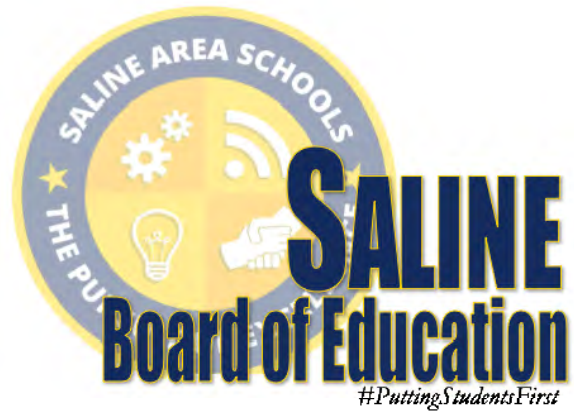


Board of Education Meeting

Liberty School Board Room

August 27, 2024, 2024, at 6:30 PM



AGENDA

Mission

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

OPENING

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENT**

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

4. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

5. REVISIONS/APPROVAL OF AGENDA

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

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

6. ACTION ITEMS

A. RECOMMENDED MOTION ... move to approve the change order for additional funding as recommended by Clark Construction Company for additional work to the Trade Contractor, T&M Asphalt, in the amount of \$218,911.00 as submitted by Rex Clary, Executive Director of Operations. The Board approved the original amount of \$555,555 as part of Bid Package #1 on December 12, 2023.

7. SCHEDULED REPORTS

A. K12 Insight Quality Survey
Presenter: Kara Davis, Executive Director of Teaching & Learning

8. DISCUSSION ITEMS

Board Policy Committee Update
Facilitator: Jenny Miller, Chair

9. ADMINISTRATION / BOARD UPDATES

10. CONSENT AGENDA

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

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

- A. Approval of the Board of Education Meeting Minutes of August 13, 2024**
- B. Approval of the Board Finance Committee Minutes of August 13, 2024**
- C. Approval of Payment of the General Fund Accounts Payable of August 27, 2024, in the amount of \$846,970.15**

- D. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of August 27, 2024 in the amount of \$3,011,394.46
- E. **Receive and File** Human Resources Report

CLOSING

11. **ITEMS SCHEDULED ON NEXT AGENDA**

12. **PUBLIC COMMENT**

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

STUDENTS

OTHER PUBLIC STAKEHOLDERS

13. **NEXT MEETING**

The next Board of Education Meeting will be held on September 10 , 2024 at 6:30 PM

16. **ADJOURNMENT**

RECOMMENDED MOTION ... to adjourn the Regular Board of Education Meeting of August 27, 2024, at _____ PM.

August 22, 2024

Mr. Rex Clary, Executive Director of Operations
Saline Area Schools
7265 N Ann Arbor St.
Saline, MI 48176



Re: Saline Area Schools – Harvest Parking Lot
Bid Package #1 – Harvest Parking Lot Improvements
Potential Change Order – Approval of Additional Funding

Dear Mr. Clary,

Clark Construction Company recommends Saline Area Schools approves change orders for additional work to Trade Contractor listed below.

Trade Contractor award recommendations:

<u>Bid Category/Area of Work</u>	<u>Trade Contractor</u>	<u>Amount</u>
Bid Category 32 – Asphalt Paving	T&M Asphalt	
Funded from Previous Bond		\$1,135,000
○ PCO-009 – Harvest Parking – Mill and Cap West Lot		\$ 104,100
○ PCO-053 – Harvest Parking – Demo Base Coarse & Repave		\$ 105,930
▪ Due to Poor Existing Asphalt Leveling Course		
○ PCO-056 – Harvest Parking – Add Stone Base		\$ 8,881
○ Subtotal		\$ 218,911
Total Trade Cost (Harvest Parking Lot)		\$1,353,911

Sincerely,
CLARK CONSTRUCTION COMPANY

Matt Wielechowski

Digitally signed by Matt Wielechowski
DN: C=US,
E=mwielechowski@clarkcc.com,
CN=Matt Wielechowski
Date: 2024.08.22 12:42:17-04'00'

Matt Wielechowski
Senior Project Manager

Board of Education Meeting

Liberty School Board Room

August 13, 2024, 2024, 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, Susan Estep, Brad Gerbe, Lauren Gold, Michael McVey, Jennifer Miller and Jennifer Steben.

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

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENT - None**

STUDENTS

OTHER PUBLIC STAKEHOLDERS

4. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

5. **REVISIONS/APPROVAL OF AGENDA**

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

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

6. **ACTION ITEMS**

A. **MOTION** made by Secretary Miller, support Vice President Steben **to accept the recommendation of the Compensation Committee of an adjustment to the annual salary increase in Superintendent Laatsch's contract from 2.0% to 3.0% effective July 1, 2024.**

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

B. **MOTION** made by Trustee Gold, support Vice President Steben **to accept the recommendation of the Compensation Committee that the following language be inserted as an addendum into Superintendent Laatsch's contract as recommended by Thrun Legal Services to comply with changes to MCL 380.1249b amended:**

Evaluation Appeal Process. Within fifteen (15) calendar days after Board action on the Superintendent's evaluation rating, the Superintendent may appeal an evaluation rating of "Needing Support." The written appeal must be delivered to the Board President and must identify the specific reason(s) for the appeal as well as the remedy sought. No later than fifteen (15) calendar days after the Board President's receipt of the appeal, a meeting shall be scheduled for the Board to review the Superintendent's appeal. As permitted by the Open Meetings Act, the appeal review may be conducted in closed session at the Superintendent's request. The Board's decision is final and is not subject to arbitration.

