

# Board of Education Meeting

Liberty School Board Room

August 12, 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. **CEREMONIAL SWEARING IN OF NEW BOARD TRUSTEE**

Michael McVey, Saline Area Schools Board President

*Nate Hanson, Trustee*

4. **BOARD PRESIDENT'S STATEMENT** - Michael McVey, Board President

5. **SUPERINTENDENT'S STATEMENT** - Rachel Kowalski, Superintendent

6. **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**

**7.     RESPONSE TO PREVIOUS PUBLIC COMMENT**

<b>AGENDA</b>
---------------

**8.     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.**

**9.     SCHEDULED REPORTS**

**A.     Handbook Review**

*Presenters: Laura Washington, Principal, Woodland Meadows  
Kim Jasper, Principal SMS, and Theresa Stager, Principal SHS*

**10.    ACTION ITEMS**

- A.     RECOMMENDED MOTION ... to approve the Liberty Club van purchase**  
from Gene Butman Ford in the amount of \$59,904. as submitted by Brian Puffer, Director of  
Community Education.

**11.    DISCUSSION ITEMS**

- A.     Board Finance Committee Update**  
*Facilitator: Tim Austin, Chair*
- B.     Board Policy Committee Update**  
*Facilitator: Lauren Gold, Chair*
- C.     Superintendent Evaluation Schedule**  
*Facilitator: Michael McVey, Board President*

**12.    ADMINISTRATION / BOARD UPDATES**

**13.    CONSENT AGENDA**

*Board of Education Meeting Agenda  
August 12, 2025*

*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 July 8, 2025
- B. **Approval** of the Special Board Meeting Minutes of July 14, 2025
- C. **Approval of Payment** of the General Fund Accounts Payable of August 12, 2025, in the amount of \$7,807,233.08
- D. **Approval of Payment** of the 2021 Bond Fund Series III Accounts Payable of August 12, 2025 in the amount of \$79,771.50
- E. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of August 12, 2025, in the amount of \$5,068,945.56
- F. **Approval of Payment** of 2025 Bond Fund Series II Accounts Payable of August 12, 2025, in the amount of \$188,568.64
- G. **Receive and File** Human Resources Report

<b>CLOSING</b>
----------------

**14. ITEMS SCHEDULED ON THE NEXT AGENDA**

**15. 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**

**16. NEXT MEETING**

The next Board of Education Meeting will be held on August 26, 2025, at 6:30 PM.

**17. CLOSED SESSION**

**RECOMMENDED MOTION ...** to enter Closed Session of the Board of Education at \_\_\_\_ PM, with the intent to re-enter Open Session at \_\_\_\_ PM, for the purpose of Collective Bargaining 8(c) of

*Board of Education Meeting Agenda  
August 12, 2025*

the Open Meetings Act. Under Section 8(c) a simple majority vote is sufficient to enter into a closed session.

**18. RE-ENTER OPEN SESSION**

**RECOMMENDED MOTION ....** to re-enter Open Session of the Board of Education Meeting at \_\_\_\_\_ PM.

**19. ADJOURNMENT**

**RECOMMENDED MOTION ...** to adjourn the Regular Board of Education Meeting of August 12, 2025, at \_\_\_\_\_ PM.



# SAS Annual Handbook

## Review

## PRESENTATION

2025



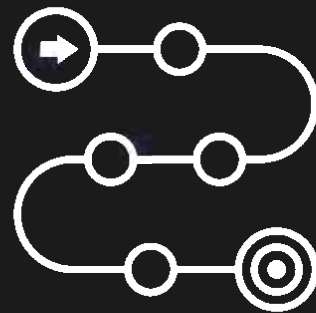
# AGENDA

Why Make Changes?

Process

What Has Changed?

What is Next?



# Why Make Changes to the Handbook?

1. Thrun Law has a handbook which gave us an opportunity to add the sections that were not in our original handbooks.
2. Condense handbook
3. Y5-12th alignment to create continuity for families



# Process

- ❖ Began in the 23-24 School Year with the purchase of the Thrun Handbook
- ❖ That year, the administrative team reviewed the components and developed a plan on how to convert the handbooks.
- ❖ Furthermore, technology, transportation, nursing, food service and safety were also involved in reviewing sections.
- ❖ During the 24-25 school year, the team had 4 different checkpoints, where we would be accountable to revise particular sections using the Thrun Handbook as a guide. It was important that everyone adhered to the checkpoints so that we could have discussion about the differences and similarities at the various levels.
- ❖ In May of 2025, the building principals gathered for a final review. The new handbooks were published in June 2025.

# What Has Changed?

## ❖ Formatting

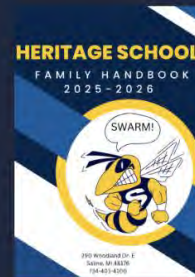
- The books have the same 5 sections
  - District-Wide Policies/Procedures
  - Academics
  - Student Clubs, Activities and Athletics
  - Discipline and Code of Conduct
  - Building Specific Rules and Procedures

## ❖ Links to board policy, when possible

## ❖ Language is consistent

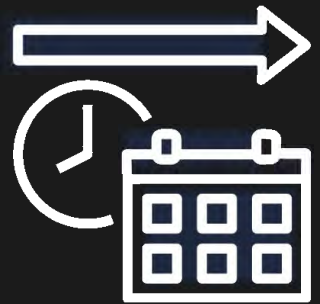
## ❖ Topics are consistent

## ❖ Better understanding of what is in each others' handbooks



## What Is Next?

- ❖ Yearly review
- ❖ Policy updates, when necessary
- ❖ Continue discussion of Thrun Board Policy as this handbook is for Thrun non-policy holders (therefore, does not have the Thrun stamp on the handbook).
- ❖ Continue discussions about alignment practices





**To:** Saline Board of Education  
**CC:** Miranda Owsley, Assistant Superintendent of Finance  
**From:** Brian Puffer - Community Education Director  
**Date:** August 8, 2025  
**Subject:** Liberty Club Van Purchase Overview

---

### Overview

We are excited to announce the purchase of a new van for our Liberty Club program. This addition will significantly enhance our ability to serve participants by enabling all members to participate in community service projects and field trips together. The van will foster greater inclusion, shared experiences, and a stronger sense of community among participants.

### Funding

The purchase will be funded through Community Education, using a combination of CARES grants and Liberty Club donations.

### Benefits

The new van will replace one of our aging vehicles, ensuring safer and more reliable transportation for participants. This upgrade will:

- Improve the efficiency of our operations.
- Support our mission to provide meaningful, enriching opportunities for every member of Liberty Club.
- Enhance inclusion by enabling group participation in off-site activities.



**Saline Area Schools - BID TAB**  
**Liberty Club Van - CE purchase (Donations + CARES Grant)**  
 Bids due August 7th 8:30am, opened immediately following

Dealer	Location	Familial Relationship Affidavit	Iran Linked Business Affidavit	Suspended or Debarred	W9	Model Year	Base	3.73 Limited Slip Axle	Front Overhead Shelf	Extnd Length Running Boards	15-Passenger Seats	Destination & Deliver	Discount	Doc, Title or Other Fees	PRICE	2 Additional Keys	Cirtual Rearview Mirror	Price with Non-requested Optional Add Ons	Notes
<del>Atchinson Ford</del>	<del>Belleville, MI</del>	<del>X</del>	<del>X</del>	<del>X</del>		<del>2025</del>		*	*	*	*	*			<del>\$59,000</del>			<del>\$59,000</del>	<del>Withdrew bid (Model year and timelines)</del>
Gene Butman Ford Sales Inc	Ypsilanti, MI	X	X	X		2026	\$62,465	\$325	\$75	\$655	\$1,495	\$2,095	-\$7,206		\$59,904	\$75		\$59,979	
Bell Ford Lincoln	Adrian, MI	X	X	X		2026	\$62,465	\$325	\$75	\$655	\$1,495	\$2,095	-\$7,196		\$59,914			\$59,914	
Trust Contracting Solutions LLC	Okemos, MI		X			2026									\$62,000			\$62,000	
Spirit Ford	Dundee, MI	X	X	X	X	2026	\$62,465	\$325	\$75	\$655	\$1,495	\$2,095	-\$5,110	\$250	\$62,250			\$62,250	
Bob Maxey Ford	Detroit, MI	X	X	X		2026	\$62,465	\$325	\$75	\$655	\$1,495	\$2,095	-\$3,200		\$63,910	\$75	\$750	\$64,735	
Moncea Williams	Grosse Pointe Farms, MI	X	X	X		2026	\$69,000							\$5,000	\$74,000			\$74,000	



