

# Grand Ledge Public Schools



## Board of Education



**SEPTEMBER 12, 2022  
WORK SESSION**

**SAWDON ADMINISTRATION BUILDING  
ADMINISTRATIVE CONFERENCE ROOM  
6:00 PM**



***Grand Ledge Public Schools***  
**Committee of the Whole/Work Session**  
**of the**  
**Board of Education**

Please take notice that the Board of Education will hold a Committee of the Whole / Work Session on:

**Date:** Monday, September 12, 2022  
**Place:** Sawdon Administration Building  
***Board Room***  
220 Lamson Street  
Grand Ledge, MI 48837  
**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  
Grand Ledge Independent  
Melissa Mazzola, Co-President, GLEA  
Greg Almy, Co-President, GLEA  
Cindy Zerbe, President, MEA/NEA Unit I, Secretarial /Clerical  
TBD, President, MEA/NEA Unit III, Food Service  
Vicki Wenzlick, 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  
Sarra Ruiz, President, Custodial Association

*Date of Posting: September 7, 2022*

**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  
Monday, September 12, 2022  
6:00 pm**

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- I. Call to Order & Pledge of Allegiance.....Jon Shiflett, President
- II. Roll Call..... Dr. Bill Barnes, Acting Superintendent
- III. Public Comment
- IV. Discussion Item
  - A. Preliminary State Testing Results

V. Action Items

- A. Approval of August 22, 2022 Regular Meeting Minutes
- B. Approval of Teacher Leave of Absence
  - a. Lacy Schneider –Special Education Teacher – Willow Ridge
- C. Approval of Teacher Hirings

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Name</u>	<u>Position</u>	<u>Building</u>
Becky Manore	Spanish	High School	Neha Chellury	4 <sup>th</sup> Grade	Delta Center
Jay Skeen	English	High School	Julie Shotwell	Interventionist	Holbrook
Greggory Stevens	English	High School	Sarah Young	Kindergarten	Wacousta
Tori Sweet	6 <sup>th</sup> Grade	Hayes	Jennifer Pinckney	Math	7-12 Distance Learning

D. Approval of Maintenance Agreement (GLPS & Eaton County Drain Commission)

E. Approval of the Payment of Capital Funds Invoices

- a. Clark Construction – August 2022
- b. Trades – August 2022
  - Dobie Construction
  - Driesenga & Assoc.
  - E.T. MacKenzie
  - Integrity Interiors
  - Lansing Tile & Mosaic
  - Vander Hyde

F. Approval of the Payment of Sinking Fund Invoices

- a. DL Barron Concrete
- b. Myers Plumbing & Heating

G. Approval of the Payment of Proposal 1, Series 2 Bond Invoices

- a. Clark Construction – August 2022
- b. GMB Architects & Engineers– August 2022
- c. Trades – August 2022
  - American Asphalt
  - E.T. MacKenzie
  - Leavitt & Starck Excavating
  - Bork Brother Painting

H. Approval of the Payment of Proposal 2, Series 1 Bond Invoices

- a. Clark Construction – August 2022
- b. GMB – August 2022
- c. Trades – August 2022
  - A Production Cleaning
  - Aaron Glass
  - American Asphalt
  - Aquatic Source
  - Asbestos Abatement
  - Centennial Electric
  - E.T. MacKenzie
  - Glazing Solutions
  - H & H Painting
  - IntegraCore
  - Stafford Smith
  - Twin Lakes Nursery
  - Valley City Sign
  - Vander Hyde Mechanical

I. Approval of the Payment of Proposal 2, Series 2 Bond Invoices

- a. Clark Construction – August 2022
- b. GMB Architects & Engineers – August 2022
- c. Trades – August 2022
  - Centennial Electric
  - Davenport Masonry
  - Dobie Construction
  - Integrity Interiors
  - Kerkstra Precast
  - Moore Trosper
  - Professional thermal
  - Proline Concrete
  - Ritsema Associates
  - Stonecreek Interior
  - Total Fire Protection

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**Grand Ledge Public Schools**  
**Board of Education**  
**MEETING AGENDA**  
**Monday, September 12, 2022**  
**6:00 pm**

- VI. Comments from Staff and Board
- VII. Future Topics
  - Potential Board Bond Advisory Meeting – Monday, September 26, 2022, 6:00 p.m. Sawdon Room 107
  - Regular Meeting - Monday, September 26, 2022, 6:00 p.m. Sawdon Board Room
- VIII. Closed Session – Attorney/Client Privilege – Per Section 8(1)(e) and Per Section 8(1)(h) of the Open Meetings Act, PA 267 of 1976 – Estate of Malachi Williams v Grand Ledge Public Schools, File No. 99670, Metcalf Arbitration & Devenbaugh v Grand Ledge Public Schools Civil Rights Case #625144
- IX. Reconvene in Open Session
- X. Adjournment



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

President Jon Shiflett

"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 Bill Barnes



## PUBLIC COMMENT

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.