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

C. **MOTION** made by Trustee Austin, support Trustee Estep **to approve the minutes from the July 9, 2024 closed session for the purpose of Superintendent Evaluation Section 8(a) of the Open Meetings Act.**

Ayes - 6 (Austin, Estep, Gerbe, McVey, Miller, Steben)

Abstain - 1 (Gold, absent from 7/9/24 meeting)

MOTION CARRIED 6-1

D. **MOTION** made by Secretary Miller, support Treasurer Gerbe **to approve the purchase of 90 Epson DC-30 document cameras from InaComp TSG in the amount of \$37,620.00 as recommended by Jay Grossman, Director of Technology.**

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

- E. **MOTION** made by Trustee Austin, support Trustee Estsep **to approve an increase to the original award of \$70,263 to TurnKey Network Solutions approved in February 2023 by \$44,760 due to changes required by DTE as recommended by Jay Grossman, Director of Technology.**

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

- F. **MOTION** made by Vice President Steben, support Trustee Estep **to approve district changes to Policy 1230.01 Administrative Guidelines as recommended by the Policy Committee.**

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

- G. **MOTION** made by Treasurer Gerbe, support Trustee Estep **to approve the Neola updates to Policy 8800 Religious/Patriotic Ceremonies and Observances as recommended by the Policy Committee.**

After some discussion, it was decided to table this motion until further investigation and due diligence has been completed regarding wording. Neola will be consulted on the language. It will be discussed again at the Policy Committee meeting before being brought back to the full Board for potential action.

Revision to the MOTION made by Treasurer Gerbe, support Trustee Estep to table the original motion.

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

- H. **MOTION ...** made by Secretary Miller, support Treasurer Gerbe **to accept the new Policy 6350 Prevailing Wage Coordinator as recommended by the Policy Committee.**

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

7. **SCHEDULED REPORTS**

A. **Handbook Review**

Presenter: Steve Laatsch, Superintendent

Handbooks provide expectations and guidance for students and families. They reflect the district and building mission and vision statements, district and building operations, codes of conduct and programming. Each year building principals and assistant principals gather feedback from community stakeholders. This feedback is reviewed and changes, updates and policies are revised. Finalized language is prepared and reported to the board and on an ongoing basis hand books are updated as needed to reflect changes in policy, personnel, and laws. There are some slight variations to handbooks at the

different grade levels. The differences mostly reflect the age appropriateness and development needs. There are also different handbooks for athletics and extracurricular.

Safety and security measures are also outlined in the handbooks including new ways of reunification in case of emergency and evacuation procedures.

Some changes this year will include the addition of guidelines at the elementary buildings for pets at drop off and pick up areas. Also emphasis on the importance of attending school every day, especially following the pandemic. Electronic watches are also part of the cell phone policy at elementary levels.

On the secondary level updated language around dress code to reflect most recent board policy updates. The disciplinary matrix will be updated to provide clarity on discipline procedures for different offenses.

New for the 25/26 school year will be the use of the Thrun Handbook Template. Administrators have been looking at this model to provide more structure and to ensure that the most important elements are included. The district has purchased a template for this handbook. The administrative team will meet quarterly throughout the year to review and adjust the handbook. Handbooks are available on each school's website. The athletic/extracurricular handbook will be added to that site as well.

8. **DISCUSSION ITEMS**

Board Finance Committee Update

Facilitator: Brad Gerbe, Chair

The Finance Committee met this evening prior to the Board meeting. We discussed the impact of changes to state funding on the district's budget. The foundation allowance of per-pupil funding will remain the same this year but the retirement savings for districts will offset the flat per-pupil spending. The district is still working on figuring out how the new funds will be allocated and how they will impact the budget. Assistant Superintendent Owsley is working on this and will provide updates as more information becomes available. The 3% health care adjustment for employees will also need to be factored into the budget. Kindergarten enrollment is looking strong with an expected increase in students. There is also an extra section of Y5s being added at Woodland Meadows due to high demand. Official enrollment numbers will be available after Count Day which is October 2, 2024.

Capital Projects is a sort of "rainy day" fund that is established for acquiring major capital purchases which, for example, included a dump truck a few years ago. There are restrictions on what can be purchased using general funds, so capital project funds are used for these types of purchases.

The audit is expected to be completed by the end of September and/or early October.

9. **ADMINISTRATION / BOARD UPDATES**

Superintendent Laatsch: AP pass rate is 94% for this past school year. This is our best pass rate in the last 5 years. A lot of credit to our AP teachers. There is a lot of Professional Development going on in the district this week. Acknowledgement to the Teaching & Learning team for all their efforts. On

Monday, onboarding occurred for all new district employees, about 45 new staff members attended. Great job by our entire HR Dept. At the end of their day, I drove all new employees around the district and the Saline community on a school bus. Also a shout out to the Special Education department and all their training opportunities as well with staff this week. Welcome Back Day for all staff is Wednesday, August 21 at Saline Middle School.

President McVey: Participated in Saline Summerfest, and ran a 5K to support Saline CC. Thank you to Tran at Saline Post for all the great photos. Also encouraged participation at the ChadTough run in September. Don Wotruba, MASB Exec. Director will be here tomorrow at 9 am for the President's Award.

Trustee Austin: Excited to see all the bond projects going on around the district this summer. Acknowledge all the hiring going on and building projects taking place.

Trustee Estep: DEI advisory committee will soon reconvene and be meeting with Ryan Kerr.

Secretary Miller: The Policy committee plans to meet at 5 pm on August 27, 2024. Also on the agenda will be some discussion on proposed changes to the DEIAC policy, and more discussion regarding flags. Acknowledgement with a moment of silence for Alex Lara Valenzuela who tragically passed away this summer. He was a 2024 Saline graduate.

Vice President Steben: Congratulations to all the runners who ran at Summerfest and to all the work done by Paul Hynek, both at Summerfest and Stuff the Bus. Both very successful events. Lizzie White was crowned new Miss Saline. Foundation met today for the 1st meeting of the new school year. Events to put on your calendars: 9/29 Chadtough Run, 10/4 Homecoming, 10/11 Hall of Fame, 12/7 Holiday Parade, 2/28 Winter Fundraiser at Travis Pointe Country Club. Looking forward to participating at Welcome Back Day for staff next Wednesday. Thanks to SEA and ESP for their support.

