

# Grand Ledge Public Schools

## Board of Education

**INSERT DATE**

## **REGULAR MEETING**

**SAWDON ADMINISTRATION BUILDING**

**BOARD ROOM**

**6:00 PM**

# ***Grand Ledge Public Schools***

## **Regular Meeting of the Board of Education**

Please take notice that the Board of Education will hold a Regular Meeting on:

**Date:** Monday, August 28, 2023

**Place:** Sawdon Administration Building  
Board Room  
220 Lamson Street  
Grand Ledge, MI 48837

***Once the meeting begins, it will be Live Streamed  
at: [youtube.com/@GLPS21](https://www.youtube.com/@GLPS21) (click on Live)***

**Time:** 6:00 p.m.

**Purpose:** General Business

**Phone:** (517) 925-5400

Board minutes are located at the Board of Education office, 220 Lamson Street, Grand Ledge, MI 48837



William A. Barnes, Ed.D., Superintendent of Schools

cc: Buildings  
Board Members  
Lansing State Journal  
Melissa Mazzola, President, GLEA  
Ashleigh Lore, Vice-President, GLEA  
Cindy Zerbe, President, MEA/NEA Unit I, Secretarial /Clerical  
Denise Truman, President, MEA/NEA Unit III, Food Service  
Allyson McCann, President, MEA/NEA Unit IV, TA/HC/Bus Assistants & Adv. Club  
Danis Peck, President, IUOE Local 547, A, B, C, E & H AFL-CIO, Bus Drivers  
Kelly LeSatz, President, IUOE Local 324, Custodians

*Date of Posting: August 23, 2023*

**NOTE:** *Individuals may address the Board for up to three (3) minutes in the Public Comment segment of the meeting. Any person with a disability needing accommodations to attend a Board of Education meeting should contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend*

**Grand Ledge Public Schools**  
**Board of Education**  
**MEETING AGENDA**  
**Regular Meeting**  
**Monday, August 28, 2023 - 6:00 pm**

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- I. Call to Order & Pledge of Allegiance.....Jarrod Smith, President
- II. Roll Call.....Dr. Bill Barnes, Superintendent
- III. Approval of Agenda Items
- IV. Approval of Consent Agenda Items
  - A. August 14, 2023 Work Session Minutes
  - B. Teacher Hirings
 

Jade Bowhall	High School	Math	Tessa Marlatt	Holbrook	Kdg
Kevin Ely	High School	Science	Brian Mishler	Hayes	Resource
Gillian Kindl	Willow Ridge	Resource	Katie Sanchez	Holbrook	4 <sup>th</sup> Gr.
Sarah Korff	High School	Math	Samantha Wolfer-Dilno	Virtual HS	Math
Connie Larson	Hayes	5 <sup>th</sup> Gr.			
- V. Reports
  - A. Capitol Connections
  - B. Eaton RESA
  - C. Grand Ledge Education Foundation
  - D. Equity, Diversity & Inclusion
  - E. Governance Committee
  - F. Bond Update
  - G. Superintendent
  - H. Ongoing Discussions
- VI. Public Comment
- VII. New Business
  - A. Approval of Staff Handbooks
    - a. Central Office Supervisor
    - b. Central Office Support Staff
    - c. Dean of Students & Student Support Personnel
  - B. Approval of 2023-2024 Curriculum Guides and Essential Learnings
  - C. Approval of 2023-2024 Student Handbooks
  - D. Approval of Comet Academy Cooperative Agreement
  - E. Designation of Health Care Center Location at Grand Ledge High School
- VIII. Comments from Staff and Board
- VIII. Future Topics
  - First Day of the 2023-2024 School Year for Students – August 30, 2023 – ½ Day
  - Board Bond Advisory - Monday, September 11, 2023 – 5:00 pm – Sawdon Room 107
  - Work Session – Monday, September 11, 2023 – 6:00 pm – Board Room
- IX. Adjournment

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**NOTE:** Individuals may address the Board for up to three (3) minutes in the Public Comment segments of the meeting. Those representing a group, present at the meeting, may be allocated additional time. If any person with a disability needs accommodations at the Board of Education meeting, please contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend.



## **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

President Jarrod Smith

"I pledge allegiance  
to the Flag  
of the United States of America,  
and to the republic  
for which it stands,  
one Nation under God,  
indivisible,  
with liberty and justice for all."



## ROLL CALL

Superintendent Dr. William Barnes



## APPROVAL OF AGENDA ITEMS

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the August 28, 2023 Agenda Items, as presented.



## APPROVAL OF CONSENT AGENDA ITEMS

### A. August 14, 2023 Meeting Minutes

### B. Teacher Hirings

Jade Bowhall	High School	Math	Tessa Marlatt	Holbrook	Kdg
Kevin Ely	High School	Science	Brian Mishler	Hayes	Resource
Gillian Kindl	Willow Ridge	Resource	Katie Sanchez	Holbrook	4th Gr.
Sarah Korff	High School	Math	Samantha Wolfer-Dilno	Virtual HS	Math
Connie Larson	Hayes	5th Gr.			

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the August 28, 2023 Consent Agenda Items, as presented.

## GRAND LEDGE PUBLIC SCHOOLS *Board of Education*

Committee of the Whole / Work Session – August 14, 2023

### MINUTES

President Smith called the meeting to order at 6:00 p.m. He led those present in the Pledge of Allegiance.

#### ROLL CALL

Roll Call by Superintendent Bill Barnes indicated the presence of **Board Members**: Ashley Kuykendoll, Denise DuFort, Jon Shiflett, Nicole Shannon, Toni Glasscoe and Jarrod Smith. **Board Members Absent**: Ben Cwayna **Central Office Administrators**: Bill Barnes, Steve Gabriel, Julie Waterbury, Kelly Jones, Martez Warren, Mark Deschaine, and John Ellsworth. **Others in Attendance**: Samuel DiMaggio, Melissa Mazzola, Jan M. Seeger, Tim Totten and Kim Manning

#### PUBLIC COMMENT

Secretary Shannon provided an overview for making public comment to the board.

Sam DiMaggio addressed the board regarding Okemos & East Lansing – GL middle of the pack type of school. Mtg with superintendent, asked him the question, felt disrespected. Looks to me that GL has fallen to the middle of the pack. Deal with the cards you are dealt. Put together a report, where they came from, where they are, where we will be in 5 years. Like to see a day GL has more Harvard, Yale graduates.

#### DISCUSSION ITEMS

##### **A. Superintendent Evaluation Update – Business & Finance**

Superintendent Barnes provided his update with focus on Business & Finance, Section D of the Superintendent's Evaluation Rubric. He provided the established goal and the current initiatives established under each of the goals including Budget Development and Management, Budget Reports, Financial Controls, Facilities Management, and Resource Allocation.

##### **B. Strategic Plan Update**

Superintendent Barnes provided an update on the status of the Strategic Plan Smart Goals noting the smart goals were not approved and implemented until January of 2023. He provided updated on each of the smart goals established for 2022-2023 and where the district was in respect to each of the goals established. He reviewed the 2023-2024 goals have already been established and any goal that was not met in 2022-2023 will be carried over into 2023-2024. He further shared feedback from end of year surveys and from the Parent School Improvement Team.

#### ACTION ITEMS

##### **A. APPROVAL OF MINUTES FROM THE JULY 10, 2023 MEETING AND CLOSED SESSION**

**Motion by Mrs. DuFort seconded by Ms. Shannon for the Grand Ledge Public Schools Board of Education to approve the July 20, 2023 Regular Meeting Minutes and Closed Session Minutes, as presented. The motion carried unanimously.**



**B. 1<sup>ST</sup> READING OF NEOLA BOARD POLICIES – 5000 STUDENTS**

**Motion by Ms. Shannon, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to Waive the first reading of NEOLA Board Policies 5000 – students. The motion carried unanimously.**

Ms. Shannon led the group in reviewing the proposed changes suggested by the Governance Committee.

**C. APPROVAL OF THE PAYMENT OF CAPITAL FUNDS INVOICES**

**Motion by Mr. Shiflett, seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to approve the payment of Capital Funds Invoices in the amount of \$248,750.46, as presented.**

Mr. DuFort noted this represents invoices for allowable expenses at the High School Fine Arts renovation.

**The motion carried unanimously.**

**D. APPROVAL OF THE PAYMENT OF SINKING FUND INVOICES**

**Motion by Mrs. Kuykendoll, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the payment of Sinking Fund Invoices in the amount of \$91,844.42, as presented.**

Mrs. DuFort noted this represents work related to the Pole Barn, carpet in new classrooms at Sawdon and roof scanning.

**The motion carried unanimously.**

**E. APPROVAL OF THE PAYMENT OF DELTA CENTER LIFE SAFETY INVOICES**

**Motion by Ms. Shannon, seconded by Mrs. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve the Payment of Delta Center Life Safety Invoices in the amount of \$189,780.01, as presented.**

Mrs. DuFort noted these invoices represent work for the fire suppression system at Delta Center.

**F. APPROVAL OF THE PAYMENT OF PROPOSAL 1, SERIES 2 BOND INVOICES**

**Motion by Ms. Shannon, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$1,111,127.83, as presented.**

Mrs. DuFort noted this represents bond work at Delta Center and Wacousta.