## Superintendent Evaluation Timeline – Worksheet

<b>Checkpoints:</b> The Board of Education and the superintendent meet at key points in the evaluation year as follows:	<b>Dates</b>
<b>Informal Update</b> <ul style="list-style-type: none"> <li>The superintendent provides a <b>written update</b> to the Board.</li> <li>The <b>Board President</b> shares any specific questions or concerns from board members with the superintendent.</li> </ul>	<b>October 2025</b>
<b>Formal Evaluation</b> <ul style="list-style-type: none"> <li>The superintendent conducts a <b>self-evaluation</b> and presents a <b>portfolio of evidence</b> to the Board (shared ahead of time).</li> <li>Board members <b>review the portfolio</b> in advance and <b>request clarification</b> if needed.</li> <li>The <b>Board President facilitates the evaluation meeting</b>.</li> <li>A <b>formal evaluation</b> is adopted by the Board of Education.</li> </ul>	<b>December 2025 - January 2026</b>
<b>New Full Cycle Begins</b>	<b>April 2026</b>
<b>Informal Update</b> <ul style="list-style-type: none"> <li>The superintendent provides a <b>written update</b> to the Board.</li> <li>The <b>Board President</b> relays any specific concerns or questions from the board to the superintendent.</li> </ul>	
<b>Mid-Year Progress Report (Required)</b> <ul style="list-style-type: none"> <li>The superintendent submits a <b>progress update with available evidence</b>.</li> <li>A <b>public meeting</b> is convened to discuss the update.</li> <li>The <b>Board President</b> gathers questions from board members in advance and provides them to the superintendent before the meeting.</li> <li>During the meeting, the <b>Board and superintendent</b> discuss progress and adjust the course or goals as needed.</li> </ul>	<b>June/July 2026</b>
<b>Informal Update</b> <ul style="list-style-type: none"> <li>The superintendent provides a second <b>written update</b> to the Board.</li> <li>The <b>Board President</b> shares any specific questions or concerns from board members with the superintendent.</li> </ul>	<b>October 2026</b>

<p><b>Formal Evaluation</b></p> <ul style="list-style-type: none"> <li>• The superintendent conducts a <b>self-evaluation</b> and presents a <b>portfolio of evidence</b> to the Board (shared ahead of time).</li> <li>• Board members <b>review the portfolio</b> in advance and <b>request clarification</b> if needed.</li> <li>• The <b>Board President</b> (or a hired consultant) <b>facilitates the evaluation meeting</b>.</li> <li>• A <b>formal evaluation</b> is adopted by the Board of Education.</li> </ul>	<p><b>December 2026</b> (Done before Board members roll off)</p>
--	--

# Board of Education Meeting

Liberty School Board Room

July 8, 2025, at 6:30 PM



## MINUTES

### Mission

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

### OPENING

#### 1. CALL TO ORDER

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

**Board Members Present:** Tim Austin, Darcy Berwick, Michael McVey, Jennifer Steben, Jason Tizedes.

**Board Members Absent:** Lauren Gold

**Central Administration Present:** Superintendent Kowalski, Assistant Superintendent's Baaki Diglio and Owsley, Executive Directors Clary, Davis and Voelker.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. BOARD PRESIDENT'S STATEMENT - President Michael McVey

Presented a plaque of appreciation to Brad Gerbe for his service on the Board of Education from 2021-2025.

#### 4. SUPERINTENDENT'S STATEMENT - Superintendent Rachel Kowalski

Expressed gratitude to the district and community for the warm welcome.

#### 5. PUBLIC COMMENT

**STUDENTS - None**

**OTHER PUBLIC STAKEHOLDERS - None**

**EXTENDED PUBLIC COMMENT**

*Stacey Rumpsa*

*Executive Director, Foundation for Saline Area Schools*

An annual update was provided to the Board. Highlights include 8 new sponsors, \$73,500 total donations and \$60,000 in sponsorships for the upcoming school year. 35 grants were funded. Plans are underway for the Foundation's Hall of Fame event on October 10th in the Saline HS Auditorium. Other events being planned include: Saline Summerfest, Alumni Committee Golf Outing, Fall Fundraiser Luncheon, and the Spring Fundraising Event featuring Dueling Pianos.

**6. RESPONSE TO PREVIOUS PUBLIC COMMENT**

<b>AGENDA</b>
---------------

**7. REVISIONS/APPROVAL OF AGENDA**

**MOTION** made by Vice President Steben, support Trustee Austin **to approve the agenda as revised adding A. to 10. Discussion Item.**

**10. Discussion Item**

**A. Status of Trustee Vacancy**

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

**8. SCHEDULED REPORTS**

**A. Technology Department Annual Review**

*Presenter: Jay Grossman, Director of Technology*

The technology department has nine members who manage the entire district. This past school year they managed 3,368 help tickets. They support over 2100 daily use student devices, 750 staff devices and about 700 shared managed devices. Additional responsibilities include maintaining PowerSchool, preparing for staff training, prepping devices, performing audio/video installations, and implementing cyber security measures. The team is also developing an in-house AI, in collaboration with Dexter, with the goal of releasing it to staff and students in the coming fall. The aim is to be cost-effective by using a one-time computer purchase instead of paying yearly fees.

*Board of Education Meeting Minutes  
July 8, 2025*

This past year has seen the replacement of the entire copy machine fleet with more energy efficient copiers in addition they have standardized AV for K-3 classrooms. There is continual work on the network infrastructure due to construction/bond projects. Also working on consolidating communication platforms to ParentSquare. Training is being provided to staff and families.

Upcoming projects include support of the Liberty Athletic Field, middle school renovations including the senior center, robotics, cosmetology spaces, and the Heritage construction project.

9. **ACTION ITEMS**

- A. **MOTION** made by Trustee Austin support Trustee Tizedes to **approve the Closed Session minutes of June 10, 2025, for the purpose of Collective Bargaining 8(c) of the Open Meetings Act.**

**Ayes** (Austin, Berwick, Tizedes, McVey)

**Abstain** (Steben, was not in attendance for the 6/10/25 Closed Session)

**MOTION CARRIED 4-1**

- B. **MOTION** made by Secretary Berwick, support Trustee Tizedes to **appoint Tim Austin as the Board Treasurer per Policy 0152 - OFFICERS.**

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

- C. **MOTION** made by Vice President Steben, support Secretary Berwick 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.**

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

- D. **MOTION** made by Treasurer Austin, support Trustee Tizedes to **name the following banks or depositories for the various funds of the Saline Area Schools in fiscal 2025/26 year:**

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

Bank of Ann Arbor

Michigan Liquid Asset Fund (MILAF)

Old National Bank

*Board of Education Meeting Minutes  
July 8, 2025*

- E. **MOTION** made by Secretary Berwick, support Treasurer Austin **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.**

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

**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. **MOTION** made by Secretary Berwick, support Trustee Tizedes **to authorize Rachel Kowalski, Superintendent, and Miranda Owsley, Assistant Superintendent of Finance, as signatories on transfers of investment monies.**

*Board of Education Meeting Minutes*  
*July 8, 2025*

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

- G. MOTION** made by Trustee Tizedes, Treasurer Austin **to adopt the resolution for continued participation in the State of Michigan Loan Revolving Fund as submitted by Assistant Superintendent Miranda Owsley.**

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

- H. MOTION** made by Vice President Steben, support Secretary Berwick 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.**

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

**10. DISCUSSION ITEM**

**A. Status of Trustee Vacancy**

Board members discussed the process of filling the vacancy left by the resignation of Brad Gerbe. It was noted that the initial statement lacked options to provide for accommodations for candidates that were unable to interview in person and also there is no clear policy in the Board Operating Procedures that addresses that issue. The consensus was to adhere to the stated plan.

**MOTION** made by Trustee Tizedes, support Treasurer Austin **that the Board will only interview candidates on July 14, but may consider all candidates.**

**Ayes** – Jennifer Steben, Darcy Berwick, Michael McVey  
**Nays** - Jason Tizedes, Tim Austin

**MOTION CARRIED 3-2**

**11. ADMINISTRATION / BOARD UPDATES**

**Superintendent Kowalski** - District is planning 3 days of meetings next week with the Central Office and District leadership teams.

**Treasurer Austin** - On June 24th, the WISD adopted a resolution to place the CTE millage on the ballot. This vote will occur November 4th. Meeting with Jeff Higgins from Plante Moran to discuss this year's upcoming audit.

**Secretary Berwick** - Saline Summerfest is scheduled for August 8th and 9th. Miss Saline will be crowned on Saturday, August 9th.

*Board of Education Meeting Minutes  
July 8, 2025*

**President McVey** - Attended the International Society of Technology and Education (ISTE) and Association for Supervision and Curriculum Development (ASCD) conferences.

**Vice President Steben** - Requested that the Policy Committee add the trustee appointment process to their next meeting agenda for review and discussion. Accompanied the SHS Varsity Cheer team to Honolulu where they participated in events. They are coached by Cathy Mutter. A reminder to everyone driving around the high school to drive safely.

**Trustee Tizedes** - Acknowledgement to the Operations team for their hard work. Reminder to the community that the school district continues to function year-round, even during the summer.

**12. CONSENT AGENDA**

**MOTION** made by Trustee Tizedes, support Vice President Steben 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 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
- D. **Approval of Payment** of the General Fund Accounts Payable of July 8, 2025, in the amount of \$4,809,878.48
- E. **Approval of Payment** of the 2021 Bond Fund Series III Accounts Payable of July 8, 2025 in the amount of \$74,850.00
- F. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of July 8, 2025, in the amount of \$1,889,406.36
- G. **Approval of Payment** of 2025 Bond Fund Series II Accounts Payable of July 8, 2025, in the amount of \$6,315.00
- H. **Receive and File** Finance and Human Resources Report

<b>CLOSING</b>
----------------

**13. ITEMS SCHEDULED ON THE NEXT AGENDA**

**14. PUBLIC COMMENT**

**STUDENTS**



*Board of Education Meeting Minutes  
July 8, 2025*

**OTHER PUBLIC STAKEHOLDERS**

**Julie Kelly, newly retired SAS teacher & Board candidate** - addressed the board as a candidate as she will be absent from the public meeting on July 14th due to a planned vacation.