Treasurer Gerbe: Acknowledge the work done to make the Stuff the Bus event so successful. All donations help clients of Saline Area Social Services. Thank you to SEA and ESP for their support.

Trustee Gold: Thank you to Laura Washington on the handbook and the time spent with administrators in this review process. Grateful to the State of Michigan for funding the universal school free lunch program. Thank you to our food service dept. Michigan leads the United States in recovering from school absenteeism among 42 states that released data. Welcome back to students and staff.

10. **CONSENT AGENDA**

MOTION made by Treasurer Gerbe, support Secretary Miller **to authorize the Consent Agenda as listed.**

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

- A. **Approval** of the Board of Education Meeting Minutes of July 9, 2024
- B. **Approval** of the Compensation Committee Minutes of July 9, 2024

- C. **Approval of Payment** of the General Fund Accounts Payable of August 13, 2024, in the amount of \$4,927,161.23
- D. **Approval of Payment** of Bond Fund Series III Accounts Payable of August 13, 2024, in the amount of \$594,846.45
- E. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of August 13, 2024 in the amount of \$5,777,164.48
- F. **Receive and File** Finance and Human Resources Report

CLOSING

11. ITEMS SCHEDULED ON NEXT AGENDA

K12 Insight Quality Survey Report

12. PUBLIC COMMENT - None

STUDENTS

OTHER PUBLIC STAKEHOLDERS

13. NEXT MEETING

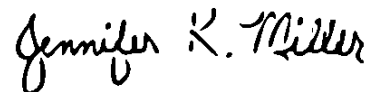
The next Board of Education Meeting will be held on August 27 , 2024.

16. ADJOURNMENT

MOTION made by Trustee Estep, support Secretary Miller to adjourn the Regular Board of Education Meeting of August 13, 2024, at 8:08 PM.

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

Respectfully submitted,



Jennifer Miller
Board Secretary

Recorded by: Betty Jahnke

FINANCE COMMITTEE MEETING

Liberty School Board Room

August 13, 2024 at 5:00 PM

MINUTES



Brad Gerbe, Chair, Tim Austin, Michael McVey

Superintendent Laatsch, Assistant Superintendent Owsley, Recording Secretary Jahnke

1. **Call to Order**

Board Finance Committee meeting called to order at 5:02 pm by Chair, Brad Gerbe

2. **Public Comment - None**

3. **Discussion Item**

A. **2024- 2025 school budget overview/ breakdown**

Discussed the impact of changes to state funding on the district's budget. The foundation allowance of per-pupil funding will remain the same this year but additional retirement savings for districts will offset the flat per-pupil allocation. Since the funding does not start flowing until October when the state's fiscal year begins, it is unknown how each item will specifically affect our budget. Assistant Superintendent Owsley is working on this and will provide updates as more information becomes available.

The 3% health care adjustment for employees will also need to be factored into the budget. It is currently slated as an additional revenue that will need to be paid back to employees, this also has no additional detail at this time.

Kindergarten enrollment is looking strong with an expected increase from prior years Kindergarten. There is also an extra section of Y5s being added at Woodland Meadows due to high demand. Official enrollment numbers will be available after Count Day which is October 2, 2024.

Preliminary audit went well. Plante Moran is scheduled to be on site the first two weeks of September and we are on track for an on time finish before the end of October.

B. Capital Projects: Fund 42

Capital Projects Fund 42 has two parts that are tracked separately. One part is the PEG, cable commission capital projects. This is funding that flows to Saline from the City of Saline in efforts for managing and creating all of the content for the local cable channel. Expenditures for this part of the fund need to be spent on capital expenditures that support the cable channel.

The other half of the fund is for Saline capital expenditures. Due to restrictions in bonds and sinking funds there are items Saline must purchase that are not eligible for those funds. We fund this out of general fund dollars in order to save up for bigger purchases and keep the expenses out of the general funds so it can be viewed more as our ongoing operating expenses. It also serves as a sort of “rainy day” fund as the district maintains all of our property and buildings and can not function if repairs and replaces are needed to the equipment that allows us to do so. Other capital costs that are not planned with other sources also can be used from here as it gives us flexibility and planning ahead so we have a sound fiscal future. Some example purchases included a dump truck, maintenance vehicles, maintenance equipment, etc. It was also discussed and approved that for FY24, there will be \$300,000 transferred from the general fund to the capital project fund.

Other Business: Steve participated in the webinar regarding ORS with MASA . With legal changes to ORS and employees retirement, Saline needs to show a salary schedule (steps for each year) for all employees. We have some work to do to get this updated for our smaller groups of employees and will be doing so in the near future.

4. **Public Comment - None**

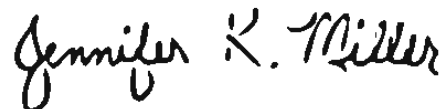
5. **Next Meeting**

Next Board Finance Committee meeting will be held on Tuesday, September 10th at 5 pm

6. **Adjournment**

Meeting was adjourned by Chair, Brad Gerbe at 5:53 pm

Respectfully submitted,



Jennifer Miller
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>
Aidan Yelsma	High School	Custodian	Separation	Separation	20.Aug.24
Carol Melcher	Liberty	Liberty & Alt Ed Principal	Separation	Retirement	30.Sept.24
Laura Sawyer	Middle School	6th Grade Teacher	Resignation	Separation	19.Aug.24
Lindy Backus	Heritage	Speech & Language	Resignation	Separation	20.Aug.24
Mike Sekarak	Special Education	Heritage	Resignation	Active Duty	12.Aug.24
Rosemary Shugar	Food Service	High School	Resignation	Separation	12.Aug.24

NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Ann Shaw	SWWC	Culinary Arts Teacher	New Hire	BA1	21.Aug.24
Audra Shull	Middle School	Paraeducator	New Hire	1	21.Aug.24
Brianna Heckaman	Pleasant Ridge	Paraeducator	New Hire	1	21.Aug.24
Christina Rankin	Middle School	8th Grade Science	New Hire	BA2	26.Aug.24
Christopher Butkovich	SWWC	Welding Technician	New Hire	1	21.Aug.24
Dina Schneider	Special Education	Psychologist	New Hire	MM12	21.Aug.24
Kristin O'Keefe	Special Education	Psychologist	New Hire	MA15	21.Aug.24
Nathalie Johnson	Heritage	Paraeducator	New Hire	1	21.Aug.24
Nicole Schingeck	Special Education	SEL Coach	New Hire	MA15	21.Aug.24
Rayenne Ford	SWWC	Culinary Arts Tech	New Hire	1	26.Aug.24
Ryan Wood	SWWC	Automotive Tech	New Hire	1	21.Aug.24
Shelby Becker	Middle School	Paraeducator	New Hire	1	21.Aug.24
Tara Lauer	Special Education	ECSE .5 Nurse	New Hire		26.Aug.24
Valerie Lambert	Harvest Elementary	Art Teacher	New Hire	BA6	21.Aug.24

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

Valerie Lambert



Professional Summary - Enthusiastic and Highly Qualified teacher experienced in integrating lessons and curriculum creating real world connections and engagement for students.

Skills and knowledge

-effective classroom management -strong verbal/written communicator

-adaptable and critical thinker -artistic and creative -interdisciplinary approach to teaching

Teaching Experience

Elementary Art Teacher, Concord, Ox Bow, Elkhart, IN

8/2017-1/2022

- Highly effective art teacher for grades K-4, engaging over 475 students
- Created effective, interdisciplinary units in a variety of media
- Collaborated with peers and shared effective strategies for student outcomes
- Established studio habits to help guide classroom management
- Re-established effective art club for students grades 3-4, as well as helped conduct elementary art show
- Was chosen to create a video for Concord District district on an integrated art lesson connecting writing and storytelling.

Private Art Lessons - Michael's Crafts/Grumbacher, West bloomfield MI 7/2014-9/2014

- Certified by Grumbacher Co. to teach classes at Michaels' Arts and crafts.
- Conducted private birthday parties and summer camps engaging learners in crafts and painting

Kindergarten/First grade teacher, Orchard View Elementary, Middlebury, IN 8/2011-6/2013

- Looped with Kindergarten students to 1st grade.
- Created engaging lesson plans that challenged students and also accommodated learning needs for students with IEPs.
- Engaged in peer collaboration and PLCs.
- Formed strong bonds of communication and trust making an atmosphere where students can take educational risks.
- Helped on staff hospitality committee

Instructional Assistant, Jefferson Elementary, Goshen, IN

8/2005-8/2010

- Provided instruction planned by teachers for Tier 2 interventions for 1st grade students
- Assisted students with IEPs and helped carry out learning accommodations
- Created visual aids for classroom teachers
- Taught after school art class for grades 3-5.

Related Experience

**Inspire Athletics Gymnastics Coach,, Elkhart, IN
2015-2017**

- Effectively developed lesson plans and coached gymnasts ages 2-14.
- Responsible for development of curriculum to progress skills
- Evaluated and assessed new gymnasts and current gymnasts

**Education/Certification *MTTC: Michigan Elementary Teaching license 7/2022*
Bethel College Masters Program, Mishawaka IN, *24 Hours -Reading Specialization*
Rockford College, *Bachelor of Science, Child Development/Minor: Art (28 Hours)***

**References available upon request*

Kristin O’Keefe, EdS, NCSP

Education

Michigan State University (NASP approved). East Lansing, MI.
Educational Specialist in School Psychology

May 2012

Michigan State University (NASP approved). East Lansing, MI.
Master of Arts in School Psychology

August 2010

Albion College. Albion, MI.
Bachelor of Arts in Psychology

May 2009

Certification

National School Psychology Certification (NCSP)

July 2012-2024

Job Experiences

EduStaff: Contracted School Psychologist for Saline Area Schools

1 day week:

September 2023-June 2024

- Conduct students’ psycho-educational evaluations and reports as part of a multidisciplinary team working with K to 12th grade students

Washtenaw Intermediate School District, Ann Arbor, MI

0.6 FTE School Psychologist: Manchester Community Schools (MCS) & Local-Based Emotional Impairment Continuum Classrooms for Washtenaw Intermediate School District (WISD)

August 2019-Current

MCS Duties:

- Conduct students’ psycho-educational evaluations and reports as part of a multidisciplinary team working with PreK to 12th grade students
- Staff education on REEDs, Eligibility Recommendations, & SLD Eligibility
- Lead of MTSS and Student Intervention Team (SIT) initiatives district-wide
 - o Monthly meetings with district administration & Title 1 Coordinator
 - o Creating professional development for training all teachers K-6th grade on EasyCBM, data collection, basics of MTSS for reading initiatives linked to district’s school improvement goal
 - Creating SCHECH materials throughout the school year for K-8th teaching and paraprofessional staff with administration regarding “opening day” MTSS, EasyCBM training, reading intervention curriculum and trainings, Google Drive folders organized with independent training materials and handouts
 - o Worked with Title 1 Coordinator to assess using CBM, create “My Time/Best Fit” schedules for each building and teachers to deliver intervention, sign up for preferred curriculums, and analyze data to create student groups and progress monitoring goals
 - o Organize and lead 3x a year Data Team Meetings K-6th with all staff and administrators to discuss benchmark and progress monitoring data, as well teacher and parent feedback to adjust interventions throughout the school year.