**The motion carried unanimously.**

**G. APPROVAL OF THE PAYMENT OF PROPOSAL 1, SERIES 3 BOND INVOICES**

**Motion by Ms. Shannon, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 3 Bond Invoices in the amount of \$7,183.34, as presented.**

Mrs. DuFort noted this represents bond work at the High School.

**The motion carried unanimously.**

**H. APPROVAL OF THE PAYMENT OF PROPOSAL 2, SERIES 1 BOND INVOICES**

**Motion by Mr. Shiflett, seconded by Mrs. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 2, Series 1 Bond Invoices in the amount of \$30,414.14, as presented.**

Mrs. DuFort noted this represents work at the Beagle pool.

**The motion carried unanimously.**

**I. APPROVAL OF THE PAYMENT OF PROPOSAL 2, SERIES 2 BOND INVOICES**

**Motion by Mrs. Kuykendoll, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 2, Series 2 Bond Invoices in the amount of \$386,048.72, as presented.**

Mrs. DuFort noted this is for bond work on the Fine Arts addition.

**The motion carried unanimously.**

**COMMENTS FROM STAFF AND BOARD**

Dr. Barnes addressed public comment made tonight noting that there are multiple sites that have all sorts of public school rankings and we simply can't track what every site says. He recommends seeking data from My School Data (link provided on our webpage) as this is the site that has our test scores. In closing he thanked the board for their feedback on his presentations.

Mrs. Kuykendoll commended the Wacousta ground breaking ceremony. She went on to share concerns regarding holding open houses the night before the first day of school, getting access to teacher specific supply lists, teacher assignments and of course bus routes. She asked everyone to be mindful that this is a stressful time for some people asking people to be kind and gracious. She expressed she is grateful to our staff and administration and looks forward to another very successful school year.

Mrs. DuFort expressed her appreciation to the Governance Committee members for their work in reviewing the NEOLA policies. She shared she has heard a lot of great things regarding the upcoming school year and she is very excited that Delta Center is ready to go. She thanked Bond Supervisor John Piper who has been instrumental in ensuring things stay on track. In closing she expressed she feels we are starting stronger than we have in quite a while and she attributes that to our staff and our leadership.

Ms. Shannon shared she just received a message that bus schedules will be out on August 19<sup>th</sup>. She commented the Wacousta ground breaking was great, noted it appears we are in a good position with having enough bus drivers for all of our routes, shared her 4<sup>th</sup> graders request for a hydration station at Delta Center and in closing, wish Dr. Barnes a Happy Anniversary noting it has been one year since he took over as Superintendent and thanking him for his leadership.

Dr. Glasscoe noted she attended the 50<sup>th</sup> reunion remarking it felt like family; the Wacousta ground breaking, felt like family, and commenting this is what we are creating. She remarked it is so refreshing. She noted it is interesting where we are today; she feels included, she feels welcomed. She went on to note that she is happy we have data because the data shows quite a bump in math scores of the 2022 graduates. She expressed the district is doing well, but there is always room for improvement.

President. Smith remarked on the Wacousta ground breaking. He went on to note that he hasn't found a lot of students who say they are ready to come back but pointed out that many of our students are already back; there is high school soccer scrimmage tonight, the band students are back, so many students are already putting in the hours and already competing.

**ADJOURNMENT**

The meeting adjourned at 7:56 p.m.

Respectfully Submitted:

Attest:

\_\_\_\_\_  
Nicole Shannon, Secretary

\_\_\_\_\_  
Jarrod Smith, President

DRAFT



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**INTEROFFICE MEMORANDUM**

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**TO:** Dr. William A. Barnes, Superintendent of Schools  
**FROM:** Kelly J. Jones, Director of Human Resources  
**SUBJECT:** Teacher Recommendations  
**DATE:** August 21, 2023

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I recommend the hiring of the following candidates for employment during the 2023-2024 school year. Each candidate has the qualifications and certifications necessary for the recommended position.

Jade Bowhall	High School	Math Teacher
Kevin Ely	High School	Science Teacher
Gillian Kindl	Willow Ridge	Resource Room Teacher
Sarah Korff	High School	Math Teacher
Connie Larson	Hayes Intermediate	5 <sup>th</sup> Grade Teacher
Tessa Marlatt	Holbrook	Kindergarten Teacher
Brian Mishler	Hayes Intermediate	Resource Room Teacher
Katie Sanchez	Holbrook	4 <sup>th</sup> Grade Teacher
Samantha Wolfer-Dilno	Virtual High School	Math Teacher

KJJ/nmt

**Jade Bowhall**

Grand Ledge High School  
820 Spring St  
Grand Ledge, MI 48837

To Whom It May Concern,

I am writing to express my sincere interest in the math position at Grand Ledge High School. With a Bachelor's degree in Mathematics and 6 years of teaching experience, I have had the privilege of honing my instructional techniques and cultivating a dynamic and engaging learning environment. Throughout my teaching career, I have been committed to instilling a deep understanding of mathematical concepts and problem-solving skills in my students, encouraging them to think critically and analytically.

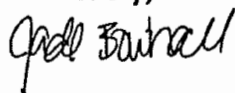
My teaching practice focuses on incorporating student centered learning and discussions through group activities, higher order thinking, and differentiated lessons to meet the needs of as many students as possible. I believe all students can be successful in different aspects of math and that everyone has different strengths and weaknesses within the subject. I hold every student to a high standard while providing them with the tools and skills necessary to meet those standards. I also think the relationships built within the classroom play a key role in the success of all students. It is important for the students to feel comfortable with me as well as their peers. I strive to take time out regularly to build good relationships.

During the last 6 years at Charlotte High School, I taught Algebra 1, Algebra 2, Advanced Algebra 2, Geometry, Advanced Geometry, and Pre – Calculus. I have been highly effective the last 5 years on my evaluations. I am the current math department chair, was the Freshman Academy Leader for 3 years, on the leadership team for 3 years, and current varsity cheer coach.

At Grand Ledge High School, I am excited to contribute to the school's reputation for academic excellence by collaborating with fellow educators to design and implement innovative lesson plans that cater to diverse learning styles. I am confident in my ability to create a stimulating and inclusive classroom environment, where students feel motivated to participate actively and explore the subject matter with enthusiasm.

Thank you for considering my application. I would be delighted to discuss my qualifications further during an interview. Please find my resume attached for your review. I look forward to the opportunity to contribute my skills and enthusiasm to the success of the students at Grand Ledge High School.

Sincerely,



Jade Bowhall

# Jade Bowhall

## Contact

## Education

**Michigan State University**  
East Lansing, MI  
Bachelor of Science in Mathematics  
May 2016

## Key Skills

Teamwork  
Communication (written and verbal)  
Collaboration  
Flexible  
Leader  
Problem Solver  
Multitasker  
Microsoft Word, Excel, PowerPoint  
Google Drive, Meet, Classroom

## Certifications

Michigan Teaching Certificate  
Secondary Mathematics & Physics

## Leadership

Freshman Academy Leader at  
Charlotte High School (3 years)  
Staff Leadership Team at Charlotte  
High School (3 years)  
Mathematics Department Chair at  
Charlotte High School (1 year)  
Varsity Cheer Coach at Charlotte  
High School (4 years)

## Experience

*August 2017 - Present*

Mathematics Teacher • Algebra 1, Algebra 2, Geometry, and  
Pre-Calculus • Highly Effective • Charlotte High School

- Teach a variety of mathematics courses, including Algebra 1, Algebra 2, Advanced Algebra 2, Geometry, Advanced Geometry, and Pre-Calculus.
- Develop and implement lesson plans, incorporating various teaching methods and strategies to accommodate diverse student needs.
- Assess student performance and provide constructive feedback for improvement.
- Foster a positive and engaging classroom environment, promoting student participation and critical thinking.
- Collaborate with colleagues to develop and align curriculum materials and instructional strategies.
- Utilize technology tools effectively to enhance student-learning experiences such as Google Classroom, Desmos, Geogebra, IXL, and Delta Math.

*August 2014 – August 2016*

Teaching Assistant • Intermediate and College Algebra Courses

• Michigan State University Math Department

- Carried out pre-planned lessons as a support class for Intermediate & College Algebra courses
- Reported to head of the program on student progress and attendance
- Online teaching assistant to the head of the Mathematics Learning center
- Graded tests and quizzes

*August 2014 – August 2016*

Tutor • College Algebra and Trigonometry • Mathematics

Learning Center at Michigan State University

- Tutored college students twice a week
- Ran a special tutoring session for College Algebra courses

*March 2014 – July 2016*

Store Manager • Sparty's Coffee and Food Services at Michigan  
State University

References available upon request.

Kevin Ely

Apr 27, 2023

Grand Ledge High School  
Grand Ledge, MI 48837

To Principal Wright:

I am very interested in your opening for Secondary Science Teacher. I completed my student teaching at Eaton Rapids High school through Michigan State University. This position caught my eye since I completed my pre-internship at Beagle Middle School in 2021/22 with Mark Jones. I loved my experience in Mr. Jones classroom, and I always thought I could see myself teaching/ living in Grand Ledge. Below are a few anecdotes with characteristics I have that are relevant to the position.