## DISCUSSION ITEMS

### A. Preliminary State Testing Results





## **ACTION ITEM A**

### **A. Approval of August 22, 2022 Regular Meeting Minutes**

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the August 22, 2022 Regular Meeting Minutes, as presented.

# GRAND LEDGE PUBLIC SCHOOLS

## *Board of Education*

Regular Meeting – August 22, 2022

### MINUTES

President Shiflett 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:** Jon Shiflett, Nicole Shannon, Denise DuFort and Ben Cwayna. Toni Toni Glasscoe joined the meeting at 6:09 p.m. **Members Absent:** Jarrod Smith and Sara Clark Pierson. **Central Office Administrators:** Bill Barnes, Steve Gabriel, Julie Waterbury, Wendy Seida, Kelly Jones, Mark Deschaine and John Ellsworth. **Others in Attendance:** Kim Laforet, Jan M. Seeger, Melissa Mazzola, John Piper, D’Nita Tico, Ashley Oneil, Kyle Dymond, Sally Jo Nelton, Julie Tadgerson, Kim Abed, Ashley Kuykendoll, Allyson McCann and Kim Manning

#### APPROVAL OF AGENDA ITEMS

**Motion by Mr. Cwayna, seconded by Ms. Shannon for the Grand Ledge Public Schools Board of Education to approve the August 22, 2022 Agenda Items, as presented. The motion carried unanimously.**

#### APPROVAL OF CONSENT AGENDA ITEMS

**Motion by Mrs. DuFort, seconded by Ms. Shannon for the Grand Ledge Public Schools Board of Education to approve the August 22, 2022 Consent Agenda Items, as presented.**

Included on the Consent Agenda was the August 5, 2022 Special Meeting Minutes, the August 8, 2022 Work Session Minutes, Administrative Contract Extension for the Assistant Superintendent of Academic Services, and the Teacher Hirings of Sara Gooley, Kymberlee Davis, Erin Kowalesky, Stacy Kruse, Angela Buckland, and Emily (Grierson) Baker.

**The motion carried unanimously.**

Superintendent Barnes expressed his appreciation and thanks to Dr. Gabriel for his willingness to stay on with the district and reassuming the roll of Assistant Superintendent for Academic Services. He shared he is excited for the new members joining our team and thanked Mrs. Jones and Mrs. Seida for working hard to fill open positions noting this is not the end of our hiring process for the year.

#### REPORTS

##### **A. Capitol Connections Report**

President Shiflett shared that everyone is out campaigning for the November election and encouraged everyone to talk with the candidates sharing the importance of public education to our community and our kids.

**B. Eaton RESA Report**

Mrs. DuFort shared information on the presentation from the Career and Technical Early College and sharing a student who attended Relevant Academy spoke sharing her experience and the support she received through the program, noted contracts were signed, addressed the shortage of psychologists and that she attended the Eaton RESA kick-off for staff and commended the speaker, Jay Marks.

**C. Grand Ledge Education Foundation**

Ms. Shannon noted GLEF is gearing up for the next round of teacher grants for the 2022-2023 school year and planning for an event to honor last year's grant recipients.

**D. Bond Update**

Bond Supervisor John Piper provided the board with an update on the landscaping outside the Beagle pool area and the track, noted construction at Delta Center noting temporary fencing will go up this week and sharing the band classroom and choir classroom at the new High School Fine Arts will be ready to go by the end of August.

Mr. Cwayna asked for clarification on the issue with the new pool at Beagle regarding the diving well.

Mr. Piper and Superintendent Barnes provided a detailed overview of the concerns and noted the district has addressed the concerns whereby the new pool will go to a one diving board well which bring it into the recommendations established by MHSAA. It was further noted that the pool passed inspection and compliance with all state authorities and this change was done out of an abundance of caution and at no cost to the district.

Dr. Barnes thanked Mr. Piper sharing he is happy to have him assuming this roll and thanking Dr. Johnson for his years of service to the district as the bond supervisor.