Job Experiences

- o SIT: Monthly meetings at each building level; lead and train the team on analyzing progress monitoring data for behavior, executive functioning, parent/teacher requests for additional support, and math/reading difficulties
 - Created a system/procedures with teams district-wide and summation/documentation surveys for parents/teachers to request support and document supports (Action Plans for each student)
 - Completed possible dyslexia screeners K-2nd grade, as well as created Research for proper programming to support at-risk readers 7-8th grade in an Academic Support class
 - Creating, collecting, analyzing, and providing feedback to administration and staff K-8th about “My Time/Best Fit” & Academic Support reading/math assessments, curriculum, interventions throughout the school year to improve systems and services and plan for tailored professional development that teachers desire and need related to assessment/reading.
 - 504 Evaluation/Plans: Aiding as a team member to help administrators and families with 504 data collection and possible accommodations

WISD Duties:

- Consulting and collaborating with WISD staff and EI governance leadership team to create a vision and build systematic support for the student population in the local-based classrooms
 - o Creating/Implementing a vision for the program based on committee feedback
 - o Creating program student, staff, parent, and crisis protocols, program handbook and introduction packets, referral forms for the programming
 - o Research, communication, and trialing various academic and social-emotional curriculum and assessments and training our teaching staff Building Positive Behavior Intervention Support Systems and data collection, as well as researching and training on crisis and mental health training and resources
 - Member of interview committee for potential teaching, ancillary, and teacher assistant staff
 - Creating county resource pages, contacting Community Mental Health (CMH) & Wraparound, learning and help implementing truancy procedures through WISD
 - o Conduct students’ psycho-educational evaluations and reports as part of a multidisciplinary team working K-12th grade students with Emotional Impairments (EI)
 - o Designing, collecting, and analyzing data sets through Functional Behavioral Assessments (FBA) and using the data to write team-based Positive Support Support Plans (PBSP)
 - o Collaborating and consulting with medical and community professionals, parents, and local district staff county-wide to aid with wraparound services for students’ and their families

Futures Education, Dearborn, MI

Contracted 0.5 FTE School Psychologist for Van Buren Schools *November 2017-August 2019*

- o Conducting students’ psycho-educational evaluations and reports as part of a multidisciplinary team working with self-contained PreK, as well as for 5/6th grade students in self-contained and general education settings
- o Member of MTSS and Student Study Team initiatives at Owen Intermediate (4-6th grade)

Job Experiences

Saline Area Schools, Saline, MI

1.0 FTE School Psychologist for Saline Middle School

November 2014-November 2017

- Conducting students' psycho-educational evaluations and reports as part of a multidisciplinary team
- Designing, coordinating, and providing training of special education and ancillary staff members in Aimsweb assessments and reading-based Response to Intervention efforts
- Collaborating with special education staff about curriculums, interventions, and differentiation that is implemented in their service time with students and in the general education setting
- Facilitating the building's Intervention Team, which has administration, ancillary, and general education staff problem solve how to best help at-risk students
- Co-Chair of building's school improvement Positive Behavior Intervention Support team; collaboratively designing and implementing procedures, as well as fundraising/organizing donations from community for Tier 1 Rewards System; Analyzing data in SWIS; continuing to develop our Check In/Check Out (CICO) intervention for our at-risk student population
- Coordinating and collaborating with general education and special education staff to collect data, design, and implement a Response to Intervention system in the building for reading; 2 years of successful implementation now with growth in interventions and procedures
- Mentoring at-risk students in order to help them better develop achievement/behavioral goals, as well as organizational and communication skills through Planner Check Programs and CICO

Chippewa Valley Schools, Clinton Township & Macomb, MI

0.5 FTE District RtI Coordinator for Elementary

August 2014-October 2014

- Devising & implementing a district MTSS/RtI manual, as well as a part of decision making for district wide progress monitoring tools and interventions
- Attending monthly district MTSS & Elementary Principal meetings to discuss RtI initiatives
- Coaching staff in two elementary buildings with building-wide data collections, implementation of progress monitoring
- Facilitator of Data Review Days in two elementary buildings
 - Monthly reflection meetings with teams about our work

Refine our child study process and procedures Chippewa Valley Schools, Clinton Township & Macomb, MI

Intern & Full-Time School Psychologist for Pre-K & Elementary

August 2011-August 2014

Progressive Academic & Behavioral Practices:

- Analyzing research-based academic and behavior universal screening and progress monitoring tools to understand trends in growth at the individual, school, and district levels
- Serving on a building's RtI team: engage in consultation and provide formal training for building administrators and general and special education staff members to implement a RtI framework. I offer information related to data collection, screeners and progress monitoring, and research-based instructional activities. I also aided with the launch of a literacy program for Kindergarten students and mathematics for 1-3 grades
- Developing summary reports, PowerPoint presentations, and learning activities related to the new SLD eligibility criteria, data collection and progress monitoring, curriculum-based assessments and measurements, and academic interventions to share with district school

Job Experiences

Traditional Academic & Behavioral Practices:

- Conducting students' psycho-educational evaluations as part of a multidisciplinary team, prepared evaluation reports, and legal documents, and scheduled and presented evaluation findings to parents, school personnel, and students at MET and IEP meetings for all ages and grade levels
- Serving on various building's Student Study and Crisis teams in which we collaboratively problem-solve and analyze students' academic, behavioral, and/or emotional difficulties, and helped design interventions to monitor the progress of Pre-K-12th grade clients. We also put procedures and protocols in place to ensure the safety of all our students
- Completing Functional Behavioral Assessments (FBAs) and designing Behavior Intervention Plans (BIPs) for Pre-K-12th grade clients with learning disabilities, other health impairments, and autism spectrum disorders
- Aiding with the Read Naturally programming for elementary At-Risk clients.
- Participating in district Crisis Team meetings, Manifestation Determination Reviews (MDRs), and 504 Eligibility meetings for Pre-K-12th grade clients
- Collaborating with a social worker to run an AD/HD Focus group at the elementary level