**15. NEXT MEETING**

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

**16. ADJOURNMENT**

**MOTION** made by Trustee Tizedes, support Treasurer Austin **to adjourn the Regular Board of Education Meeting of July 8, 2025, at 7:44 PM.**

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

Respectfully submitted,



Darcy Berwick  
Board Secretary

*Recorded by: Betty Jahnke*

# SALINE AREA SCHOOLS

## BOARD OF EDUCATION - Special Meeting

### *Interview of Trustee Applicants*

Monday, July 14, 2025  
Liberty School Board Room  
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.*

### 1. CALL TO ORDER

**Board Members Present:** Treasurer Tim Austin, Secretary Darcy Berwick, Trustee Lauren Gold, President Michael McVey, Trustee Jason Tizedes, Vice President Jennifer Steben

### 2. PLEDGE OF ALLEGIANCE

### 3. PUBLIC COMMENT - None

## AGENDA

### 4. REVISIONS/APPROVAL OF AGENDA

**MOTION** made by Vice President Steben, support Trustee Gold **to revise the agenda as follows:**

- removing the recommendation to receive and file the July 14, 2025, Human Resources Report as submitted by the Human Resources Department
- Remove candidate Christy Lillie for consideration at her request
- Correct the spelling of Marco Celsius Magbitang's name

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

### 5. DISCUSSION ITEM

**Trustee Candidate Interviews**

*Board of Education - Special Meeting  
July 14, 2025*

*Candidates will be given roughly 15-20 minutes each to respond to questions posed.*

**Applicants**

Ryan Davidson

Nathan Hanson

Julie Kelley (unavailable to be interviewed but to be considered)

Marco Celsius Magbitang

Luke Schmerberg

Kelly Van Singel

**6. ACTION ITEMS**

**MOTION** made by Trustee Tizedes, support Trustee Austin to **appoint Nathan Hanson as Trustee to fill the current vacancy through December 31, 2026.**

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

**7. PUBLIC COMMENT**

**Libby Williams** - spoke to the interviews

**8. NEXT MEETING**

The next Board of Education Meeting will be held on August 12, 2025 at 6:30 PM.

**9. ADJOURNMENT**

**MOTION** by Vice President Steben, support Trustee Tizedes to adjourn the Special Board of Education Meeting of July 14, 2025 at 9:50PM.

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

Respectfully submitted,



Darcy Berwick  
Board Secretary



**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:**

<b><u>NAME</u></b>	<b><u>BLDG./DEPT.</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>STATUS</u></b>	<b><u>REASON</u></b>	<b><u>EFFECTIVE</u></b>
Todd Brunty	Middle School	6th Grade Teacher	Separation	Retirement	06.Jun.2025
Alyssa Ballestero	Middle School	Resource Room	Separation	Resignation	01.Jul.2025
Valerie Lambert	Harvest	Art Teacher	Separation	Resignation	07.Jul.2025
Mike Sekerak	Heritage	Paraeducator	Separation	Resignation	11.Jul.2025
Kate Aeschliman	High School	Paraeducator	Separation	Resignation	14.Jul.2025
Barb Rorrer	Heritage	Paraeducator	Separation	Resignation	15.Jul.2025
Amritpal Kocher	Liberty/Pooh Corner	GSRP Lead Teacher	Separation	Resignation	15.Jul.2025
Peyton Gallagher	Woodland Meadows	Registered Behavior Technician	Separation	Resignation	25.Jul.2025
Angie Bekkala	High School	Office Assistant	Separation	Resignation	25.Jul.2025
Kaitlyn Gasparovich	Heritage	4th Grade Teacher	Separation	Resignation	25.Jul.2025
Jackson O'Keefe	Liberty	YAP Teacher	Separation	Resignation	25.Jul.2025
William Minnette	Transportation	Bus Driver	Separation	Resignation	28.Jul.2025
Audra (Tay) Shull	Middle School	Paraeducator	Separation	Resignation	29.Jul.2025
Daniella Fay	Heritage	Literacy Tutor	Separation	Resignation	30.Jul.2025
Kendra Kokelaar	Harvest	Paraeducator	Separation	Resignation	30.Jul.2025
Annette Blank	Middle School	EL Tutor	Separation	Resignation	04.Aug.2025
Crystal Lipsitz	Heritage	Paraeducator	Separation	Resignation	04.Aug.2025
Hanna Paoletti	Middle School	Paraeducator	Separation	Resignation	04.Aug.2025

(continued on next page)

## NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Melissa Bebel	High School	Resource Room	New Hire	MA2	20.Aug.2025
Abbey Bowen	Harvest	Occupational Therapist	New Hire	MA3	20.Aug.2025
Jill Kinsey	Heritage	ESL Teacher	New Hire	MA7	20.Aug.2025
Tyler Rooke	Middle School	Special Ed Teacher	New Hire	MA6	20.Aug.2025
Logan Wilson	Middle School	Paraeducator	New Hire	Step 1	20.Aug.2025
Lita Jongkind	Special Education	1:1 District Nurse	New Hire	Step 9	20.Aug.2025
Elizabeth (Betsy) Densham	Heritage	Paraeducator	New Hire	Step 5	20.Aug.2025
Cortney Puffer	Harvest	Office Assistant	New Hire	Step 1	04.Aug.2025
Melissa Shanker	High School	ELA Teacher	New Hire	MA7	20.Aug.2025
David Brown	High School	Custodian	New Hire	Step 1	28.Jul.2025
Jennifer Whipple	Special Education	Office Specialist	New Hire	Step 4	04.Aug.2025
Michelle Bade	Harvest	Occupational Therapist	New Hire	MA5	20.Aug.2025
Noel Nagy	High School	Paraeducator	New Hire	Step 2	20.Aug.2025
Andrea Kahn	Liberty	Occupational Therapist	New Hire	BA15	20.Aug.2025
Karen Hawk	Pleasant Ridge	Special Education Teacher	New Hire	MA10	20.Aug.2025
Todd Ingram	Heritage	Custodian	New Hire	Step 1	11.Aug.2025
Kelly Dillman	Middle School	Teacher Consultant	New Hire	MA6	20.Aug.2025
Abigail Ackling	Liberty/Pooh Corner	GSRP Teacher	New Hire	Unaffiliated	20.Aug.2025
Anne Boice	High School	Resource Room	New Hire	MA14	20.Aug.2025
Alysse Boydston	Woodland Meadows	Speech & Language Pathologist	New Hire	MA4	20.Aug.2025
Kara Dolence	Middle School	6th Grade Teacher	New Hire	MA2	20.Aug.2025
Nicholas Marecle	Middle School	Paraeducator	New Hire	Step 1	20.Aug.2025
Regan Phipps	Heritage	Paraeducator	New Hire	Step 1	20.Aug.2025
Amanda Kraus	Liberty	Board Certified Behavior Analyst	New Hire	MA10	20.Aug.2025
Taryn Wallace	Middle School	Paraeducator	New Hire	Step 1	20.Aug.2025
MacKenzie VanDoren	Liberty/Pooh Corner	GSRP Teacher	New Hire	Unaffiliated	20.Aug.2025
Allison Tuckey	Liberty/Pooh Corner	GSRP Teacher	New Hire	Unaffiliated	20.Aug.2025
Makenzie Zook	Liberty	Occupational Therapist	New Hire	MA1	20.Aug.2025

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

# Anne Boice

**Special Education  
Teacher**  
**English Teacher**

---

**Anne Boice**

[REDACTED]

[REDACTED]

---

---

## Skills

Trauma Informed

Data Collection

FBA, BIPs, MDRs

PBIS Plan Making/Strategies

PSSP (Tienet), Easy IEP

Students with LDs, ASD, OHI, ADHD, EI

---

---

## Experience

### **Ann Arbor Public Schools / Resource Program Teacher**

August 2022 - PRESENT, Forsythe Middle School

- Taught Academic Support Class
- Cotaught math and ELA classes
- Did paperwork for and held IEP meetings
- Provided special education services and monitored IEP goals
- Participated in clubs and activities

### **Ypsilanti Community Schools/ Resource Teacher/TC**

January 2019 - August 2022, ACCE, Ypsilanti Community Middle School

- Did paperwork for and held IEP meetings
- Provided special education services and monitored IEP goals
- Taught credit recovery courses

### **Ann Arbor Public Schools / ESY Special Education Teacher**

Summer of 2018 and 2019

- Planned and carried out activities for preschool and kindergarten students on the Autism spectrum who attended the ESY program
- Taught goals addressing communication, fine motor, social and academic skills
- Collected data on goal progression

## **Michigan Connections Academy/** Special Education Teacher

November 2014-December 2019

- Managed a caseload of students at an online school. Assured they received assistance with understanding and completed classwork
- Collected data for IEPs, wrote IEPs, held IEP meeting, assured IEPs were followed
- Taught reading and math small groups to address reading and math IEP goals
- Kept student logs, monitored grades weekly, held virtual lessons, utilized a variety of technology, worked with a team daily to ensure student success

## **Father Gabriel Richard High School /** English and Special Education Teacher

August 2010-June 2013

- Taught a Resource Room focused on remediation and bolstering student academic success and confidence. The sole special education teacher for two of the years
- Worked with Ann Arbor Public Schools teacher consultants, social workers, and speech therapists to create and implement the Non-Public Service Plans
- Filled out paperwork for accommodations on the ACT and made room arrangements when FGR was the alternative placement, proctoring them at times
- Taught study skills in freshman classes for transition to high school.