At Eaton Rapids High School I was given the opportunity to develop my own lessons utilizing NGSS standards and 3-dimensional teaching. When doing this I made sure to differentiate my methods of instruction and assessment to best suit the wide variety of students I had. Every student comes to school with different sets of assets, and I believe it is my job as an educator to use those assets in the classroom.

As an educator, I am confident I can learn to do anything, but humble enough to know that I don't know everything. An applicable example of this also comes from my Eaton Rapids Internship, which presented me with the opportunity to push myself by teaching an unfamiliar subject, animal biology. My excellent background in biology helped me, but without having confidence in my ability to learn, I might have struggled. Educators should also remain humble by giving students the opportunity to take ownership of their learning.

I approach teaching as a profession because if I don't look and act professional when teaching, how can I expect my students to take my class seriously. If my students trust that I take my job seriously and that I want them to succeed, then they will feel more comfortable pushing themselves to be their best in my classroom.

I truly appreciate your time and consideration. I look forward to discussing the position and my qualifications with you in more detail. Please feel free to contact me by email at  
or by calling

Sincerely,  
Kevin Ely

# Kevin M. Ely

## CERTIFICATION

Michigan Secondary Standard Certificate *OK* May 2023  
6-12 Biology (DA) *KJS.*  
6-12 Chemistry (DC)

## EDUCATION

Michigan State University, East Lansing, MI  
Teacher Certification May 2023  
Bachelor of Biological Science – Secondary Education May 2022

- Teaching Major: Biology
- Additional Endorsement: Chemistry

## TEACHING EXPERIENCE

**Internship Placement, High School Animal Biology** August 2022-April 2023  
Eaton Rapids High School, Eaton Rapids, MI

- Formulated unit plans based on NGSS standards using 3-dimensional teaching
- Practiced fostering a positive classroom environment by building rapport with my students
- Developed lesson plans utilizing a variety of instructional strategies
- Orchestrated multiple labs and dissections that observed the physiology of different animals
- Observed my mentor teacher develop curriculum and adjust that curriculum to each individual class

**Pre-Internship Placement, 7<sup>th</sup> Grade Science** September 2021-April 2022  
Beagle Middle School, Grand Ledge, MI

- Helped develop Science skills in students who had little to no prior experience in a lab-based classroom
- Observed lead teacher's use of instructional strategies to provide equity and excellence to students of all levels
- Collaborated with other mentees in developing and sharing curriculum strategies
- Implemented diverse approaches during one-on-one instruction to ensure student comprehension and academic success



**OTHER EXPERIENCE**

**Summer Camp Teacher**

EC3 Childcare Center, Lansing MI

May 2022-August 2022

**MSU Club Basketball President**

Michigan State University, East Lansing MI

July 2021-May 2022

# GILLIAN H. KINDL

## Michigan Elementary Standard Certification

Anticipated July 2023

Michigan State University, East Lansing, Michigan

- K-5 All Subjects (K-8, All Subjects Self-Contained)
- K-8 Language Arts
- K-12 Special Education – Learning Disabilities
- Adult/Child First Aid & CPR

## Education

Michigan State University, East Lansing, Michigan

July 2023

Special Education Teaching Internship

12 graduate -level credits

Bachelor of Arts, Special Education – Learning Disabilities

May 2022

Michigan State University, East Lansing, Michigan

- Teaching Major: Language Arts
- Urban Educator Cohort Program

## Honors/Awards

Michigan State University's Dean's List – 2020, 2021

Michigan State University Poetry Award Winner – 2021

## Teaching Experience

Michigan State University Field Placement, Chicago, Illinois

John A Walsh Public School, Chicago, Illinois

January- May 2023

- Worked within a 6th through 8th grade self-contained classroom and created an atmosphere allowing students to thrive independently through carefully designed activities as well as whole and small group activities.
- Monitored and assisted in 6<sup>th</sup> through 8<sup>th</sup> grade Resource Room and independently taught a small group Mathematics lesson.
- Co-developed Individualized Education Plans with Mentor Teacher to promote development of educational, social, and emotional levels.
- Co-lead Individualized Education Plan Meetings with parents and involved staff, discussing decisions made best for student growth and progress.
- Supervised and co-taught with three teaching assistants.
- Conducted small groups based on differentiated learning needs and created differentiated material targeted to work with students' specific Individualized Education Plan Goals.

Manuel Perez Public School, Chicago, Illinois

August-December 2022

- Worked within a 1<sup>st</sup> grade general education classroom and curated an inclusive environment involving bilingual material and content for English Language Learners.

- Partnered with instructor and taught important social skills such as personal boundaries and mutual respect.
- Learned daily classroom management techniques and activities.
- Established and maintained a classroom environment independently that effectively facilitates physical, social/emotional, and intellectual development.

**Riddle Elementary School, Lansing, Michigan**

**October– December 2021**

- Assisted in Kindergarten and first grade split-level classroom and established relationships with students through consistent positive interactions.
- Planned and taught a lesson in social studies adapted to diverse learners.

**Donley Elementary School, East Lansing, Michigan**

**November - December 2020**

- Addressed cultural and language barriers while creating a sense of community for students.
- Assisted a mentor teacher in a virtual teaching format using online learning platforms within a self-contained setting.

**Waverly Middle School, Lansing, Michigan**

**February – March 2019**

- Provided one-on-one tutoring to a seventh-grade student while accounting for their strengths and areas of need.
- Developed alternative methods for improved processing and retention of mathematics lessons.

**Glencairn Elementary School, East Lansing, Michigan**

**January - May 2019**

- Worked in a resource room with students from kindergarten to fifth grade.
- Provided one-one-one assistance during whole group lessons in mathematics and language arts.

## **Other Experience**

**Student Leader**

**December 2021 – April 2022**

**MSU Marching Band - Color Guard, East Lansing, Michigan**

- Administered and supervised group of individuals through rehearsal and competition.
- Communicated with a diverse group of students to foster and create an inclusive environment.
- Member of the State of Art Winter Guard, working alongside and communicating with large groups of diverse individuals; eleven overall years of competitive marching experience.

**Experience Based – Career Education Program**

**August 2017 – May 2018**

**Paul Laurence Dunbar High School, Lexington, Kentucky**

- Worked under the direction of an Associate Dean within the University of Kentucky College of Education to learn how university-level education is designed and implemented.
- Additional rotations completed at multiple Fayette County Elementary Schools under the mentorship of grade K-5 teachers.

## **Work Experience & Special Skills**

- Proficient in multiple applications used for classroom management and educational purposes.
- Well versed with numerous assistive technology devices for students with disabilities.
- Familiar with student food allergies and allergy precautions in the classroom though Adult/Child First Aid & CPR and previous Safe Food Training.

Sarah A. Korff

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To whom it may concern,

Thank you for the opportunity to apply for Secondary Mathematics Teacher. After reviewing the job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with Mathematics and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

While attending Ferris State University (3.49 GPA, Secondary Education Mathematics), I was a hard-working student who accumulated 3 years of experience through my job and student teaching. I had the privilege of working for Huntley's Clubhouse as a Daycare Provider while attending school, where I learned valuable professional skills such as classroom safety, conflict resolution, as well as human behavior. In both my academic and professional life, I have been consistently praised as being focused by my professors and peers; whether working on academic, extracurricular, or professional projects.

My background includes working at Stockbridge Senior High for three years. There I have excelled at fostering a warm, nurturing, and fun atmosphere conducive to learning, designing formative assessments used to plan for each child's developmental and instructional needs. Finally, I possess excellent organizational and communication skills, a great work ethic, and the important ability to work and perform well independently or in team environments.

After reviewing my resume, I hope you will find that I am the competent and competitive candidate you are looking for. I look forward to working with students and teachers to help enhance student success. Please contact me at \_\_\_\_\_ or via email at \_\_\_\_\_

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Sarah Korff  
Mathematics Teacher

# Sarah Korff, Mathematics Teacher

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## Education:

**Ferris State University (FSU)**, Big Rapids, MI  
Bachelor's of Science, Secondary Mathematics Education  
Minor in Chemistry

May 2020

## Teaching Experience:

**Stockbridge Senior High School (SHS)**, Stockbridge, MI  
Mathematics Teacher | Algebra 1 and Algebra 2

September 2020 to Current

- Developed and implemented a curriculum in accord with school guidelines
- Assisted students with classwork and held daily lesson plans
- Tracked students' progress and gave individual feedback
- Arranged monthly progress reports and quarterly grades
- Collaborated with co-teachers in daily lesson plans and activities

**Morley-Stanwood Community Schools (MSHS)**, Morley, MI

January 2020 to May 2020

Student Teacher | 7th Grade Math and High School Chemistry | Tom Sibley and Dave Nelson

- Assisted classroom management
- Taught lessons according to the 7th grade math curriculum and high school chemistry curriculum
- Wrote lesson plans and created activities for students to demonstrate their knowledge based on standards

## References:

**Steven Allison**

Math Teacher, South Lyon High School

**Meghan Kunzelman**

PASS Program Director, Stockbridge High School

Stockbridge Varsity Volleyball Coach

**Darren Hejnal**

Instructional Coach, Lake City High School

Connie Larson

May 28, 2023

Grand Ledge Public Schools

Director of Human Resource Department,

I am interested in applying for, the 6<sup>th</sup> grade teacher position at Hayes Intermediate School in your district. I have nineteen years of teaching experience in all grade levels from kindergarten to eighth grade. I believe that my teaching experience and years of building relationships with students, parents, and district staff makes me an ideal candidate for this position.