Related Experiences

Accepted in to the LETRS Cohort 7-Administrator Group *April 2024-Current*
Appropriations Subcommittee K-12 Education Senate for LETRS Training

Virtual Floor Speaker/Testimony *April 2022*

- Virtual meeting with Senate Committee to support MDE, Lexia, & LETRS training needs statewide. Provided testimony with 3 other school staff and teachers.
- [The link to the testimony is here](#)

Executive Summary of MTSS for District Supporting SB380-383 Manchester Community Schools

Creation of Summary & Team Member Speaking to Senator Theis (2 meetings) *March 2022*

- Virtual meeting with Senator Theis and her staff to share our vision, work, and data about the importance of MTSS funding, Teacher Grant money for LETRS training and our progress with good assessments that should be voted yes on Senate Educational Committee

Lindamood Bell Learning Processes Learning Centers in Birmingham and Ann Arbor, MI
Reading Clinician *June 2011-August 2011*

- Training in the Seeing Stars, Visualizing and Verbalizing, and LiPS programs for students of all ages.
- Providing intense individualized reading instruction across all programs using a sensory-processing theory to help students become self-correcting and independent readers and writers.

Grant Projects

Project SPARKLE (School Psychologists with Accommodation and Remediation Knowledge to promote Literacy Everywhere), Michigan State University

Project SPARKLE Grant Recipient *September 2009- May 2011*

- Awarded Grant by the U.S. Department of Education Office of Special Education Programming
- Receive progressive, research-based training relative to literacy assessment and instruction evaluation for students K-12 (e.g., Reading and Writing Curriculum-Based Evaluation (CBE), Core Reading programs, Universal Design, Interventions/Accommodations, DIBELS)

- Completed individual student cases requiring problem analyses, the use of Curriculum-Based Measurements & implementation of interventions & progress monitoring tools

Project S-PEC (Science-Practice in Early Childhood), Michigan State University,
Project S-PEC Grant Recipient *September 2010- May 2011*

- Grant funded by the U.S. Department of Education Office of Special Education Programming
- Attended weekly seminars to learn about early childhood education research and the delivery of research-based psychological services to promote school readiness and mental health
- Conducted class-wide universal screening and progress monitoring utilizing the Individual Growth and Development Indicators (IGDIs) with a special education preschool classroom to guide instruction
- Completed behavioral assessments and implemented a behavior intervention with a preschool student

Presentations

- [Generative Artificial Intelligence: What, Why, & How from a School Psych](#) (O’Keefe, 2024)
- [Our Role in MTSS Riverside Intermediate](#) (O’Keefe, 2021)
- [SLD Eligibility Changes-Manchester Community Schools](#) (O’Keefe, 2021)
- [Ins/Outs of SIT & Sp. Ed/504-Teacher Training](#) (O’Keefe, 2021-2022)
- [A New Road for Student Success, Implementing a District-wide Framework for MTSS](#) (O’Keefe, Bezeau Opening Day August 2021)
- [6th Grade Intervention Update April 2016](#) (O’Keefe & York, 2016)
- [Intervention Update SMS May 2016](#) (Reading is password) (O’Keefe & York, 2016)
- [Check-In/Check-Out Mentor Introduction](#) (PBIS Tier 2 Team, 2016)
- [4Cs: Communication 2015](#) (Teacher Leader Small Group, 2016)
- [Data-based Decision Making Series](#) (3 Days-O’Keefe & Stout, 2015)
- [Ins & Outs of Special Education Procedures](#) (O’Keefe, 2015)
- [STAR Reading Assessment: Getting the Most from PM Tool](#) (O’Keefe, 2015)
- [1st-3rd Response to Intervention Strategies & Data](#) (O’Keefe, 2013)
- [Reading Development and Comprehension Strategies](#) (Sparschu, K, 2011)
- [Response to Intervention & Kindergarten Phonemic Awareness Series](#) (Sparschu, K, 2011)
- [DIBELS Next DAZE Adjusted Scoring for Staff](#) (Sparschu, K, 2011)
- Sbar, J., Sparschu, K., & Leggett, S. (2011). Evaluating Extended-Day Learning Programs: Effective Components of Literacy. *Poster presentation at the annual meeting of the National Association of School Psychologists, San Francisco, CA.*

Leadership & Services

EasyCBM, Manchester Community Schools *August 2021-Current*
Trained Administrator, Facilitator & Coach

District MTSS/Response to Intervention, Manchester Community Schools *August 2021-Current*
MTSS District Coordinator & Building Coach

LEADS

Mentor to Early Career School Psychologist, NASP *August 2018-2020*

Teacher Leadership Team, Saline Middle School *August 2016-2017*
Ancillary Teaching Staff Member

Positive Behavior Intervention Support, Saline Middle School *November 2013-2017*
Co-Chair, Tier 2 Data Team Chair, SWIS trained

Reading-based Response to Intervention, Saline Middle School
MTSS Building Coach *August 2016-2017*

AIMSweb Assessments, Saline Middle School & Heritage School
Trained Administrator, Facilitator & Coach *August 2016-2017*

First-Year Mentor Program, Michigan State University,
Graduate Mentor *August 2010-May 2011*

- Advised a first-year Education Specialist student in School Psychology on how to transition from undergraduate study to graduate study and on course selections.
- Advised the student on strategies for coping with stress, adapting to the program's culture, and how to best contact and consult with faculty members and staff at practicum sites.

Read to Succeed, Forest View Elementary, East Lansing, MI
Volunteer *January 2010-May 2010*

- Tutored a 4th-grade student struggling in reading twice a week.
- Conducted problem analyses and implemented interventions to meet the student's needs.