---

## **Education**

---

## **Madonna University /** Master of the Arts of Teaching in Learning Disabilities

2007 - 2009

## **John Carroll University /** Bachelor of Arts in English Teaching Certificate

2001-2005



# ABBEY BOWEN

OCCUPATIONAL  
THERAPIST (MOT, OTR/L)

## CONTACT INFORMATION



## PERSONAL PROFILE

I am a driven, creative innovator eager to foster growth within the educational setting, supporting students, their families, and staff. With my mindset for continuous learning, I am motivated to continually expand my knowledge and skill set to excel as a professional, collaborative teammate, and leader. My insightful, adaptable, and self-starting approach to problem solving lends me the aptitude to transcend within my professional endeavors and support student academic and functional success.

## CERTIFICATIONS & LICENSURE

SOS Trained Feeding Therapist - July 2024

NDT (Neuro-Developmental Treatment)  
Training – scheduled for June 2025

Ohio OT Licensure: OT012617 – valid  
through June 2027

## EDUCATION

**Master of Science, Occupational  
Therapy (MOT)**  
Eastern Michigan University (2021-2023)  
Ypsilanti, MI

- Poster Presentation at EMU  
Spellbring Conference: The Online  
Presence of Part C Early  
Intervention Programs around the  
United States (Sept. 2021)

**Bachelor of Science, Kinesiology**  
Michigan State University (2017-2020)  
East Lansing, MI

- Minors: Health Promotions &  
Bioethics

## OCCUPATIONAL THERAPY EXPERIENCE

**ProMedica Total Rehab Pediatrics - Occupational Therapist –  
Full Time**

- Pediatric Outpatient & Acute Care (Jul. 2024 – present)

**ProMedica Bay Park Community Hospital Total Rehab -  
Occupational Therapist – Full Time**

- Pediatric Outpatient & Adult Acute Care (Sept. 2023 – Aug.  
2024)

**Fieldwork II: ProMedica Total Rehab Pediatrics**

- Pediatric Outpatient Clinic (Spring 2023)

**Fieldwork II: Rehabilitation Institute of Michigan**

- Inpatient Rehabilitation (Winter 2023)

**Fieldwork I:**

- **EMU OT Clinic:** Geriatric Outpatient Clinic (2022)
- **OT on Campus:** Behavioral Health Community-Based Mental  
Health: Telehealth with College Students (2021)
- **EMU Children's Institute:** Preschool Setting (2020)

## ADDITIONAL WORK EXPERIENCE

**Community Living Support**

Community Alliance (Oct. 2020- Present)

- Assisting a young man with a developmental disability with daily  
living skills and community involvement
- Communication liaison between client and other entities

**Rehabilitation Assistant**

Rainbow Rehabilitation (May 2019- August 2020)

- Assisted in the rehabilitation process of individuals with TBIs in  
residential facilities and community
- Interprofessional collaboration with managers, nurses,  
therapists, case managers, and other rehabilitation assistants

**Hornet Camp Support Staff**

Saline Area Schools/Community Ed. (Summers of 2017, 18,19)

- Supported and instructed at elementary and middle school levels
- Interacted with students, their families, and school staff

## COMMUNITY ENGAGEMENT

**Adaptive Sports Practice Coordinator**

- Adaptive Sports Club at EMU (Mar. 2021- Aug. 2022)

**Student School Volunteer with OT Dept.**

- Jackson Intermediate School District (Oct. 2018- Apr. 2019)

**Adaptive Sports and Recreation Club Volunteer & Intern**

- MSU Adaptive Sports and Recreation Club (Sept. 2018- Dec.  
2020)

**Student Researcher with PLAY'd Lab**

- MSU Kinesiology Dept.: Physical Activity in Youth with  
Disabilities (PLAY'd) (Dec. 2017- Dec. 2020)



# Alysse Boydston M.A., CCC-SLP

## Education

---

**Western Michigan University - Kalamazoo, MI**

Master of Arts in Speech-Language Pathology

April 2022

Bachelor of Science in Communication Disorders and Sciences

April 2020

- Minor in American Sign Language (ASL)

## Professional Experience

---

**AnthroMed Contractor – Speech and Language Pathologist (SLP)**

August 2024-Current

*Livingston Educational Service Agency-Brighton, MI*

- Provide tailored therapy in an early childhood setting to students ages 3-5 years old supporting articulation, language, pragmatics, AAC, and stuttering interventions/goals to implement students individualized education plans
- Case managing 40+ students and communicating with providers, teachers, and parents to effectively support students needs
- Utilized engaging child led therapy sessions while implementing interventions

**Michigan School for the Deaf – Speech and Language Pathologist (SLP)**

July 2022-July 2024

*Flint, MI- Full time*

- Worked in a bilingual environment, ASL and English, with an emphasis on culturally responsive practices
- Collaborated with Individualized Education Program (IEP) team and Multidisciplinary Evaluation Team to determine functional goals that would best support the students in both classroom and home environments
- Advocated for students needs which included appropriate assessments and AAC devices
- Structured and supported ASL and English learning for students with language delays, disorders, and deprivation in a play-based environment
- Coordinated with families and staff to provided education about language, AAC, and articulation to provide carry over and deeper understanding of students needs and supports
- Counseled and educated families and staff navigating new experiences through a neurodiversity affirming lens
- Supported students from diverse communities, including those with Autism Spectrum Disorder, Deaf-Blindness, and Deaf+ identities

**Mary Free Bed Rehabilitation - SLP**

*Saginaw, MI- Acute Care PRN*

August 2023-July 2024

*Cadillac, MI - Outpatient and Acute Care PRN*

June 2023-August 2023

- Provided diagnosis and therapeutic services to adults with communication and swallowing disorders across hospital units
- Assessed cognitive functioning using formal and informal assessments
- Provided therapy to variety of hospital floors and outpatient patients which focused on functional activities, treatment, and adaptations to everyday tasks
- Modeled, instructed, and collaborated with parents on how to integrate treatment techniques into home routines for pediatric populations navigating speech, language, and feeding

## Proficiencies and Certificates

---

- American Sign Language (Conversational)
- Natural Language Acquisition Trained Therapist
- Orton-Gillingham (Comprehensive)
- See the Sound – Visual Phonics
- Language First: Introduction to Signed Language Intervention

# Andrea Kahn, OTR



## **PROFILE**

I'm a registered Occupational therapist in the state of Michigan who is a compassionate, skilled and enthusiastic individual. I have 10 + years of combined clinical care experience in the school system, adult inpatient and sub-acute rehabilitation settings. In the past 3 years, my focus has shifted to providing school based occupational therapy services, both direct and consultative, to Elementary, Middle school, High school. and Adult based programs for the Washtenaw Intermediate School District. I am CPI trained. I possess strong leadership and communication skills as well as a passion for helping others. With an additional thirty plus years experience as a group fitness instructor/coordinator, I bring additional organizational and management capabilities to my skill set.

## **EXPERIENCE**

### Occupational Therapist

Washtenaw Intermediate School District • Ann Arbor, MI  
November 2022 to Present

- Provide Occupational Therapy services to students with severe cognitive, emotional and multiple impairments.
- Provide direct and consultative services to elementary through adult aged students.
- Attend and report at I.E.P. meetings.
- Provide adaptive yoga and movement groups.

### Occupational Therapist

Beaumont Health System: Oakwood Hospital, Taylor, MI  
January 1995 to December 2003

- Senior OT/Supervisor over Occupational, Recreational and Speech Therapy departments, 1997-2002.
- Evaluation and treatment of patient's basic and instrumental ADL's.

- Performed home evaluations to determine patient's readiness for discharge home.
- Trained level 1 and level 2 OT and COTA students from area colleges and universities.
- Determined best treatment plans to meet objectives for patient's return to home life.

## **EDUCATION**

Bachelor of Science in Occupational Therapy  
Eastern Michigan University

## **SKILLS**

- Certified in CPR (adult, infant and child), AED, Basic First Aid, CPI Training

# AMANDA KRAUS

## BOARD CERTIFIED BEHAVIOR ANALYST

### PROFESSIONAL PROFILE

Overall, I have 11 years working specifically with individuals diagnosed with autism spectrum disorder utilizing Applied Behavior Analysis. For the last 4 school years, I have been a Behavior Coach in the North Region at Jefferson Schools.

The highlights of my time at Jefferson include, making custom CHAMPS visuals with Jefferson graphics, custom calm down corner process documents, and matching individual schedule icons. I have trained numerous Independence Facilitators to use electronic data collection software to use for behavior plans and IEP goals. While at Jefferson, I also facilitate majority of the FBA/PBSP meetings.

Prior to working for Monroe ISD at Jefferson, I was the Monroe area-manager of ABA Insight. I started and led the Monroe branch. I brought on 20 clients, hired and trained 15 behavior technicians, and supervised 4 Behavior Analysts in Training. The Monroe Branch became profitable within 1 year of opening the center.