In addition to my years of experience, I have strong interpersonal and communication skills that allow me to adapt to any group or situation. Abilities in classroom management, professional development, and lesson planning have also helped me build relationships and achieve results.

I would greatly appreciate your review of my enclosed resume. I believe that I can be a valuable addition to the Grand Ledge Schools District and their educational goals. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,

Connie Larson

# Connie Larson

## Objective

*Seeking a position at an intermediate school to utilize my dedication and passion for fulfilling children's educational needs and development.*

## Education

- Spring Arbor University, Spring Arbor, Michigan, Bachelor of Arts 2005
- ELEMENTARY K-5 ALL SUBJECTS (K-8 ALL SUBJECTS IN SELF-CONTAINED CLASSROOM) (ZG) 12/2004
- Elementary Education, Minor in ELA, Minor in Social Studies, Minor in History

## Experience

8/2018 – Present

Teacher | Lansing School District | Gardner International Magnet School

Teaching all subjects in 8<sup>th</sup> grade, maintaining student grades and records, building relationships with students, parents, and peers. Attending district and building professional development, participating in building activities. Middle school volleyball coach. Substitute Advisor Junior Board of Education. SIOP Training.

8/2005 – 8/2018

Teacher | Lansing School District | Various Locations

Teaching multiple grade levels from kindergarten to 8<sup>th</sup> grade within the district. Fulfilling all responsibilities for maintaining student records and teaching the curriculum. Working with staff, parents, and community partners to promote a healthy safe environment for students. Attending all district training and professional development.

### **Additional information:**

Teacher in Charge for Principal

CRPBIS Committee

School Improvement Committee

Math Committee

Mentor Teacher

Annie's Big Nature Lesson

\*References available upon request

To Whom it May Concern:

I am excited to apply for the Kindergarten teacher position with Grand Ledge Public Schools. I grew up in St. Johns, MI and graduated from St. Johns Public Schools in 2009. I continued my education at Grand Valley State University from 2009-2013. I am now a Michigan certified elementary teacher with a bachelor's degree with a major in Integrated Science and a minor in Elementary Education.

Since graduating, I have over 8 years of experience teaching grades K-2 and my passion for teaching continues to grow. I would be an excellent asset to your teaching team because I am a highly organized and professional person who can bring creativity into the learning experience. I have had many experiences which have prepared me for a profession in teaching. I have taught in a variety of different settings in the United States, and I have taught in a completely different cultural setting in Australia. I will be able to take the most valuable pieces of information I have learned from these different environments and implement them into my classroom.

Teaching is a profession where you are continuously learning and growing. I hope to learn as much from your students as they can learn from me. Thank you for your time and consideration. I look forward to speaking with you within the next few weeks.

Tessa Marlatt



# Tessa Marlatt

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Experienced and dependable teacher who is eagerly embracing new opportunities. Actively pursuing a position that allows me to leverage over a decade of exceptional communication, strong leadership abilities, and extensive teaching expertise to make a positive impact on your district's goals.

## Education

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Grand Valley State University - Allendale, MI  
**Bachelor's of Science**, Integrated Science and Elementary Education, Graduated with Honors

## Certifications

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**Michigan Certified Teacher: K-8 Self Contained**  
#PV000000841085 Exp: 2025

## Core Competencies

- 
- Presentation and Facilitation
  - Matrixed Team Management
  - Change Management
  - Data Aggregation and Interpretation
  - Multi-Tasking
  - Conflict Resolution
  - Multiple Curriculums
  - Policy Implementation
  - Program Development
  - Project Management
  - Event Planning
  - Microsoft Office
  - Google Docs
  - Classroom Management
  - Communication
  - Growth Mindset
  - Collaboration
  - PLCs

## Experience

### Charlotte Public Schools

August 2021-Present

#### Job Title: Teacher

- Created and executed unit scope and individualized daily lesson plans in accordance with county, state, and Common Core guidelines for 24 students; with students who required specific IEPs, 504s, and students who required differing curricular approaches.
- Taught simultaneous virtual and in-person classes during the 2021-2022 school year, leveraging a variety of technological interventions to ensure student growth.
- As PLC (professional learning community) member, aggregated data across common sections to assure student growth and collaborated instructional strategies
- Member of the PBIS (positive behavior intervention support) team where we evaluated behavior data and implemented new supports at our school.

### Lansing Public Schools

August 2016- August 2019

#### Job Title: Teacher

- Developed and implemented comprehensive unit plans and customized daily lesson plans for a class of 24 students, aligning with county, state, and Common Core standards. Effectively catered to the diverse needs of students.

- Initiated and established a program in our school aimed at assisting parents of young learners in comprehending early literacy concepts.
- Created and presented workshops during professional development days on the topic of effective technology use in the classroom.

**Lee County Public Schools**

August 2015-July 2016

**Job Title:** Teacher

- Devised lesson plans, employed effective classroom management techniques, evaluated student advancement through data analysis, and closely monitored their comprehension and completion of lessons in alignment with the Florida State Standards.
- Successfully tailored instruction to accommodate the varied requirements of the students.
- Participated in the school's LightHouse Team in which we followed policies to transform our school into a student-based community.

**Community**

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**Study Abroad**

October-December 2013

- Attended placement, completed assignments, and participated in academic activities as required by the program.
- Engaged with the local culture, customs, and traditions to gain a deeper understanding of Australia and its people.

**Tutoring College Students**

2011-2013

- Provided individualized assistance to college students in Math and Science, and helped them understand and grasp complex concepts.
- Assisted students in completing assignments, reviewed drafts, and provided feedback to enhance the quality of their work.

**Education**

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Grand Valley State University - Allendale, MI

**Bachelor's of Science**, Integrated Science and Elementary Education, Graduated with Honors

**Awards and Certifications**

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**Michigan Certified Teacher: K-8 Self Contained**

**Florida Certified Teacher: K-5**

**Highly Qualified Teacher: Charlotte Public Schools**

Aug 14, 2023

I am seeking a position as Resource Room Teacher at Grand Ledge Public Schools.

I have 22 years of educational experience at grade levels PPI-8 in various roles as an educator. My experience includes self-contained classrooms, resource rooms, and co-teaching environments. My short time in Hawaii I was the lead teacher in a 4th grade classroom.

In my third year of teaching, I was honored with the Special Education Teacher of the Year Award. I was fortunate to be honored again and nominated, 13th year of teaching, for this award.

Currently, I am at Ionia Middle School in a Co-teaching position in grade level eight. I continue to seek opportunities to make a difference in education and seek a position with Grand Ledge Public Schools.

Sincerely,

Brian Mishler

# Brian Keith Mishler

Address:

Email Address:

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## Certifications:

- Certified School Administrator State of Michigan (Elementary& Secondary)
- Administration Internships at Portland Middle School and Oakwood Elementary
- Certified Teacher State of Michigan K-12 CI/EI Special Education K-5 Elementary
- Certified Teacher State of Hawaii K-12 Special Education K-5 Elementary

## Education:

Grand Valley State University:

- B.S. in Criminal Justice
- B.S. in Psychology/Special Education
- M.A. in Educational Leadership

## Professional Experience:

**Ionia Public Schools: Ionia Middle School**

*Special Education Teacher Middle School*

**Autism Coach**

**08/2022-**

**Resource Room Teacher (Co-taught Environment)**

**Present**

**Portland Public Schools: Westwood Elementary**

**11/2017-**

*Special Education Teacher Upper Elementary Resource Room*

- **Autism Coach**
- **Implementer of MTSS/PBIS**
- **Intervention Specialist**
- **Peers of Westwood (POW) Facilitator**
- **Illuminate User Group Representative**
- **Collaborator on the Professional Development Advisory Committee**

**08/2022**

**Portland Public Schools: Portland Middle School**

**8/25/2021**

*Special Education Teacher Seventh Grade Resource Room*

**6/9/2022**

- **Integral Member of Math Curriculum Team**
- **Significant Facilitator of Data Team**
- **Partner of Intervention Consultation Team (ICT)**
- **Enthusiastic Inquisitor of School Improvement Team**
- **Autism Coach**
- **Implementer of MTSS**

**8/25/2016-**

**11/2017**

**Portland Public Schools: Oakwood Elementary** 3/2002-12/2015

*Special Education Teacher Categorical Room*

- Directed School Improvement Team
- Chair Raider LINKS (Peer to Peer Supports) for Students with Autism
- Autism Coach for Oakwood
- Intervention Consultation Team (ICT)
- Received Parent Advisory Committee Special Education Teacher of the Year
- Nominated for Award 10 years later for Teacher of the Year

**Hawaii Department of Education: Hookena Elementary** 7/2015-8/2015

*Special Education/General Education Teacher*

- Co-Teaching Position in a Fourth Grade Classroom
- Trained in Stepping Stones Math Curriculum
- Trained in Wonders Reading Curriculum