Professional Affiliations

[The Reading League/Science of Reading Member](#)
[National Association of School Psychologists \(NASP\) Member](#)
[Michigan Association of School Psychologists \(MASP\) Member](#)
[Psi Chi: The International Honor Society for Psychology](#)

Most Recent Professional Activities & Trainings Since 2014

- Nonviolent Crisis Intervention & CPR (*August 2013-Current-Updated every 2 years*)
- EasyCBM Database Site Trainer/Facilitator (*August 2021-Current-Manchester Community Schools*)
- STAR Commonwealth (Kathy Hart) Trauma Coursework with WISD (*August 2020-Current*)
- Youth Mental Health First Aide (*National Council For Mental Wellbeing, 09/16/2021-2024*)
- Suicide Risk/Referral Training (*TRAILS, October 2021*)
- Trauma Informed Support in Schools (*TRAILS, December 2021*)
- Justice Leaders: Educator Coursework Cohort 23 (*WISD, October 2021*)
- Beyond Diversity (*WISD, 2019*)
- Restorative Justice Intro & Circles (*WISD, 2019*)
- Aimsweb Assessments & Database Site Trainer/Facilitator (*August 2015*)
- Crisis Prevention & Preparedness: Comprehensive School Safety Planning (*NASP, 2014*)
- 7 Habits of Highly Effective People 3 Day course for Leader in Me (*Erie Elementary, 2014*)
- Consultation Services: Challenges & Opportunities (*Gravois, 2014*)
- Anxiety Disorders in the Schools (*Pine, 2014*)
- Q-Interactive Modules & 30 Day Trial/Training (*Dec-Jan 2014*)



NICOLE SCHINGECK

MA LPC CADC

Profile

I am committed to the well being and mental health support of all youth and adults

EXPERIENCE

STUDENT ASSISTANCE PROGRAM COORDINATOR HARTLAND CONSOLIDATED SCHOOLS

01/2021- Present

- Personal and Crisis Counseling
- TRAILS SEL coach and champion for the district
- Facilitates classroom Social Emotional presentations and facilitates CBT groups
- Creates and provides professional development to staff
- Homeless Liaison
- Expulsion hearing intervention specialist for district
- Community resource coordinator for students and families
- District DEI representative
- District Social Emotional representative
- Reaching Higher Leadership Facilitator
- Crisis Intervention Team Member

THERAPIST- HARTLAND THERAPY SERVICES

01/2021- Present

- Individual and Family Counseling
- Support for anxiety, depression, trauma, substance use, and PTSD . Ages -13 and up

GUIDANCE COUNSELOR- REDFORD WEST ACADEMY

08/2002 - 07/2005

- Counseled students
- 504 plan coordinator
- Career development and vocational outreach



[Redacted]



[Redacted]



[Redacted]

EDUCATION

MASTERS DEGREE EDUCATIONAL
COUNSELING & AGENCY
COUNSELING
WAYNE STATE UNIVERSITY

MASTERS IN DRUG AND ALCOHOL
COUNSELING
OAKLAND UNIVERSITY

BACHELORS DEGREE HUMAN
SERVICES
METROPOLITAN STATE OF DENVER

ADDITIONAL QUALIFICATIONS

SHINE ON YOGA WORKSHOPS FOR
TEENS SELF CONFIDENCE

PRIDE ALLIANCE OF LIVINGSTON
COMMITTEE MEMBER

LIVINGSTON MENTAL HEALTH
COMMITTEE MEMBER

MINDFULNESS BASED SUBSTANCE ABUSE
COORDINATOR

TRAUMA INFORMED YOGA INSTRUCTOR

TRAILS COACH AND SEL CHAMPION

ABC DISORDERS

PROFESSIONAL CONTACTS

Kate Gregory- Hartland Consolidated Schools

- [REDACTED]
- [REDACTED]

Cathy Hofsess/Owner Therapist - Hartland Family Therapy Services

- [REDACTED]

Cathleen Haglund- Hartland Consolidated Schools Spanish Teacher/Mentor Coordinator

- [REDACTED]
- [REDACTED]
- [REDACTED]

Dina M. Schneider



PROFILE: A highly motivated, flexible individual with excellent communication, written, organizational, time-management and interpersonal skills.

EDUCATION, CERTIFICATIONS & MEMBERSHIPS:

Capella University, Minnesota 2015
Specialist Certificate in School Psychology

Capella University, Minnesota 2013
Master of Science School Psychology
Graduation of Distinction

University of Windsor, Ontario, Canada 2004
Master of Education Curriculum Development

University of Ryerson, Ontario, Canada 1993
Bachelor of Arts, Early Childhood Education

CURRENT PROFESSIONAL MEMBERSHIPS

National Association of School Psychologists
Michigan Association of School Psychologists
National Association for the Education of Young Children

CERTIFICATIONS

START Inclusive Practices
LETRS Science of Reading
START Education-Based ASD Evaluation
Anti-Bias Curriculum

WORK EXPERIENCE

School Psychologist, Lenawee Intermediate School District (Preschool to High School) August 2015-Present

- Conduct comprehensive psychoeducational assessments, utilizing a diverse battery of standardized tests and observation techniques to thoroughly evaluate students' cognitive abilities, academic skills, and social-emotional functioning

- Expertly interpret evaluation data to identify students' unique strengths and needs, and collaboratively develop targeted intervention plans to support their academic, behavioral, and mental health goals
- Collaborate extensively with teachers, special education staff, social workers, parents, and school administrators to provide expert guidance on special education laws, mental health conditions, and special education eligibility criteria
- Leveraged in-depth knowledge of relevant regulations and best practices to ensure compliance and advocate for appropriate educational services and accommodations for students with diverse needs
- Partner with cross-functional teams in the development and implementation of comprehensive, evidence-based behavioral intervention plans for students with diverse needs
- Coordinate closely with multidisciplinary teams to thoroughly evaluate students' level of risk and develop appropriate intervention and safety plans
- Implement executive function interventions with middle and high school students
- Provide personalized counseling and evidence-based interventions to elementary students struggling with anxiety, utilizing the Coping Cat cognitive-behavioral therapy (CBT) curriculum
- Collaborate with building and maintaining the infrastructure for the delivery of an integrated MTSS for behavior (i.e. PBIS)
- Serve as an experienced supervisor, guiding and mentoring psychology interns in the development of their professional skills and competencies