**E. Superintendent's Report**

Dr. Barnes noted kids return to the classroom next Wednesday. Opening Day for staff is next Monday with an all-staff presentation in the morning and then staff returning to their buildings for staff meetings and begin working in their classrooms. He shared information regarding the kindergarten launch noting he was at Delta Center's launch before the meeting and it is working well for our newest students. He noted we have exceeded our budget projections but noting that all numbers remain fluid until count day. He shared we currently have 376 approved schools of choice applications and 29 approved release students with more still coming in. He shared the District Leadership Team met last Thursday and Friday to get the year off right, talk about the strategic plan and policies and procedures. In closing he shared at the last meeting there was questions about our COVID protocols for the school year noting information is still being gathered from the health department but communication will be going out to families this week noting protocols are lessened even more from last year and it should look very much more like business as usual noting he is excited to start the school year and commenting it is a good time to be a comet.



### PUBLIC COMMENT

Ms. Shannon read the rules for addressing the board.

Scott Martzke addressed the board regarding active shooter events, referencing training that Grayling Public School District has undertaken, and discouraging keeping security plans in a silo noting he believes it is better to publicly announce staff training, alarm systems and where cameras are, which he stated would be a deterrent to the shooter. He played a video of the Uvalde incident noting the perpetrator entered through an open door and commenting the district must prioritize school safety.

Stacy Erwin Oakes address the board congratulating Dr. Barnes, expressing excited about the school year and asking the board to support legislation which would make the collection of biometric information illegal once it is introduced in the Michigan legislature in the fall sharing her communication with a member of the Michigan legislature.

Kim Laforet addressed the board questioning the pool at beagle sharing it is her understanding the pool was built to NCAA standards and not MHSAA standards questioning how that was approved and asking how much it is going to cost the district to fix. She further shared that several schools have pulled out of competing and that the MMA has pulled out completely and will not allow their swimmers here in Grand Ledge. In closing she questioned a door in the coachs' room that looks into the locker room.

Dawne Velianoff addressed the board congratulating Dr. Barnes and commenting on doors being left propped open, the issue with the pool at Beagle, flags not being addressed specifically Black Lives Matter flags noting students need to come to school to learn.

Ashley Oneil addressed the board asking to give her time to Scott Martzke. This request was denied.

### NEW BUSINESS

#### **A. DISCUSSION ON EATON COUNTY YOUTH FACILITY STUDENT RECEIVING DIPLOMA**

Dr. Barnes noted implementing this practice would represent a change in how we do business and will require board approval so he wanted to start a discussion. As you know we oversee the Eaton County Youth Facility. Recently, there were a couple of students who had enough credits to receive a diploma. The district would need to establish requirements for this diploma and the board would have to approve those requirements. He noted these are few and far between, but when we have an instance where a student can receive a Michigan Merit Curriculum Diploma, it seems it would be in the best interest of the student to allow them that opportunity. He shared he is gathering information from the state and looking into the feasibility noting many facilities across the state do allow these students to receive their diploma and would welcome a discussion among the members.

Ms. Shannon asked if we have the administrative capacity to handle this and what it would mean for the district.

Mrs. DuFort expressed she would support giving the students the opportunity to receive their diploma sharing this is a big event for any student.

**B. APPROVAL OF 2022-2023 MHSAA MEMBERSHIP RESOLUTION**

**Motion by Ms. Shannon, seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to approve the 2022-2023 Michigan High School Athletic Association Membership Resolution, as presented.**

**ROLL CALL VOTE:**

Dr. Glasscoe	<u>YES</u>	Mrs. DuFort	<u>YES</u>
President Shiflett	<u>YES</u>	Mr. Cwayna	<u>YES</u>
Ms. Shannon	<u>YES</u>		

**The motion carried unanimously.**

**C. APPROVAL OF 2022-2023 CURRICULUM GUIDES**

**Motion by Mrs. DuFort, seconded by Ms. Shannon for the Grand Ledge Public Schools Board of Education to approve the 2022-2023 Curriculum Guides, as presented.**

A detailed discussion among the members commended the inclusion of the flowcharts for visual learners, questioning why Intro to Computers is an elective and if this curriculum shifted toward recommendations included in the EDIC report.

Dr. Barnes advised logistically, the cost of running the Intro to Computers course and the ability to have enough certified teachers to teach the course make it prohibitive to offer to all students and clarifying curriculum guides do not outline the day-to-day instruction a student receives but provides an outline of courses we are able to offer our students.

**The motion carried.**

**D. APPROVAL OF 2022-2023 STUDENT HANDBOOKS**

**Motion by Mrs. DuFort, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the 2022-2023 Student Handbooks, as presented.**

Dr. Barnes noted the student handbooks are a living document and periodically, throughout the school year, the district leadership team will be reviewing the handbooks for further updates, which will be brought back to the board for discussion and approval, but this provides us the starting point.