**Portland Public Schools: Oakwood Elementary** 10/2008-6/2009

*Elementary Principal Internship*

- Organized Professional Development for Teachers
- Responsible Scheduling of Grade level classes and rosters
- Collaborated with Staff on 40 indicators
- Responsible for Daily Operations when Principal was out of the Building

### **Relevant Experience**

<b>Community Based Interventions</b> <i>Behavior Aide</i>	8/1999-12/2000
<b>Eaton County Youth Facility</b> <i>Youth Development Worker/Shift Supervisor</i>	4/1994-7/1999
<b>Mason Public Schools: Mason Middle School</b> <i>Paraprofessional in Emotionally Impaired Classroom</i>	8/1993-8/1994
<b>Residential Youth Services</b> <i>Residential Youth Counselor</i>	1/1992-7/1993

### **Seminars and Trainings Attended:**

<b>Certified in Non-Violent Crisis Prevention/Intervention</b>	
<b>Certified in Mental Health First Aid</b>	
<b>START Training Certification</b>	<b>Fundamentals of Substance Abuse</b>
<b>PECS (Picture Exchange Communication System) Training</b>	<b>Managing Aggressive Behaviors</b>
<b>MIPP (Michigan Literacy Progress Profile)</b>	<b>ASD Trainings at Local ISD</b>
<b>BLT (Balanced Literacy Training)</b>	<b>Sex-Offender Assessment Training</b>
<b>Coping with Reactions to Residents Clients</b>	<b>Theory and Practice of Group Therapy</b>
<b>Love and Logic</b>	<b>Capturing Kids Hearts</b>

### **Presented Professional Development**

- Co-Teaching and Models of Disabilities

- Picture Exchange Communication System
- Meeting Mechanics
- Educational Strategies for Students with Autism

## Volunteer Activities

3rd District Executive Committee Member Present	2019-
MEA Republican Caucus President/Chair	2019-Present
Vestry Board Member St. David's Episcopal Church	2018-2021
8 <sup>th</sup> District Executive Committee Member 2016	2009-
Ingham County Executive Committee Member	2008-2016
Watertown Township Parks and Recreation: Chairperson	2002-2004

## Extra-Curricular Activities

### MHSAA Official

- Basketball, Volleyball, Girl's Lacrosse

### NCAA Collegiate Select Official

- Women's College Lacrosse

### Outdoor Activities (Running, biking, skiing, kayaking)

Sailed from St. Thomas, Virgin Islands to Venezuela

## References

Leanna Davis, Middle School Principal

Becky Mason, RN

Renee Thelen, Clinton RESSA Special Ed. Director

Chris Kenroy, Westwood Principal

# Katie Sanchez

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August 2023

To Whom It May Concern:

I am writing to express my interest in the elementary teaching positions available at Holbrook Elementary. My education, certification, and experience make me a strong candidate for these positions.

**Education:** I attended Michigan State University and graduated with a degree in Elementary Education and a teaching major in Social Studies. My degree has prepared me with the pedagogical knowledge necessary to be an effective teacher. To obtain my degree, I spent time not just in lecture halls, but in local classrooms working with different types of students.

**Certification:** I currently hold my Michigan Provisional Teaching Certificate. I am certified to teach all subjects in grades kindergarten through fifth grade and in self-contained classrooms in grades six through eight.

**Experience:** During the 2016-2017 school year, I completed a year-long student teaching internship in a fifth grade classroom at Whitehills Elementary in East Lansing, Michigan. I started my career in Hastings, Michigan as a fifth grade teacher at Southeastern Elementary school. I have a total of three years of experience as a fifth grade teacher and two years of experience as a third grade teacher within Hastings Area Schools. Within these five plus years, I have developed experience using student data to drive my instruction, as well as implementing the PBIS and MTSS initiatives within my classroom. These experiences, combined with my eagerness to learn and create positive relationships with staff, students, and parents make me an ideal candidate for the available positions.

Thank you for your time and attention to my application. I look forward to hearing from you soon and scheduling an interview with you to discuss the position, as well as my qualifications and interest in your school and district.

Sincerely,



Katie Sanchez

# Katie Sanchez

## Credentials

### Elementary Michigan Provisional Teaching Certificate

- Certified to teach K-5, all subjects
- Certified to teach K-8, self-contained classroom

## Education

### Michigan State University—East Lansing, Michigan

- Teaching Certification Internship Program, August 2016-April 2017
  - Completed 12 graduate classes in elementary education
- Bachelor of Arts in Elementary Education, May 2016
  - Teaching Major: Social Studies

## Field Experience

### Ferguson Enterprises—Grand Rapids, Michigan, October 2022-Present, Pricing Coordinator

- Efficiently update pricing information for six districts across the eastern region of the United States
- Coordinate with different branches and various related departments to ensure price matrix data is received in a timely manner
- Use various formulas in Microsoft Excel to create data based on various customer projects
- Organize and manage multiple projects to be completed on a daily, weekly, and/or monthly basis

### Southeastern Elementary School—Hastings, Michigan, August 2017-May 2022 Fifth Grade; Third Grade

- Created and implemented virtual lessons during COVID-19.
- Participated in co-planning with my teaching partner to develop standards-based lessons within the core subjects
- Used data to create and meet with math and reading intervention groups
- Progress monitored students in between benchmark tests
- Organized/led fall and spring parent-teacher conferences
- Completed report cards, providing personalized comments for each individual student
- Planned and supervised students during field trips
- Planned and organized Fleece & Thank You event
- Participated in district events (Family Math Night)
- Member of Return to School Task Force for 2020-2021 school year.
- Attended Southeastern staff meetings, professional development, grade level meetings, and new teacher induction meetings
- Member of school PBIS committee and social committee; planned and implemented behavior interventions and school-wide celebrations



July 25, 2023

Samantha Wolfer-Dilno

To whom it may concern:

I am writing to express my interest in the open teaching position. In May 2014, I graduated with a Bachelor of Science degree from Michigan State University majoring in Mathematics. After graduating from MSU, I began a year-long teaching internship at Eaton Rapids Middle School where I created and implemented mathematics lessons in 7<sup>th</sup> and 8<sup>th</sup> grade classrooms. Upon completion of this internship, I earned my secondary teaching endorsement in mathematics. In September 2015, I started teaching at Lakeview Middle School as a 6<sup>th</sup> grade mathematics teacher. After teaching at Lakeview for two years, I accepted a position as a 6<sup>th</sup> and 7<sup>th</sup> grade mathematics teacher at East Lansing Public Schools. I have now taught mathematics for a total of 9 years. I am passionate about teaching middle school and high school students. I am working on a Master's in School Counseling at Central Michigan University as I am interested in improving the mental health of my students. I anticipate graduating in December 2024.

During my time in the field of education, I have consistently made the effort to be the best educator that I can be. I have earned a highly effective rating for the last 5 years. It is my philosophy that students should be provided with a safe, creative, supportive, and professional atmosphere to maximize their potential. I have constantly sought to be flexible, positive, and willing to attempt new methods of instruction. In doing so, I believe that I have provided my students with the best possible opportunity for success.

Over the last 9 years, I have used technology throughout my lessons. This includes Google Classroom. During the 2020-2021 school year, I taught mathematics full-time through Zoom. This allowed me to become well-versed in teaching remotely. I created daily lessons, practice assignments, exit tickets, assessments and homework that could be completed online. I met with students during regular class time and individually during office hours through Zoom. While teaching online was a challenge at first, I truly enjoyed my experiences throughout the 20-21 school year. As a virtual teacher, I gave my students daily feedback on assignments. I also communicated with students and parents through email.

Based upon my experiences, I know that I am an educator who is willing to provide the best possible experience for students by creating effective lessons, differentiating content, seeking out additional training, and communicating effectively in the educational process. In addition to working towards a Master's in School Counseling, I am also taking science courses so that I can earn a science endorsement on my professional teaching certificate. I would be honored and privileged to become a teacher at your school district. Thank you for your consideration and I hope to hear from you soon!