### PROFESSIONAL EXPERIENCE

#### BEHAVIOR COACH | MONROE INTERMEDIATE SCHOOL DISTRICT

August 2021 – Current North Region – Jefferson Schools

- During the 2023-2024 school year, managed 43 referrals
- Assembles FBAs and Facilitates FBA/PBSPs meetings
- Liaisons between private ABA services, CMH, family, and school
- START EPLI Trainer – Regularly leads PDs at Jefferson Schools about behavior
- Serves on the administration team for State-Wide BCBA PLC, affiliated with START

#### AREA MANAGER AND PROGRAM BEHAVIOR ANALYST | ABA INSIGHT

July 2019 – August 2021 Ann Arbor MI, & Monroe, MI

- Supervised 4 QBHPs/Behavior Analysts in Training and 4 Registered Behavior Technicians and trained 15 behavior technicians.
- Led Clinical Meetings and Technician Meetings to promote collaboration and a team approach.
- Maintained 15 billable hours including staff supervision and parent support meetings
- Participated in meetings with upper management to roll out company wide changes that promote best practices.
- Managed the waitlist, scheduled technicians, managed center budget. Center became profitable in under 1 year of opening.

#### BEHAVIOR CONSULTANT | CHITTER CHATTER PC

Jan. 2017 – June 2019 Monroe, MI

Started working with Chiffer Chaffer as a Registered Behavior Technician in 2017. Promoted to a Lead Technician/Practicum Student in August 2017. Later promoted to Behavior Consultant in May 2019.

- Designed and taught monthly training meetings to RBTs
- Led parent trainings according to IPOS
- Developed individual programming for clients based off the VB-Mapp, AFLS, ABLLS-R, & FBAs

#### (REGISTERED) BEHAVIOR TECHNICIAN | PSYCH SYSTEMS /STARR

Jan. 2014 – Dec. 2016 Monroe, MI/ Wayne, MI

- Worked in home in Monroe County/ Wayne County for 2 years. Subbed in the Starr/Psych Systems Autism Center in Harper Woods.

### LICENSES AND CERTIFICATIONS

#### Licensed Behavior Analyst - MI

#### Board Certified Behavior Analyst

BCBA-1-19-36437

May 2019- Present

Supervision Endorsed

Applied Behavior Analysis Certificate

Autism Certificate

START EPLI Trainer

### EDUCATION

#### MASTER OF ARTS in

#### APPLIED BEHAVIOR ANALYSIS

Ball State University | Muncie, IN

GPA 3.9 | May 2019

#### BACHELOR OF ARTS in PSYCHOLOGY

Siena Heights University | Adrian, MI

GPA 3.73 | 2009-2011

### EXPERTISE

Autism Spectrum Population

Ages 3-21

Working in multi-disciplinary teams

Training and Supervising QBHPs & RBTs

VB-Mapp, AFLS, ABLLS-R, FBAs

START EPLI Trainer- Certified

Catalyst/Datafinch data collection

Central Reach data collection

Tally Flex data collection

Microsoft Suite

G Suite – Google

Canva



# JILL KINSEY

K - 8 E D U C A T O R



## EDUCATION

MASTER OF SCIENCE  
CURRICULUM AND  
INSTRUCTION  
Concordia University  
August 2024

BACHELOR OF ARTS  
ELEMENTARY  
EDUCATION  
Michigan State University  
May 2006

## CERTIFICATIONS

K-8 Elementary Education  
(ZG)

K-12 English as Second  
Language (NS)

K-8 Language Arts (BX)

LETRS

Orton-Gillingham

## PROFESSIONAL LEARNING

UFLI-Phonics Program

HEGGERTY-Phonemic  
Awareness Program

SIOP Training

Growth Mindset

Responsive Classroom

## PROFESSIONAL PROFILE

I am a dedicated and empathetic educator with a passion for fostering positive connections with students, families, and the community. I have extensive knowledge of curriculum design, differentiated instruction, and a toolbox of social-emotional strategies. I strive to provide creative and inclusive lessons that meet the social, emotional, and academic needs of all my students. My curiosity and appreciation for diverse backgrounds and cultures drive my commitment to creating an engaging and inclusive

## EDUCATION EXPERIENCE

### READING ASSISTANT

Ann Arbor Public Schools / Angell & King Elementary / March 2021 – Present

- Planned, implemented, and differentiated literacy intervention strategies for striving readers using Orton-Gillingham, LETRS, UFLI, Heggerty and Differentiated Reading Instruction (DRI)
- Actively participated in school wide Achievement Team meetings
- Collected, tracked, and responded to weekly student data
- Collaborated with classroom teachers, interventionists, parents, and administration through dialogue and observations
- Planned and delivered SIOP lesson plans for ELL students

### BUILDING SUBSTITUTE-Y5-5<sup>TH</sup> GRADE

Ann Arbor Public Schools / Angell Elementary / 2020-2021

- Completed a long-term Kindergarten substitute position including virtual remote learning
- Planned and implemented instruction using the Common Core Objectives
- Administered assessments and developed lesson plans based on results
- Provided individualized reading support for striving readers through small reading groups

### SECOND GRADE TEACHER

Tecumseh Public Schools / Sutton Elementary / 2010-2012

- Planned, implemented, assessed, and differentiated instruction for 29 students (inclusive of students identified as ASD, LD, CI, and ELL)
- Taught authentic math and science lessons using multiple intelligences
- Facilitated district-wide professional development training introducing Morning Meeting

# JILL KINSEY

K - 8 E D U C A T O R



[REDACTED]



[REDACTED]



[REDACTED]

## KEY SKILLS

Interpersonal Skills

Organization

Creativity

Flexibility

Collaborative

Positivity

## EXPERTISE

Social Emotional Care  
and Strategies

Curriculum Design

Literacy Instruction

Communication

## INTERESTS

Family

Traveling

Reading

Animals

Sports

Nature

## EXPERIENCE - CONTINUED -

### SECOND GRADE TEACHER

Fulton County School District / Findley Oaks Elementary / 2006-2009

- Created classroom community through daily morning meetings
- Collected and tracked student data to set goals and create flexible groupings
- Administered CRCT, Reading Running Records, and other state/district assessments
- Wrote math, reading, and science yearlong units based on state standards

### SOCIAL STUDIES AUTHOR AND FACILITATOR

Fulton County School District / Atlanta, GA / 2007-2008

- Wrote district wide social studies units based on Georgia's new performance standards
- Created district wide assessments for each unit based on the standards
- Facilitated a social studies training course on implementing the new units

## OTHER EXPERIENCE

### FINANCIAL MANAGEMENT AND PRODUCT INSTRUCTOR

Mast Shoes / Ann Arbor, MI / 2012-2020

## REFERENCES

JENN POLIQUIN  
Building Literacy Coach  
Angell Elementary School

[REDACTED]

MARY CATHERINE RUDBERG  
ESL Teacher  
Angell Elementary School

[REDACTED]

MEG FENECH  
Principal  
Angell Elementary School

[REDACTED]

KATIE RUSSELL  
Building Literacy Coach  
King Elementary School

[REDACTED]

# KELLY DILLMAN

SPECIAL EDUCATION TEACHER CONSULTANT



## PROFILE

Dedicated and results-driven educator combining personal warmth with a strong foundation in delivering individualized, research-based instruction and academic interventions. Experienced TC with a strong commitment to fostering equitable learning environments through co-teaching, data-driven decision making, and culturally responsive practices. Skilled at designing and implementing high-quality IEPs, supporting inclusive practices, and collaborating closely with general education teachers to meet diverse student needs. Known for building strong relationships with students, families, and teams to ensure that every learner has the tools and support needed to thrive.

## WORK EXPERIENCE

### TEACHER CONSULTANT

Milan Area Schools, Milan, Michigan

2016-2021

- Coordinated, prepared, and implemented specialized student supports in compliance with MARSE and IDEA
- Collaborated effectively with multi-disciplinary teams to co-develop and facilitate evidence-based instructional strategies across both small group and co-taught settings
- Implemented targeted interventions and scaffolded instruction within a co-taught math setting, leading to improved student outcomes
- Developed innovative, results-driven data collection methods to ensure compliance across educational settings, including increasing efficiency of logging services and accommodations as well as IEP progress monitoring
- Applied trauma-informed approaches to develop, coordinate, and implement evidence-based behavior strategies, including FBAs and BSPs
- Utilized Google Workspace and other digital tools to enhance engagement and streamline communication and document workflows
- Provided ongoing coaching to educators and support staff, fostering inclusive mindsets and high instructional fidelity
- Served as special education building coordinator for state and district-level assessment accommodations, managing schedules and logistics
- Led a team of paraprofessionals, organizing bi-weekly training to improve service delivery and team effectiveness

## EDUCATION

### MICHIGAN STATE UNIVERSITY

- Master of Arts in Special Education
- GPA: 4.0

### MICHIGAN STATE UNIVERSITY

- Bachelor of Arts in Special Education
- GPA: 3.95

## SKILLS

- Professional verbal & written communication
- Proficiency in Google Workspace & MS Office Suite
- Experienced in special education data systems
- Data collection, record keeping, & compliance documentation
- Knowledge of special education law
- Disability awareness & commitment to inclusive practices
- Understanding of universal design for learning
- Emotional stability in fast-paced environments
- Skilled in leading & collaborating with multi-disciplinary teams
- Efficiency-minded organization
- Non-violent crisis intervention and de-escalation