**The motion carried unanimously.**

**COMMENTS FROM STAFF AND BOARD**

Executive Director of Student Services Wendy Seida shared she is hosting a community meet and greet on Wednesday, August 24<sup>th</sup> from 9:00 – 11:00 am and 5:00 – 7:00 pm. Students, parents and the community can come in and meet and talk with her.

Dr. Barnes commented if people sitting at this table looked surprised by comments made regarding groups pulling out of competing at Grand Ledge it is because this has not been communicated with him as the Superintendent. He reiterated the MHSAA has recommendations, but not requirements and stating there has been no communication from MHSAA that we cannot

hold meets at our new facility. He shared further detail noting MHSAA recommends a depth of 12 feet and the NCAA recommends 11 feet. The diving well at Beagle is 11.5 feet. He again shared the Beagle pool is entirely up to code and has been approved by the necessary agencies for occupancy and use. However, out of an abundance of caution the district opted to go to a one diving board well and reiterating there was no cost incurred by the district for this change. He went out to point out we have a responsibility to ensure students feel safe, seen and heard in their classrooms, students should feel like they are a part of their school, emotionally and physically when they walk into their school. He commented we have a great relationship with our first responder partners and last Wednesday's AVI training was a great learning experience for all involved noting we, as a district, learned a great deal.

Mrs. DuFort noted she is excited to start the new year and has heard from several parents and families they are excited with the change to kindergarten round-up to the kindergarten launch providing the students an opportunity to be in their building prior to the start of the school year.

Dr. Glascoe apologies for her lateness noting Lansing Community College started classes last week and she has had the opportunity to speak with many Grand Ledge graduates who are starting their post-secondary education. She further shared that she does not 100% support any organization that she is a part of, but she trusts the school district will deal with issues noting Dr. Barnes is very responsible and will do what is best for students.

**ADJOURNMENT**

The meeting adjourned at 6:52 p.m.

Respectfully Submitted:

Attest:

\_\_\_\_\_  
Jarrod Smith, Secretary

\_\_\_\_\_  
Jon Shiflett, President





## **ACTION ITEM B**

### **B. Approval of Teacher Leave of Absence**

- a. Lacy Schneider - Special Education Teacher - Willow Ridge

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Teacher Leave of Absence for Lacy Schneider for the 2022-2023 School year, as requested.



Kelly J. Jones  
Director of Human Resources


August 19, 2022

Re: Leave of Absence Request – Lacy Schneider

This letter serves as a recommendation of support to grant Lacy Schneider a 1-year leave of absence from teaching at Grand Ledge Public Schools. Lacy Schneider, Elementary Teacher at Willow Ridge has been in the district since January of 2020 and has recently accepted a position at another school district for the 2022-2023 school year.

Ms. Schneider understands that if she chooses to return for the 2023-2024 school year that she is not guaranteed her previous position and that we will make an earnest effort to transition her back into the district.

Sincerely,

  
Kelly J. Jones  
HR Director



Erika Conley &lt;conleye@glcomets.net&gt;

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**Re: Leave of absence**

1 message

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**Kelly Jones** <jonesk@glcomets.net>

Fri, Aug 19, 2022 at 11:28 AM

To: Lacy Schneider &lt;schneiderl@glcomets.net&gt;, Erika Conley &lt;conleye@glcomets.net&gt;

Thanks Lacy for letting me know. Congratulations, what a great opportunity for you. We will process your resignation and request a 1 year leave of absence from the Board of Education. Just a reminder, if you do choose to return after your 1 year LOA, we can't guarantee that you would get your same position. Let me know if you have any questions or concerns.

On Fri, Aug 19, 2022 at 9:26 AM Lacy Schneider <schneiderl@glcomets.net> wrote:

Mrs. Jones,

Good morning! I have been given the opportunity to step away from the classroom into a leadership coaching role. I feel this is a great opportunity for me to grow professionally. This will be my first experience away from the classroom and I have cautiously accepted this new position. Grand Ledge has been a wonderful district to be apart of and has graciously been my professional home for many years. I would like to request a leave of absence for the 22-23 school year while I further explore this role and opportunity.

Thank you for your time and consideration in this matter.

Lacy Schneider

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Kelly J. Jones  
Director of Human Resources  
Grand Ledge Public Schools  
517.925.5406  
[jonesk@glcomets.net](mailto:jonesk@glcomets.net)





## ACTION ITEM C

### C. Approval of Teacher Hirings

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the teacher hiring of Becky Manore, Jay Skeen, Gregory Stevens, Tori Sweet, Neha Chellury, Julie Shotwell, Sarah Young and Jennifer Pinckney, as presented.



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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:** September 7, 2022

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I recommend the hiring of the following candidates for employment during the 2022-2023 school year. Each candidate has the qualifications and certifications necessary for the recommended position.