Sincerely,

Samantha Wolfer-Dilno

# Samantha Wolfer-Dilno

<b>Education</b>	Michigan State University, East Lansing, Michigan <i>Teacher Certification</i> <i>Bachelor of Science, Major: Mathematics, Minor: History</i> GPA: 3.55	May 2015 May 2014
	Central Michigan University, Mount Pleasant, Michigan <i>Master of Arts in Counseling</i>	December 2024
<b>Working Experience</b>	<b>6<sup>th</sup> and 7<sup>th</sup> Grade Math Teacher</b> , MacDonald Middle School East Lansing, Michigan	August 2017 - Present
	<ul style="list-style-type: none"><li>Facilitated class discussions that centered on mathematical ideas and concepts</li><li>Analyzed data that resulted from formative and summative assessments</li><li>Participated in researched-based discussions with professors from MSU's College of Education</li></ul>	
	<b>6<sup>th</sup> Grade Math Teacher</b> , Lakeview Middle School Battle Creek, Michigan	August 2015 – August 2017
	<ul style="list-style-type: none"><li>Designed lessons that promoted conceptual understanding</li><li>Implemented the <i>Connected Mathematics</i> curriculum (CMP)</li><li>Collaborated with inter-departmental colleagues to improve student learning</li></ul>	
	<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade Math Teaching Intern</b> , Eaton Rapids Middle School Eaton Rapids, Michigan	August 2014- May 2015
	<ul style="list-style-type: none"><li>Created lessons for 7<sup>th</sup> and 8<sup>th</sup> grade students that encouraged student exploration</li><li>Implemented the <i>Connected Mathematics</i> curriculum (CMP)</li><li>Discussed teaching strategies with fellow MSU teaching interns</li><li>Developed lesson studies that were later analyzed in my courses at MSU</li></ul>	
	<b>Substitute Teacher</b> , Eaton Rapids Middle School Eaton Rapids, Michigan	October 2014 – May 2015
<ul style="list-style-type: none"><li>Implemented lessons designed by fellow educators</li><li>Assisted students in the completion of their assignments</li></ul>		
<b>Teaching Assistant</b> , MSU Mathematics Department East Lansing, Michigan	August 2013 - December 2013	
<ul style="list-style-type: none"><li>Utilized working knowledge of mathematical concepts to create and implement lessons in a Pre-Calculus course at MSU</li><li>Facilitated classroom discussions that deepened student understanding</li><li>Supported students in their completion of weekly assignments</li></ul>		

**Mathematics Tutor**, MSU Mathematics Department  
East Lansing, Michigan

August 2013 - December 2013

- Organized tutorials for college students in a wide range of courses from Algebra to Calculus III
- Selected proper teaching methodologies to meet student comprehension needs
- Created study guides as instruments for students to increase their academic performances
- Provided consultation when working either one-on-one with students or when leading large group review sessions

**Field Placements**, Michigan State University

Haslett Middle School, Haslett, Michigan

October 2013 – April 2014

Waverly Middle School, Lansing, Michigan

January 2013 – April 2013

MacDonald Middle School, East Lansing, Michigan

January 2012 – April 2012

- Observed and assisted middle school students in a range of mathematical topics
- Conducted classroom activities that supported student learning
- Provided one-on-one and small group review sessions

**Professional  
Development**

31<sup>st</sup> Annual Educational Technology Conference, MSU

November 2014

Camp Inspire (Google Camp)

July 2015

Professional Learning Communities at Work institute

August 2015

Kagan Cooperative Learning

August 2015

Math Recovery Add+VantageMR Course 1

November 2015

Math Recovery Add+VantageMR Course 2

March 2016

Getting to Know CMP Grade 6 Summer Workshop, MSU

June 2016

Kagan Win-Win-Discipline

August 2016

Positive Behavior Interventions and Supports

October 2018

Presenter at the Connected Mathematics Users' Conference

February 2019

Capturing Kids' Hearts

November 2019

Equity and Social Justice

October 2020 – May 2020

Google Classroom: Virtual Classroom Instruction

August 2020

Connected Mathematics Project: Pacing Guides

August 2020 – April 2021

**Awards/  
Accolades**

- Valedictorian, Millington High School Class of 2010
- Awarded Presidential Scholarship, SVSU
- Dean's List, MSU and SVSU
- TEACH Grant Recipient
- Presented at the 2019 CMP Users' Conference at Michigan State University

**Skills**

Microsoft Office, SMART Boards, Elmo Document Projectors, iPads/tablets,  
Google Drive, Google Classroom, Schoology, Assessment Tools (Plickers), Social Media



## **REPORTS**

- A. Capitol Connections Report**
- B. Eaton RESA Report**
- C. Grand Ledge Education Foundation Report**
- D. Equity, Diversity & Inclusion Report**
- E. Governance Committee Report**
- F. Superintendent's Report**
- G. Ongoing Discussions**



## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Persons may address the board for up to three (3) minutes in the Public Comment segment of the meeting by providing your name and jurisdiction (City, Township / County) on one of the Public Comment forms provided at the sign in table and turning it in to the Superintendent's Assistant.

The meeting chair will use the Public Comment forms submitted to invite persons to come forward to make their public comment at the appropriate time.

Board Meetings are constructed to conduct necessary business of the board, while allowing time for the public to express concerns and opinions.

Out of respect for board members, students and staff, you will be interrupted if you:

- Personally attack a board member or district employee on issues unrelated to their job performance.
- Mention a student's name when discussing behavior or other incidents.
- Engage in discussion with other members of the audience.

You will be reminded when you are approaching the end of your three-minute limit so you can conclude with your strongest points.

The board will not respond to questions or comments during public comment but the Superintendent will do his best to answer questions at the end of the meeting. If immediate answers are not available, arrangements will be made to provide you with the information requested.



## NEW BUSINESS A

### A. Approval of Staff Handbooks

- a. Central Office Supervisor
- b. Central Office Support Staff
- c. Dean of Students & Student Support Personnel

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Staff Handbooks, as presented.

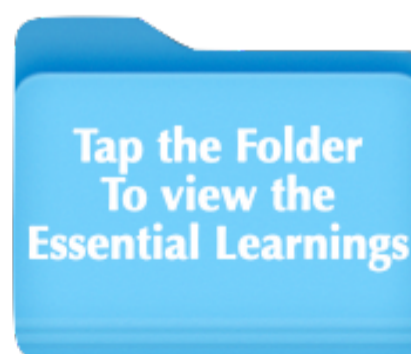
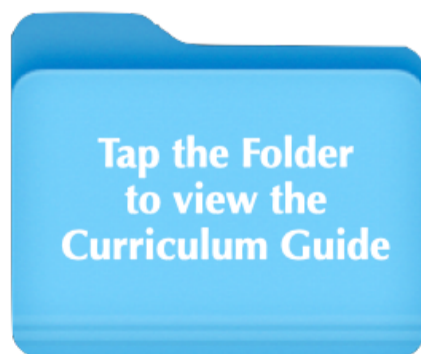




## NEW BUSINESS B

### B. Approval of 2023-2024 Curriculum / Course Guides & Essential Learnings

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Curriculum / Course Guides and Essential Learnings, as presented.



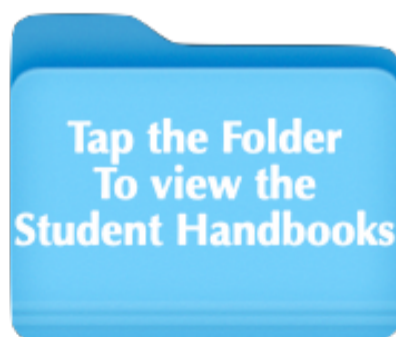


## NEW BUSINESS C

### C. Approval of 2023-2024 Student Handbooks

A memo from Dr. Gabriel follows to provide you an overview of the revisions to the 2023-2024 Student Handbooks. You can tap the folder to view the individual Student Handbooks in their entirety. Please do not be concerned with the Table of Contents and page numbering as this will be finalized following board approval of content.

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the 2023-2024 Student Handbooks, as presented.







August 23, 2023

To: Bill Barnes, Superintendent  
From: Steve Gabriel, Assistant Superintendent of Academic Services  
Re: 2023-2024 Student Handbook Revisions

There are several changes proposed for the 2023-2022 Student Handbooks. Most are minor changes to wording and/or dates with the intent to provide greater clarity for students, parents, and staff and to align policy with current practice. For review, each handbook has been included in its entirety in the board packet with all changes highlighted.

Please Note: there are some formatting issues which have resulted in page numbers being off. These will be corrected once the BOE approves the changes and prior to publication.

In addition, there are a few "bigger changes" changes which include the addition of new language and/or changes to policy. Those changes are highlighted below:

### **All Student Handbooks Highlights**

1. The addition of a new language RE: "**intimidation**" and "**investigations**" with language approved by the district's attorneys. Specifically:

***Intimidation:*** *The use of slurs, taunts, or gestures directed at or toward members of a Protected class that, by their nature, are likely to substantially disrupt the school environment or interfere with others' learning, including, without limitation, slurs based on disability status, national origin, race, religion, sex, sexual orientation, or gender identity.*

- *In/Out of School Suspension 1–10 Days*
- *Possible Loss of Privileges*
- *Possible Restorative Justice Referral*
- *Student Supports*

*The Student Code of Conduct outlines behaviors and accompanying consequences for students who engage in those behaviors. It is understood, however, that many of these behaviors have a direct impact on other students in the building. These include, but are not limited to, assaults, harassment, derogatory language, and intimidation. When students are impacted by these behaviors, they may request supports from a school counselor or other staff members who can help assist them in dealing with the impact of the incident. Administrators will encourage students to access these supports and provide opportunities as needed.*

AND

***Investigations:*** *Grand Ledge Public Schools values the relationship and partnership we have with our families and our students. With that in mind, we also have an obligation to keep students safe, create a space in which all students are treated fairly, and ensure that the actions of other students do not impede their ability to learn. Therefore, in an effort to ensure timely and thorough investigations of incidents in the school, students may be questioned by school officials at any time, without parent notice or consent, consistent with the district's obligation to maintain a safe and orderly learning environment. School officials will endeavor to communicate with parents in a timely manner; however, specific details of an investigation may not be able to be shared to protect the privacy of all students involved.*

