, HAVILAND PARTNERS, INC., MADISON, WI

I researched real estate properties online and organized a database of information on these properties. I answered phone calls and handled e-mail correspondence regarding the real estate properties.

## EDUCATION

DECEMBER 2000

**ASSOCIATE DEGREE, ADMINISTRATIVE ASSISTANT**, MADISON AREA TECHNICAL COLLEGE

I completed the Administrative Assistant program while simultaneously gaining office experience working in the Student Life Office at Madison Area Technical College.

## SKILLS

- I am highly organized.
- I communicate effectively and work well with my co-workers.
- I am a self-starter and can handle tasks with multiple competing priorities.
- I enjoy working with and getting to know the kids in the classes I have worked with.

I was a stay-at-home mom to my children, Addie, and Andy from August 2009-April 2019.