# KELLY DILLMAN

SPECIAL EDUCATION TEACHER CONSULTANT



## WORK EXPERIENCE, CONT.

### RESOURCE ROOM TEACHER

Fort Bend ISD, Richmond, Texas

2015-2016

- Served as case manager for students with diverse disabilities, coordinating individualized services and ensuring compliance with state guidelines
- Planned and implemented high-quality, individualized instruction across all subjects within both an alternative setting and co-teaching model
- Co-Led ARD team meetings, managing documentation and data collection in adherence with state requirements
- Built strong collaborative relationships with professionals across a large district to enhance multi-disciplinary teamwork and promote child-centered educational programming
- Identified gaps in paraprofessional training and initiated bi-weekly coaching sessions focused on disability awareness, data collection, and intervention to improve team capacity

### SPECIAL EDUCATION TEACHER

Milan Area Schools, Milan, Michigan

2011-2014

- Co-designed and led the implementation of a multi-tiered system of support to serve the special education population at Symons Elementary
- Applied evidence-based literacy instruction, contributing to exemplary student achievement and recognition at the district level
- Developed and maintained systematic weekly progress monitoring and student portfolios to inform instruction and enhance student engagement
- Managed and coordinated IEPs utilizing Excent Tera and Tienet softwares for accurate documentation and compliance tracking
- Collaborated with intervention specialists to facilitate smooth transitions in and out of special education, ensuring continuity of support and effective communication

## CERTIFICATIONS

Michigan Professional Teacher License

- K-12 Special Education
- English Language Arts

## PROFESSIONAL DEVELOPMENT

Orton-Gillingham Comprehensive

Study of Early Literacy, WISD

Assessment Literacy, WISD

Nonviolent Crisis Intervention

Statewide Autism Resources and Training

ALICE Crisis Response Training

## REFERENCES

**William Brown**

*Superintendent*



**Lon Smith**

*Director of Student Services*



**Allison Jordet**

*Classroom Teacher*





# Kara Dolence

---

**Kara Dolence**

[REDACTED]

[REDACTED]

---

## Skills

---

Proficient in GSuite applications  
Proficient with Pear Deck for instruction  
Proficient with Reading Plus for instruction  
Completed LETRS training for the Science of Reading  
Completed training for Safe and Civil Schools

---

## Certifications

---

Level 2 Google Educator  
  
CPI Nonviolent Crisis Intervention (expired June 2022-willing to renew)  
  
YMHA (Youth Mental Health First Aid) certification  
  
Safe and Civil Schools certification

---

## Experience

LETRS

---

### EDUStaff

9/2024-present Substitute Teacher for Saline Area Schools

### Aspen Elementary School

8/2022-6/2024 4th grade teacher

Implementing standard-based curriculum  
Lesson planning following appropriate learning objectives  
Providing daily instruction in an in-person classroom setting  
Providing appropriate assessments

### Los Alamos Online Learning Academy (LAOLA)

8/2020-5/2022 3rd grade teacher

Implementing standard-based curriculum  
Lesson planning following appropriate learning objectives  
Providing daily instruction in a digital classroom setting  
Providing appropriate assessments

### Barranca Mesa Elementary/SE IA

02/2020 - 06/2020, PreK

Assisted teacher in preparations for daily instruction  
Created instructional videos on See Saw during remote learning

**Stay at home Mom**

2018-2019

**Los Alamos Family YMCA/ Child Watch attendant**

2016-2018

Provided care for children aged 2 months through 8 years old while parents attended the YMCA classes and gym

Assisted with activities for children while parents attended YMCA classes

Encouraged coping skills and provided nurturing for children with separation anxieties

**In Home Preschool/Daycare Provider**

2014-2016

Implemented weekly, themed activities and lessons for my children and several friends that were developmentally appropriate and enriching

Assisted children in learning to operate within a structured, school-like setting

Followed basic PreK standards to ensure the children were ready for kindergarten

Provided care while parents were away

\*Please note: the number of people in the program were under the state mandated amount to require licensure, thus mine was not a licensed program

**Stay at home mom**

2010-2014

**Cunningham Children's Home/ Cottage Counselor**

2006-2010

Implemented behavioral treatment plans for clients

Created detailed reports concerning the clients' progress each day

Assisted clients in daily routines

Mediated when necessary between clients

Assisted clients in problem solving and utilizing coping skills

Attended weekly meetings with clients' therapists to evaluate treatment plans

---

## Education

---

### Master's of Science in Education

Teaching and Learning  
Earned December, 2021  
Conferred: January, 5, 2022

**University of the Southwest**

### CesLEAP

8/2020-5/2021

**Florida Institute of Technology** / BA Psychology (coursework in ABA)

2003-2006, Melbourne, FL

### St John's University

2002-2003, Jamaica, NY

---

# KAREN J. HAWK

---

## PROFESSIONAL SUMMARY

Dedicated teacher with an exceptional ability to establish cooperative, professional relationships with parents, staff, and administration. Clear communicator who advocates for all learners and prioritizes student success. Ability to motivate students to enjoy learning while facilitating their academic, social, and emotional development. Through compassion, empathy, and trust, able to drive students towards positive learning experiences.

---

## PROFESSIONAL HIGHLIGHTS & COMPETENCIES

- Excellent team leader with the ability to work collaboratively
- Proficient with time management
- Uses data to develop interventions and academic goals

---

## EDUCATION

Master of Education: Special Education, May 2013 – Madonna University

Bachelor of Science: Elementary Education, December 2003 – Central Michigan University

Certificate: Montessori Education ages 6-9, June 2007 - North American Montessori Center

---

## WORK HISTORY

### **Special Education Teacher, Whitmore Lake Elementary School, Whitmore Lake, MI**

August 2023- present

- Planned and taught small group reading, writing and math lessons for Special Education students in first and second grade that had Learning Disabilities, Emotional Impairments, Autism Spectrum Disorder, and other Health Impairments.
- Progress monitored students in reading and math. Collected and analyzed data to determine student's strengths, monitor growth, and adjust teaching to meet needs of students.
- Created and implemented Individualized Education Plans (IEP) according to student's strengths, areas of concern, testing and evaluations. Determined academic goals, accommodations and modifications.
- Administered, scored, and analyzed Woodcock-Johnson Test of Achievement, the Brigance Diagnostic Inventory of Early Development, and the Bracken School Readiness Assessment.
- Analyzed test results and collaborated with the School Psychologist to determine Special Education eligibilities.
- Worked as a Case Manager and collaborated with General Education teacher, Speech and Language teacher, Social Worker, and Occupational Therapist to assure all students' goals were being met.
- Communicated and met with parents regarding their child's Special Education progress, goals, and lead IEP meetings both virtually and in-person.

## WORK EXPERIENCE CONTINUED

---

### **Literacy Interventionist, Pleasant Ridge Elementary, Saline, MI**

August 2022- June 2023

- Planned and taught small group reading interventions using the Science of Reading and the MTSS Model.
- Utilized interventions to help struggling readers such as Read Naturally, PALS (Peer Assisted Learning Strategies), HELPS (Helping Early Literacy with Practice Strategies), Heggerty Phonemic Awareness, Sidewalks, and UFLI Foundations.
- Administered Acadience Reading and Math Assessments to all K-3<sup>rd</sup> grade students.

### **First and Second Grade Teacher: American Montessori Academy, Livonia, MI**

August 2006-June 2013

- Planned and taught in a multi-grade, diverse population.
- Established an individualized working environment while maintaining classroom management.
- Created personal cross-curriculum guide aligning the Michigan GLCEs and Montessori Curriculum.
- Collaborated with team members on School Improvement Plans
- Ran curriculum meetings, mentored new teachers, determined PD needs for staff.
- Lead Second Grade Teacher
- Worked with other teachers and administrators to evaluate and revise elementary school programs.

### **Substitute Teacher, Plymouth-Canton Community Schools, Clarenceville Public Schools, and Farmington Public Schools**

September 2004-June 2006

- Implement lesson plans and discipline for students in grades K-5

## PROFESSIONAL GROWTH

---

Comprehensive Orton-Gillingham Reading Plus Training, June 2024

Supporting Students Through Childhood Trauma, Oakland Schools-TKL, June 2024

Addressing Attention Deficits in the Classroom, Oakland Schools-TKL, June 2024

S.P.I.R.E. Specialized Program Individualizing Reading Excellence Training, Saline, MI 2023

Anti-Bullying: Guiding Girls Through Relational Aggression, Oakland Schools-TKL, 2019

An Introduction to Social Emotional Learning, Oakland Schools-TKL, 2019

Classroom Management: Keeping It Positive (K-5), Oakland Schools-TKL, 2019

NWEA Training, Livonia, MI, 2012

Lucy Caulkins, Writer's Workshop, Wayne RESA, 2008-2009

K-2 Assessor/Instructor Michigan Literacy Progress Profile (MLPP), Wayne RESA, 2008

Printing & Cursive Handwriting Without Tears Workshop, 2008

## REFERENCES

---

Available upon request.

# MACKENZIE VANDOREN

EARLY CHILDHOOD EDUCATOR | ADVOCATE FOR  
HOLISTIC DEVELOPMENT

## CONTACT



## EDUCATION

### BACHELOR OF SCIENCE: CHILDREN AND FAMILY STUDIES

Eastern Michigan University  
2016- 2019

## SKILLS

- Developmentally Appropriate

Practice (DAP)

- High Scope Curriculum

Implementation

- Lesson Planning & Assessment

- Parent & Community

Communication

- Patient, Organized, & Able to  
effectively collaborate with others

- Conflict Resolution

- Classroom Management

## SUMMARY

Creative and compassionate early childhood educator with a strong foundation in child development and family engagement. Skilled in creating engaging, developmentally appropriate learning experiences. Thrives in collaborative environments and dedicated to nurturing each child's individual potential.