### **1. School Closing (Replaces old language)**

*Grand Ledge Public Schools uses the SchoolMessenger system to notify families in the event of school closings, early dismissals, and other important school-related information. It is vital for families to keep contact information up to date with their school buildings. Grand Ledge Public Schools also places a District Alert on our website at [www.glcomets.net](http://www.glcomets.net) for school closings. SchoolMessenger calls announcing school closings are made at approximately 5:30 a.m. to ensure bus riders receive the information in a timely manner. Families are encouraged to make sure their student(s) knows what to do in the event of an early dismissal if adults will not be home.*

*While in school, if a tornado watch is issued, schools will keep students in regular session. If a tornado has been sighted in the area, all students will take cover in the building. School administrators and teachers will place children in a safe location as advised by safety officials. Please do not call the school.*

## **High School Student Handbook Highlights**

### **1. Awards (Delete Subsection titled "Senior Scholars") *New language for Entire Awards Section***

*Grand Ledge High School uses a formula to select students for Top Scholar recognition. Students who maintain an honor graduate status of a 3.9 or higher GPA (Summa Cum Laude) and have completed at least 50% of their credits through Grand Ledge High School are eligible for the Top 25 Senior Scholars Award. At the end of the second trimester of their senior year, students with honor graduate status will have their GPA and SAT scores calculated into the Top 25 list. This formula uses a point system that consists of the student's Grade Point Average multiplied by a factor of 1000 (GPAx1000) and SAT score. (Example: GPA 4.0 x 1000 = 4000 points + SAT score of 1600 points = a total of 5600 points OR GPA 4.137 x 1000 = 4137 + SAT score of 1280 = a total of 5417 points). These students will be individually honored at the graduation ceremony. Top Scholar status does not adjust class rank, which is calculated by GPA only.*

*The following honors will be recognized at graduation:*

- Top Scholars - SAT and GPA Calculation (25 Students)*
- Valedictorian - Highest GPA (1 Student)*
- Salutatorian - Second-Highest GPA (1 Student)*
- Summa Cum Laude - GPA 3.9 and up*
- Magna Cum Laude - GPA 3.7 - 3.89*
- Cum Laude - GPA 3.5 - 3.69*
- Honor Roll - GPA - 3.0 - 3.49*

*Speakers at graduation will be chosen from Magna Cum Laude and above (3.7 or above). The senior students with a 3.7 or higher GPA will be given the opportunity to apply to be a speaker at graduation. Based on the results of the student nominations, a group of teachers will interview the top choices and select at least a minimum of 2 student speakers. It is already understood that by tradition, the class president will also speak.*

## **2. Graduation Requirements - Other Option - Grand Ledge Comet Academy**

*Students entering their senior year, who are determined by the counseling and/or administration team to be off-course for graduation or in need of an alternate setting may be recommended to complete graduation requirements through the Grand Ledge Comet Academy.*

*Grand Ledge High School and Relevant Academy have partnered to create Comet Academy. We are committed to providing alternative programming for our students and to building positive learning communities in a supportive, productive environment. Comet Academy will be operated by Relevant Academy staff and physically located on the third floor of the district's Sawdon Administration building and will offer a combination of virtual and in-person instruction. Students enrolled in Comet Academy are considered Grand Ledge High School (GLHS) students:*

- *Once enrolled, students will complete their remaining graduation requirements through Comet Academy.*
- *Credits completed in Comet Academy will count towards earning a GLHS Diploma.*
- *Comet Academy students in good standing will be eligible to participate in all extracurricular activities offered at GLHS including interscholastic athletics.*

### **3. Cell Phone Policy**

*Cell phones or other electronic communication devices are not allowed to be used during class/instructional time unless expressly permitted by a staff member for educational purposes. Cell phone use includes all functions, such as cameras, text and calling functions, games, social media, video streaming, apps, etc. Cell phones are not to be used as replacements for in-class schoolwork requiring Chromebooks. Instructional time is considered across the building from when the bell rings to start the instructional hour/period until the bell rings to complete the hour/period. So, students are unable to use cell phones in the hallways while class is in session.*

*Non-class or non-instructional times include before and after school, lunches, passing times, and after-hours school events. Students must adhere to responsible cell phone usage at all school times to ensure that cell phones are not used for harassment, recording assaults, intimidation, instigation, cheating, or other inappropriate behavior.*

*Cell phone use is strictly prohibited in restrooms, locker rooms, or other changing areas at all times. Unauthorized recording or picture-taking is prohibited at all times.*

***Note: Grand Ledge High School is not responsible for any lost, damaged, or stolen cell phones and/or cell phone accessories. Grand Ledge High School will not dedicate time or resources to assist in lost or stolen devices.***

*\*Students may utilize cell phones or other devices for medical monitoring purposes or other expressly written accommodations in 504s and IEPs. Cell phones can only be utilized for the purpose expressly identified for student success or accommodation.*

## **Middle School Handbook Highlights**

### **1. Cell Phone Policy**

*Students are allowed to bring their cell phones to school. Once students enter the school building, students are expected to keep their cell phones off and out-of-sight the duration of the school day. Cell phones are not to be used in the hallways, classrooms, restrooms, or locker rooms. Students may access their cell phones at*

*the end of the school day once they exit the building. Students that violate the cell phone policy will be expected to turn their cell phone in at the main office for the day. Parents that need to get ahold of their student during the school are expected to call the main office.*

After the Board approves these revisions, we will replace the 2022-2023 versions currently on the website with the 2023-2024 Student Handbooks.

As always, if you have any questions, do not hesitate to contact me.



## NEW BUSINESS D

### D. Approval of Comet Academy Cooperative Agreement

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Comet Academy Cooperative Agreement, as presented, pending any further negotiations with Relevant Academy.

## **COOPERATIVE AGREEMENT**

Between Relevant Academy and Grand Ledge Public Schools

This cooperative agreement is made by and between Relevant Academy (“Relevant”), a Michigan public school academy whose address is 220 Lamson St (3rd Floor), Grand Ledge, MI 48837, and Grand Ledge Public Schools (“Grand Ledge”), a Michigan general powers school district whose address is 220 Lamson Street, Grand Ledge, Michigan 48837.

### **WHEREAS:**

- Revised School Code Section 11a, MCL 380.11a, authorizes a general powers school district to enter into agreements, contracts, or cooperative arrangements with other public entities as part of performing the functions of the school district; and
- Revised School Code Section 504a(d) authorizes a public school academy to enter into agreements as necessary to perform its functions; and
- Revised School Code Section 1282, MCL 380.1282, enables school districts to establish and carry on the grades, schools, and departments they consider necessary or desirable for the maintenance and improvement of their schools and determine the courses of study to be pursued; and
- State School Aid Act Section 3, MCL 388.1603(7), and Pupil Accounting Manual Section 5-B further authorize schools to enter into “cooperative education programs,” which are written voluntary agreements to provide certain educational programs for students in certain groups of schools; and
- State School Aid Act Section 21f, MCL 388.1621f, in conjunction with Pupil Accounting Manual Section 5-O-D, authorizes school districts to provide “virtual courses,” which are courses of study that are capable of generating a credit or a grade and are provided in an interactive learning environment where the majority of the curriculum is delivered using the internet and in which pupils may be separated from their instructor or teacher of record by time or location, or both; and
- Relevant Academy provides virtual programming for students in grades 9-12 (the “Program”), and Grand Ledge Public Schools is desirous of offering the opportunity of enrollment in the Program to eligible students, who are those students Grand Ledge has determined meet the requirements for enrollment in the Program (“Eligible Students”).

**NOW, THEREFORE,** the Parties agree to the terms and conditions set forth herein.

1. **Term:** This agreement is effective from August 21, 2023 through June 30, 2024. The Parties must approve this Agreement on an annual basis pursuant to Pupil Accounting Manual Section 5-B.
2. **Termination.** Either Party may terminate this Agreement at any time, with or without cause, by providing written notice to the other Party. Termination shall become effective at the end of the current contract year (i.e., June 30) and shall not relieve the terminating Party from its obligations under the Agreement until the effective date of termination.

3. **Payment:** Grand Ledge will reimburse Relevant for all services at the agreed upon rate of 70% of the per pupil allocation for regular education students and 65% of the per pupil allocation for students with active IEPs. This amount will be prorated based on the number of classes in which the student is enrolled, and the amount of time enrolled.
  - 4 Classes = 70% of the per pupil allocation for a full year enrollment
  - 3 Classes = 52.5% of the per pupil allocation for a full year enrollment
  - 2 Classes = 35% of the per pupil allocation for a full year enrollment
  - 1 Class = 17% of the per pupil allocation for a full year enrollment
  - Partial year enrollments will be prorated as a percentage of days attended out of 181 total school days.
  