Early Childhood Educator, Saline Area Schools, May, 2004-June, 2010

- Developed and implemented a high-quality curriculum using in combination High/Scope and Project-Based Approach
- Conducted comprehensive developmental screenings for children to identify potential areas of concern
- Supervised and evaluated student teachers and volunteers
- Responsible for writing quarterly newsletters
- Trained and mentored new teachers
- Coordinated parent/teacher conferences and parent coordinator meetings

Graduate Assistant, University Windsor, fall 1999 and winter, 2003

- Conducted literary analyses of journal articles about autism, focusing on the etiology of autism.
- Conducted literacy analyses of journal articles about early childhood curriculum
- Assisted in grading students' papers

International School of Stuttgart, Germany, April 1996- July, 1998

- Designed a developmentally appropriate ELL lesson plans for Grades K-8
- Developed and implemented an ELL 'push-in' approach in KG
- Supervised assistant ESL teachers

- Conducted ESL training for teachers
- Consulted and liaised with the classroom teachers and parents
- Designed and implemented an after-school ESL program for parents

Early Childhood Educator, Macaulay Child Development Center, Toronto, Ontario, Sept 1993-March 1996

- Implemented a high-quality program using High Scope curriculum and Project Based Learning
- Liaised with other agencies regarding progress and placement of children
- Supervised and evaluated college student teachers and volunteers
- Planned, implemented and presented workshops for parents regarding child development and parenting skills
- Assessed children's development for Early Intervention
- Developed and Implemented IEPs

Internship, Saline Area Schools, Jan. 2014 to June 2015

- Completed a School Psychologist Internship (1,200 hours) at Pleasant Ridge, Woodland Meadows, Saline Middle School and Heritage Elementary

LANGUAGES

- Conversational German

References Available Upon Request

ANN SHAW

Culinary • Employee Relations • Communications • Events

PROFILE

Engaging and results-oriented professional. Big picture thinker, who is also motivated by triaging events and building relationships in fast-paced or multifaceted environments. Energetic personality with a passion for connecting with people.

EXPERIENCE

AVL NORTH AMERICA, Plymouth, MI | September 2023 – May 2024

Human Resources Representative

- Led onboarding process to ensure successful integration of new employees
- Recruited and screened new talent to meet the timely fulfillment of open positions
- Aided in the record-keeping and communication of policies and processes to maintain consistent messaging and clear employee access to information
- Provided support and ideas for the successful execution of events

SHAW HOME, Brighton, MI | May 2015 – September 2023

Household Manager

- Managed household budget, schedules, general maintenance, and children's activities

SCHOOLCRAFT COLLEGE, Livonia, MI | September 2014 - May 2015

Sous Chef

- Assisted Head Chef in planning and facilitating the International Cuisines course instructing students on best-in-class food preparations and presentation
- Managed dinner service at school restaurant American Harvest
- Oversaw inventory, prepped ingredients and prepared dishes for students and dinner service

GOOGLE (CONTINENTAL FOOD SERVICES), Ann Arbor, MI | July 2014 - December 2014

Garde Manger | Kitchen Prep

- Created simple, balanced and delightful cold food dishes for lunch service menu as well as snacks for common areas

WALNUT CREEK COUNTRY CLUB, South Lyon, MI | May 2014 – September 2014

Prep Chef | Garde Manger

- Artfully prepared menu and prepared creative meals for a la carte service, banquets and catering
- Ensured efficient banquet service, timely food presentation along with displays setup/tear-down

HICKORY BBQ AND GRILL, Brighton, MI | March 2012 – August 2012

Kitchen Staff | Events Team

- Catered and oversaw smoking of specialty meats at various mobile locations and events
- Engaged and interacted with customers to try new tastings and enjoy full menu selection
- Managed payroll functions, writing proposals and employment ads

AVL, Plymouth, MI | March 2009 - December 2011

Sales Support Specialist | Marketing Specialist

- Managed weekly operational meetings follow-up plans with sales and marketing teams to ensure cross-functional collaboration and goal attainment
- Planned logistics, marketing and internal communications for trade shows and industry events
- Ensured consistent workflow of information in internal accounting system, sales tool, and Salesforce for business insights and reporting
- Prepared and edited PowerPoint presentations, proposals, and reports monitoring proper brand use and product positioning

STRENGTHS | SKILLS

Food Prep
Culinary Instruction Support
Food Inventory
Banquets
Recruiting
Onboarding
Data Management
Communications
Brand Management
Event Planning & Logistics
Employee Relations
Relationship Building

EDUCATION

Bachelor of Arts, Marketing
Michigan State University,
East Lansing, MI

Associates Degree, Culinary Arts
Schoolcraft College, Livonia,
MI

LEARNING CARE GROUP, INC., Novi, MI | September 2006 - March 2009

Marketing Specialist

- Oversaw development, print, and fulfillment of marketing campaigns to gain enrollments
- Key marketing liaison to field and corporate teams to ensure consistency in brand image
- Provided strategic direction to field staff, to increase revenue in specific markets
- Responsible for Make-A-Wish Foundation fundraising, providing schools with event planning and execution support

SEVERN TRENT LABORATORIES, Ann Arbor, MI | October 2004 - July 2006

Marketing Coordinator

- Developed and executed targeted marketing campaigns, and presentation materials
- Coordinated the design and fulfillment of print media
- Drafted communications and coordinated distribution of press releases across multiple channels