## EXPERIENCE

### GSRP TEACHER

Clarenceville School.

Livonia, MI

2020 - Present

- Fostered inclusive practices by differentiating instruction to support children with IEPs or diverse learning needs.
- Promoted language, literacy, math, and social-emotional skills through intentional, scaffolded interactions
- Maintained compliance with GSRP guidelines, licensing regulations, and program quality assurance standards (PQA)
- Supported children's problem-solving and conflict resolution using the HighScope 6-step process
- Used anecdotal notes and COR Advantage assessments to document child development across all domains

### SAMARITAS - CASE AIDE

Lansing, MI

2017-2019

- Transport foster children to and from court hearings, medical appointments, school, and supervised family visits
- Supervise and document parent-child visitations in accordance with agency policy and court requirements
- Accurately record and report observations of child behavior, interactions, and family dynamic
- Maintain detailed case notes, visitation logs, and transportation records for compliance and communication
- Participate in team meetings and case planning discussions to support family reunification or permanency goals

### **PRIVATE NANNY**

Howell, MI

**2016-2017**

- Provided full-time in home care for children aged 3 and 4; ensuring a safe, nurturing, and structured environment.
- Developed and implemented daily routines that supported healthy sleep, nutrition, and learning habits.
- Taught and reinforced self help skills such as dressing, toileting, and meal independence.
- Responded calmly and effectively to minor injuries, emotional outburst, and daily challenges with patience and care.
- Communicated regularly with parents to provide updates, on developmental milestones, behaviors, and daily activities.

### **GARDEN GATE MONTESSORI - ASSISTANT TEACHER**

Hartland, MI

**2015-2016**

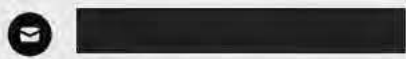
- Supported the lead teacher in delivering Montessori lessons aligned with individualized learning plans.
- Assisted in preparing and organizing Montessori materials and learning stations to foster self directed learning.
- Encouraged practical life skills by guiding children through real world tasks such as food preparation, cleaning, and self care.
- Fostered social-emotional development by modeling conflict resolution encouraging empathy and collaboration.
- Redirected behavior using positive discipline aligned with montessori principles of respect and harmony.



# MICHELLE BADE

OCCUPATIONAL THERAPIST

## CONTACT



## SKILLS

- Public Speaking
- Strong Work Ethic
- Organizational Skills
- Adaptable and Flexible
- Able to Inspire and Motivate Others
- Strong Leadership Skills
- Able to Interact with Children Appropriately
- Work Appropriately with Parents and Guardians
- Multisensory Instruction
- Learning Disabilities Knowledge
- Student Advocacy
- IEP Implementation
- Special Education Expertise
- CPR certified
- PAX trained
- ALICE trained

## PROFESSIONAL SUMMARY

Highly motivated and adaptable, with a strong work ethic. Excelled in implementing individualized education plans and motivating others, leveraging skills in public speaking and special education expertise. Proven track record in fostering student success and inspiring individuals to achieve their best.

## EXPERIENCE

### Occupational Therapist November 2024 - Current

Ypsilanti Community Schools

- Conduct comprehensive occupational therapy evaluations for students aged 3-11 years old, identifying sensory, fine motor, visual-motor, and self-regulation challenges impacting academic performance.
- Develop and implement individualized, goal-oriented therapy plans as part of students' IEPs
- Provide direct and consultative OT services in a push-in and pull-out model, promoting generalization of skills across educational environments.

### Occupational Therapy Student Intern April 2024 - June 2024

MARC Therapies, Novi

- Conducted home evaluations and provided recommendations
- Used various assessments including the ACLS, MVPT, SPM
- Identified and facilitated effective occupation-based strategies for increasing community participation for individuals with TBI

### Occupational Therapy Student Intern January 2024 - March 2024

Estabrook Elementary School, Ypsilanti

- Created individualized intervention plans
- Collaborated with teachers and other interdisciplinary team members
- Wrote IEP and conducted meetings with family, teachers, and principal
- Used various assessment tools including the Peabody, Berry VMI, SPM

### Older Adult Level I Fieldwork Rotation August 2023 - December 2023

MARC Therapies, Novi

- Collaborated with client to create long term goals
- Performed home evaluation and provided recommendations
- Interventions were based on client's daily activities

### Adult Level I Fieldwork Rotation January 2023 - April 2023

EMU OT on Campus, Ypsilanti

- Accommodated client by providing telehealth services
- Supplied 1:1 therapist client service
- Created client-centered interventions



**Pediatrics Level I Fieldwork Rotation** August 2022 – December 2022

Children's Institute, Ypsilanti

- Created and implemented individualized intervention plans for 2 students
- Intervention plans were hands on, active, and geared toward the child's interests

**Resource Teacher** August 2019 - June 2022

St. John the Evangelist Catholic School, Fenton

- Created individualized 504 plans
- Implemented IEP goals
- Worked with students in small groups and one on one
- Accommodated students at their present level of performance
- Collaborated with students, parents, and teachers.

**Preschool Aide** August 2022 - June 2023

St. John the Evangelist Catholic School, Fenton

- Provided safe care to 3-5 year old's
- Collaborated and worked with head teacher
- Led activities in small group
- Facilitated problem solving skills.

**Pure Barre Instructor** March 2020 - Present

Pure Barre Ann Arbor Downtown, Ann Arbor

- Motivate others to work hard
- Create class plans to give variety
- Trained in all Pure Barre formats.

EDUCATION

**Masters of Occupational Therapy** April 2024

Eastern Michigan University

**B. S. in Education** April 2019

University of Dayton

AFFILIATIONS

Student Occupational Therapy Association (SOTA)

ACCOMPLISHMENTS

Dean's List

David and Patricia Yates Scholarship Recipient

## REFERENCES

**Mrs. Catherine Beck — Estabrook Elementary School**  
**Occupational Therapist** Level II Fieldwork Supervisor & Mentor/Co-worker

[REDACTED]

**Mrs. Bonnie Allen – Perry Early Learning Center**  
**Teacher Consultant**

[REDACTED]

**Mrs. Colleen Issel-Tyler — Pure Barre**  
**Pure Barre Owner**

[REDACTED]

**Mrs. Kelley Lee — MARC Therapies**  
**Occupational Therapist** Level II Fieldwork Supervisor

[REDACTED]

**Mr. Andrew Schmit — St. John School - Fenton**  
**Principal**

[REDACTED]

## CASS BEBEL

### PROFESSIONAL SUMMARY

Compassionate and conscientious educator and musician with 9 years of experience with learners aged 4 months and older. Forges meaningful connections with students to encourage creativity, appropriate expression, and self-advocacy.

### EDUCATION

Master of Arts in Teaching Special Education Apr. 2024  
*National Louis University* GPA 4.0

Bachelor of Science in Psychology with minor in Music May 2017  
*Illinois State University* GPA: 3.6

### PROFESSIONAL EXPERIENCE

Special Education Teacher Aug. 2024 to current  
*Oswego CUSD 308*

- Assess students' skills and determine their educational needs
- Develop and implement Individualized Education Programs (IEPs) for each student
- Collaborate with families, colleagues, and service providers to promote student growth
- Facilitate a culturally responsive environment ensuring safety and security

Special Education Assistant Sep. 2020 to Aug. 2024  
*Naperville CUSD 203*

- Assist students with personal hygiene and mobility.
- Provide academic and functional support to promote independence in school and community settings.
- Report observations and incidents to appropriate personnel.
- Ensure students have a safe learning environment and follow all emergency procedures.

Teaching Artist Jan. 2020 to Mar. 2020  
*ZOI Arts*

- Create and implement 10-week music curriculum featuring fundamental and advanced repertoire appropriate for students aged 6 months to 4 years
- Communicate openly with students and parents

Inclusion Aide Sep. 2019 to Feb. 2020  
*YMCA of Metro Chicago*

- Modify planned program activities as needed for program participation
- Serve as a role model to teach socially acceptable behavior
- Communicate effectively with parents and team members to ensure program participant safety and inclusion

Paraprofessional Aide Feb. 2019 to Feb. 2020  
*Little Friends, Inc.*

- Support assigned student in classroom activities and implement behavior plans per IEPs
- Provide Lead Teacher with feedback regarding student progress
- Record data as required for assigned student(s)

### Volunteer Experience

Kleefstra Syndrome Conference Jun. 2022

- Provided care for individuals aged 13 and older

### Skills

- Leadership
- Microsoft Office
- Google Suite

## **MELISSA SHANKER**

### **EXPERIENCE**

#### **Secondary English Teacher**

Aug 2019 – Present

Charlotte High School, Charlotte, MI

- “Highly Effective” instruction of English 10, English 10 Adv., English 11, Creative Writing, Poetry, SAT Prep, and Media Literacy.
- Presenter at the Michigan Conference for Teachers of English Conference 2023 and 2024
- National Writing Project Teacher Consultant
- Chosen to participate in MSU’s Holocaust and Genocide Teacher Fellowship 2024-2025
- Asked to join MSU Faculty for Summer 2025 Holocaust and Genocide Teacher Program
- School leadership team member
- English department intervention specialist

#### **Executive Education Leader, Lansing Chamber of Commerce**

2010 - 2019

Lansing, MI

- Designed and led monthly leadership workshops and yearly retreats for local CEOs.