4. **Resident District Obligations.** Grand Ledge will fulfill all obligations of a primary district under Section 21f of the State School Aid Act and Section 5-O-D of the Pupil Accounting Manual, including but not limited to the following:
  - a. Claim the per pupil foundation allowance equal to 1.0 FTE.
    - i. Foundation amount will be based on the State Aid Report.
  - b. Assign a “mentor” to each pupil enrolled in a virtual course and supply Relevant with the mentor’s contact information before each academic term. Each “mentor” shall be a professional employee of Grand Ledge who satisfies the requirements for “mentors” established in Section 21f of the State School Aid Act, MCL 388.1621f, and Section 5-O-D of the Michigan Pupil Accounting Manual. Mentors will be granted access to Virtual Program courses in which the mentor’s student is participating.
  - c. Provide compatible devices and internet access thereon, along with “technology protection measures” (i.e., a technology that filters internet access) on its devices to protect minors from visual depictions that are obscene, child pornography, or harmful to minors.
  - d. Grant appropriate academic credit for successful course completion and count credit toward graduation and subject area requirements.
  - e. Maintain all responsibility for administration of any state-mandated testing or assessments, and for all required reporting of data derived from testing, assessments, or otherwise.
  - f. Grand Ledge is responsible for the provision of special education and related services, including the evaluation of students for such services, the development of Individualized Education Programs, the development of 504 Plans, the implementation of such plans (with the exception of 504 plans or IEPs that require the implementation of accommodations to the teaching/learning environment), providing a free appropriate public education, and all costs associated with providing special education and related services. When an IEP or 504 plan requires accommodations to the teaching/learning environment, Relevant will ensure that these accommodations are implemented in the classroom setting when applicable. Relevant will collect necessary data to demonstrate implementation of IEPs and 504 Plans and provide that data to Grand Ledge. Relevant will promptly notify Grand Ledge if Relevant has reason to suspect that an Eligible Student participating in the Program may be a student with a disability.



- g. If the pupil is enrolled in more than two (2) virtual courses in an academic term, semester, or trimester, Grand Ledge will first determine that enrollment is in the best interest of the pupil and ensure the pupil agrees with Grand Ledge's recommendation.
- h. Grand Ledge is responsible for all arrangements and costs associated with due process hearings.
- i. Grand Ledge is responsible for student discipline.
- i. Grand Ledge is responsible for providing transportation.
- j. Grand Ledge will present the course catalog to its Board of Education for approval.

**5. Educating District Obligations.** Relevant will:

- a. Not claim the per pupil foundation allowance for Grand Ledge students enrolled in the Program pursuant to this Agreement.
- b. Bill Grand Ledge for any agreed upon services at the agreed upon rates outlined above.
- c. Be responsible for the personnel necessary for the delivery of the agreed upon programs and services.
- d. Assist, as requested by Grand Ledge, with implementing accommodations for students with disabilities.
- e. Assign grades for each student enrolled in each class so that Grand Ledge may award credit earned towards graduation per the handbook.
- f. Provide Grand Ledge with the course catalog for Board of Education approval.
- g. Offer courses from the approved course catalog through the Program, which shall be comprised of live instruction, asynchronous instruction, and on-demand work, and which shall be operated in compliance with Section 21f of the State School Aid Act, Section 5-O-D of the Pupil Accounting Manual, and all other applicable provisions of state law or the Pupil Accounting Manual.
- h. Except as otherwise stated in this Agreement, Relevant shall provide all learning materials for virtual courses.
- i. Assign each pupil a teacher of record and provide Grand Ledge with the personnel identification code from the Center for Educational Performance and Information ("CEPI") for the teacher of record. Each "teacher of record" shall be employed directly by Relevant and shall:
  - i. Hold a valid Michigan teaching certificate, substitute permit, authorization, or approval issued by the Michigan Department of Education ("MDE").
  - ii. If applicable, be endorsed in the subject area and grade of the virtual course.
  - iii. Be responsible for providing instruction, determining instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies and modifying lessons, reporting outcomes, and evaluating the effects of instruction and support strategies.
  - iv. Have a personnel identification code provided by CEPI.
- j. Ensure that the virtual course is academic in nature and approved by Relevant's Board.

- k. Assign grades and other marks to Eligible Students in the Program. For a course required by Michigan law for graduation, a teacher of record shall not award credit unless the student has demonstrated the level of content proficiency required by law.
- l. If required by law, not later than October 1 each fiscal year, provide the Michigan Virtual University with an aggregated count of enrollment for each virtual course the provider delivered during the preceding school year and the number of enrollments in which the pupil earned 60% or more of the total course points for each virtual course.
- m. Assist Grand Ledge with pupil accounting documentation for participating students, as necessary.

6. **Student Education Records.** Relevant will receive Eligible Students' personal data, including "personally identifiable information" or "education records", as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, 34 CFR Part 99, as an incident of the Program. Grand Ledge shall ensure that its annual FERPA notices (e.g., its opt-out form for directory information disclosures, per Revised School Code Section 1136, MCL 380.1136) are consistent with this provision. In addition, Relevant administrators and teachers shall be deemed "school officials determined to have a legitimate educational interest" under 34 CFR 99.31(a)(1), within Grand Ledge's policies and procedures. In accordance with this "school official" exception, Program administrators and teachers: (1) are performing an institutional function or service that Grand Ledge has outsourced to it and which would otherwise be performed by Grand Ledge personnel; (2) have a legitimate educational interest in the FERPA-protected information; (3) are under the direct control of Grand Ledge with respect to the use and maintenance of education records; and (4) will comply with the applicable regulations concerning re-disclosure of personally identifiable information.

7. **Liability.** Each Party shall have and retain liability to third parties for injuries sustained or damages incurred on its own premises and through the actions of its own employees or agents, any of its obligations under this Agreement, or under law, except such liability that may arise by reason of the actions or omissions of the other Party, its agents, or employees. Nothing herein shall be construed as a waiver of governmental immunity.

8. **Financial Compliance.** The Program shall be operated in accordance with the Uniform Budgeting and Accounting Act, MCL 141.421 *et seq.*; the State School Aid Act, MCL 388.1601 *et seq.*; and all other laws pertaining to the financial operation of such a program.

9. **Dispute Resolution.** The Parties will meet in good faith to resolve any disputes related to this Agreement. If a meeting does not resolve the dispute to both Parties' satisfaction, the Parties will participate in facilitated mediation with a mutually agreed-upon mediator. If the Parties cannot agree on a mediator, or if mediation does not resolve the dispute to both Parties' satisfaction, the dispute may be submitted to binding arbitration, the decision from which shall be the sole and exclusive remedy for disputes between the Parties under this Agreement. Such arbitration shall be conducted in accordance with the rules of the American Arbitration

Association. The arbitrator's fee shall be shared equally between the Parties. All Parties may have legal representation, but shall be individually responsible for their respective legal expenses. A judgment on the arbitrator's award may be entered in any court of competent jurisdiction. The Parties expressly agree that this arbitration agreement precludes them from filing claims against the other in court and effectively waives any right to a jury trial.

10. **Successors and Assigns.** This Agreement shall not be assigned, or subcontracted, without the written consent of the other Party, which may be reasonably withheld. If consent has been provided in advance of any assignment or subcontract, this Agreement shall inure to the benefit of and shall be binding upon the successors and permitted assigns of the Parties.

11. **No Joint Employment.** The terms of this Agreement will not be construed in any manner whatsoever so as to create a joint employer relationship between Relevant and Grand Ledge. Relevant employees will not be considered employees of Grand Ledge at any time, or vice versa, because of this Agreement.

12. **Bargaining.** This Agreement is an intergovernmental agreement to consolidate or otherwise collaborate regarding one or more functions or services through the use of technology to deliver educational programs and services, as permitted by Public Employment Relations Act Section 15, MCL 423.215(11) and MCL 423.215(3)(h).

13. **Nondiscrimination.** The Parties agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. The Parties further agree not to discriminate against any individual, including any Eligible Student, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this paragraph may be regarded as a material breach of contract.

14. **Waiver.** Failure by either Party, at any time, to require performance by the other Party, or to claim a breach of any provision of this Agreement, will not be construed as a waiver of any subsequent breach, will not affect the validity and operation of this Agreement, and will not prejudice either Party with regard to subsequent action to enforce the terms of this Agreement.

15. **Severability.** If any provision of this Agreement should be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of this Agreement will not be affected, impaired, or prejudiced thereby, unless the provision(s) removed materially impact the basic intent of this Agreement.

16. **Governing Law.** This Agreement and the rights and obligations of the parties hereunder will be governed by and construed in accordance with the laws of the State of Michigan.

17. **Counterparts.** This Agreement may be executed in one or more counterparts, including facsimile and electronic signatures, each of which will be deemed to be an original, but all of which constitute one and the same agreement.

18. **Entire Agreement.** This Agreement sets forth the entire understanding between the parties with respect to the subject matter of this Agreement and supersedes all previous oral or written agreements and understandings on the subject matter between the parties. No provision of this Agreement may be modified except in writing executed by both Parties.

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Lauren Blakley, Director  
Relevant Academy

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Dr. William Barnes, Superintendent  
Grand Ledge Public Schools

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Date

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Date



## NEW BUSINESS E

### **E. Designation of Health Care Center Location at Grand Ledge High School**

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education Designate Room 118 for the Health Care Center at Grand Ledge High School, as presented.



## COMMENTS FROM STAFF & BOARD



## FUTURE TOPICS

- First Day of the 2023-2024 School Year for Students - August 30, 2023 - 1/2 Day
- Board Bond Advisory - Monday, September 11, 2023 - 5:00 p.m. - Sawdon Room 107
- Work Session - Monday, September 11, 2023 - 6:00 p.m. - Board Room



## ADJOURNMENT

Time: \_\_\_\_\_