#### **Management Consultant, The Family Business Consulting Group, Inc.**

1996-2005

Lansing, MI, and Chicago, IL

- Engineered succession plans, developed leaders, led strategic change initiatives, and helped to resolve conflict.
- Spoke publicly on team-building, conflict resolution, leadership development, and communication at large national and international conferences, in front of hundreds of business leaders and owners.

#### **Founding Co-Director of The Next Generation Leadership Institute at Loyola University Chicago**

1996-2002

Chicago, IL

- Designed and spearheaded an innovative 18-month certificate program to train and develop successors for leadership. The program we developed is still going strong fifteen years later at the Quinlan School of Business at Loyola University Chicago.

#### **Research Fellow/Associate Director, Loyola University Chicago**

1994-1997

Chicago, IL

- Received a full-tuition scholarship to pursue MBA while serving as a research fellow for the school of business.
- Co-authored one of the most respected and often cited publications on the size and impact of family-owned businesses on the US economy.

## **EDUCATION**

National Writing Project Invitational Institute

Zekelman Holocaust Center: Holocaust Educator Professional Development Series

Harvard Graduate School, Professional Education: Culturally Responsive Literature

University of Michigan, Flint: M.A. in Education

Loyola University, Chicago: M.B.A.

University of Michigan, Ann Arbor: B.A.

## **COMMUNITY INVOLVEMENT**

- Mentor for FAME program at Michigan State University
- Tutor/Mentor for St. Vincent's Foster Care Program – 2004 - present
- Board member, Capital City Writers Association – 2015 - 2017
- Member of the Society for Children's Book Writers and Illustrators – 2005 -present

## **REFERENCES**

Current Principal: Sean Barker: [REDACTED]

Past Principal: Jonathon Royce: [REDACTED]

Past Principal: Jeff Bohl: [REDACTED]

Mentor Teacher: Sarah Rohlfs, Haslett High School: [REDACTED]

English Department Chair, Charlotte High School: Sarah Milarch: [REDACTED]

Consulting Client, J.C. Stehlik: [REDACTED]

5/23/2024

To Whom it May Concern:

It is a privilege to write this letter of recommendation for Melissa Shanker in support of her application for a teaching position with your district. I had the pleasure of working with Melissa for her first two years as a classroom teacher as her principal and direct supervisor. During that time I observed and evaluated her teaching numerous times. After each observation we debriefed at length. So I have a lot of insight into her teaching.

I'll start by saying that if Melissa wants to work for your district, you should hire her. In my career I have supervised over 300 teachers and spent hundreds of hours observing classrooms. Even though I supervised her during her first 2 years in a public school classroom, by the end of that time she was already in the top 15% of teachers I've ever observed. Her prior experience in professional training is evident in her excellent classroom work. And given her high commitment to developing her craft, I'm certain she has only improved since that time.

Melissa Shanker is a professional of the highest degree. She is mature, thoughtful, intelligent, responsible, reflective, and actively engaged. She switched careers in order to make a positive difference for young adults, and she delivers the kind instruction that can do that.

Melissa brings a rare combination of deep human caring and high-level content focus to her classroom every day. Her sincere concern for her students drives her to create a positive and supportive place for students to learn and share. Her students understand and respond to that by engaging in the work she brings to them. These experiences are deepened by her passion for her content. Melissa understands the value of language and literature to students' personal, cultural, and future professional lives. She communicates that value by relating what she is teaching to her students' lives; developing engaging activities and facilitating rich discussions that tap into students' experiences and draw them into the ideas at hand.

The effort that Melissa Shanker puts into relating English content to students' lives is evident in the high quality of her instruction, and also in the numerous professional development opportunities she has taken advantage of since beginning classroom teaching. Melissa works hard to be an excellent instructor, and she succeeds at it. In and out of the classroom she is a wonderful professional who would be a great addition to any staff and a blessing for any student to have as an instructor.

I give Melissa Shanker my unqualified highest recommendation. You will be delighted to have her on your staff.

Please don't hesitate to call if you would like to discuss Melissa's qualifications further.

Sincerely,



Jeffrey Bohl

Former Principal, Charlotte High School

517.589.2637



## EXPERIENCE

---

### Lyme School

August 2021 - Present

#### Special Education Teacher

- Develops, implements, and manages individualized education plans (IEPs) and 504 plans for students in grades 3-7.
- Creates and oversees behavior plans.
- Maintains excellent communication and uses a proactive approach to collaborate with students, parents, teachers and administration.
- Orton-Gillingham trained in reading and writing.
- Tracks and communicates progress monitoring with facility and staff.
- Creates and shares weekly plans with teachers.

### Richards Elementary School

August 2019 - June 2021

#### Special Education/5th Grade General Education Teacher

- Developed, implemented, and managed IEP for a caseload of 20+ students while working collaboratively with my team.
- Created and presented engaging 5th grade curriculum that met state standards and encouraged academic success.
- Used behavior modification techniques as a motivator for improving conduct and encouraging participation and implemented effective classroom management techniques.
- Involved in life-enrichment activities and programs to broaden student's experiences and develop life skills.
- Inspired growth, integrated multiple teaching styles, and created a safe environment for all.
- Supervised a team of paraprofessionals and oversaw data reporting.
- Administered the WIAT-III testing as a part of evaluations plans.

### Slauson Middle School

September 2015 - June 2019

#### TA/Paraprofessional

- Provided individualized classroom experience to students with varying needs (cognitive and emotional).
- Adjusted tests, quizzes, and homework to accommodate for student's IEP.
- Analyzed student growth data and customized schedule based on areas of need during monthly planning meetings.
- Mediated complex student disciplinary issues.
- Supported students using impairment-related learning strategies to satisfy individualized education program objectives.
- Updated all records accurately and completely as required by district.

## EDUCATION

---

### Concordia University

Master of Science, 2019

Special Education Learning Disabilities

### Gwynedd Mercy University

Bachelor of Arts, 2013

History with Secondary Teaching Certificate

## CERTIFICATIONS

---

### New Hampshire Department of Education Certificate:

1501 - Social Studies (5-8)

1900 - Special Education Teacher

1907 - Specific Learning Disabilities

## PROFESSIONAL DEVELOPMENT AND LEADERSHIP

---

LTRS certification for reading *In process*

Orton-Gillingham *Certified and Trained*

Lyme School (SAU 76) Professional Development Program *Participant*

Richards Elementary School (SAU 43) Professional Development Program *Participant (100+ hours)*

Greenhills School (Ann Arbor, MI) Athletics Assistant Cross Country and Track Coach, 2016 - 2019

Ann Arbor Public Schools Professional Development Program *Participant, 2014 - 2019*

Camp No Worries (Mt. Laurel, NJ) *Camp Counselor, 2016*

Gwynedd Mercy University Cross Country Team *Team Captain, 2011 - 2013*

Gwynedd Mercy University Student Athletic Advisory Committee *Vice President, 2012 - 2013*

Southeastern Pennsylvania Consortium for High Education Honors Conference *Presenter, 2013*



# Makenzie Zook

Occupational Therapist



## SUMMARY

I recently graduated from Eastern Michigan University with a Master's in Occupational Therapy. The majority of my work experience involves pediatrics in which I hope to carry over into my professional career. I had a rotation in Acute Care which provided me with the opportunity to understand what it is like working in the medical setting and with critically sick patients. I am currently in the process of obtaining my NBCOT license. My testing date is July 10, 2025

## EDUCATION

**Eastern Michigan University,**  
Ypsilanti MI

*Masters Degree in Occupational  
Therapy in progress*

January 2020 - August 2024

**Washtenaw Community College,**

Ann Arbor, MI  
*Associates Degree in Science*  
August 2018 - December 2019

**Saginaw Valley State University,**  
University Center, MI

*Transferred*  
August 2017 - April 2018

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Reliable and flexible
- School/pediatric experience
- Acute care experience

## CERTIFICATIONS

- CPR and First Aid certified
- Safe Sport certified
- USA Gymnastics coach

## PROFESSIONAL EXPERIENCE

**Level II Fieldwork: University of Toledo  
Medical Center**

April 2024 - June 2024

- Adults
- Acute Care

**Level II Fieldwork: Ann Arbor Public Schools**

January 2024 - March 2024

- Pre-k through 5th grade

**Level I Older Adults Fieldwork: Laurie Terrace, Ann Arbor**

August 2023 - December 2023

- Independent senior living

**Level I Young Adult Fieldwork: MARC Therapies, Novi**

January 2023 - April 2023

- TBI Work Readiness

**Level I Pediatrics Fieldwork: Roosevelt  
McGrath Elementary School**

August 2022 - December 2022

- After school program

## WORK EXPERIENCE

**Gym America Gymnastics - Ann Arbor**  
Gymnastics coach  
**2015 - Present**

Coaching ages 3 - 16; travels with the team to competitions in and out of state; educating and leading children to be compassionate, dedicated, mentally tough and build personal characteristics that will stay with them eternally.

Care taker

**2025-Present**

Assisting an elderly client with ADLs, medication management, and Parkinson's symptoms