Becky Manore	Spanish Teacher	High School
Jay Skeen	English Teacher	High School
Greggory Stevens	English Teacher	High School
Tori Sweet	6 <sup>th</sup> Grade Teacher	Hayes Intermediate
Neha Chellury	4 <sup>th</sup> Grade Teacher	Delta Center Elementary
Julie Shotwell	Interventionist Teacher	Holbrook Elementary
Sarah Young	Kindergarten Teacher	Wacousta Elementary
Jennifer Pinckney	Math Teacher	7-12 Virtual Distance Learning

KJJ/edc

# • BECKY JEAN MANORE •



## EDUCATION

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- 5/09 – 5/10 ● **M.A. in Teaching & Curriculum:** Michigan State University, East Lansing, MI. G.P.A. 3.8
- 8/04 – 6/05 ● **Teaching Certificate:** Double Majors with Secondary Endorsements in Spanish (**FF**) and Social Studies (**RX**), College of Education, MSU. Considered **highly qualified** in both subject areas.
- 5/04 ● **B.A. in Spanish:** College of Arts & Letters, Michigan State University.
- 5/04 ● **B.A. in Social Relations:** James Madison College, Michigan State University. G.P.A. 3.3
- 5/99 ● **High School Diploma:** Johannesburg-Lewiston High School, Johannesburg, MI. G.P.A. 3.3

## WORK EXPERIENCE

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- 1/13 – Present **Online Spanish Instructor, Michigan Virtual Schools, Lansing, MI:**
- Taught AP Spanish along with Spanish I, II & III. Worked with students and mentors in an online community.
  - Provided oral and written feedback to students. Monitored students' grades and updated progress reports. Created weekly announcements to help motivate and engage students.
  - Utilized technology to enhance student experience by creating screencasts, games, and flashcards.
  - Nominated for Michigan Virtual Teacher of the Year (2016)
- 9/08 – Present **High School Spanish Teacher, Eaton Rapids Public Schools, Eaton Rapids, MI:**
- Taught Spanish I, II, III, and computer applications. Designed curriculum, assessments, and activities.
  - Integrated technology such as: green screens, Google Classroom, class website, Chromebooks, QR Codes, drag and drop listening activities. Incorporated a plethora of formative assessments (Kahoot, Quizzalize, Blooket, Gimkit, Plickers, Quizlet, Quizizz)
  - World Language Department Chair (2011-to present), Member of School Improvement Team, District Leadership Team, Technology and PBIS. In (2016) became Data Coach for high school as part of the MTSS team.
  - Highly Effective Evaluations since 2012
- 8/06 – 6/08 **High School Spanish Teacher, Almont Community Schools, Almont, MI:**
- Taught Spanish I, II, III, and 8<sup>th</sup> grade. Created and implemented unique lessons and activities.
  - Created curriculum for trimesters; including scope and sequence, common assessments and pacing guide containing the new Michigan World Language Standards and Benchmarks.
  - Sponsor for the Spanish Club and the Class of 2010 for two years.
- 8/05 – 6/06 **High School Spanish Teacher, Tahquamenon Area Schools, Newberry, MI:**
- Taught Spanish I, II, III, and IV classes, as well as 8<sup>th</sup> grade.
  - Completed 6 preps daily, while creating all homework assignments, quizzes, and tests.
  - JV Volleyball Coach as well freshman class sponsor.

## LANGUAGE EXPERIENCE

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- 5/04 – 7/04 **Internship *InteRed* Madrid, Spain:**
- Composed and compiled records in Spanish for people who entered the volunteer program.
  - Answered phones, created event flyers. Lived with a Spanish-speaking host family.
- 1/03 – 5/03 **Studied Abroad in Cáceres, Spain, (Spanish, Language, Literature and Culture):**
- Attended *La Universidad de Extremadura* for a semester. Completed four Spanish courses.
  - Traveled extensively throughout Spain and Europe, and gained numerous cultural experiences.
  - Lived with a Spanish-speaking host family.

## PROFESSIONAL EXPERIENCE

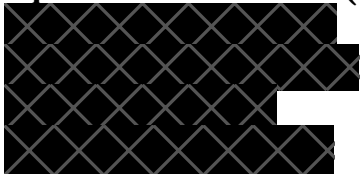
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- 2013 – 2016 **Spanish Presenter** with *Savvy Señoras World Language Mini-Conference*, (Midland, MI) *World Language Tech Rally* (Charlotte, MI), *MIWLA* (Lansing, MI) *Collaboration of the Minds, MV*(Lansing, MI).
- 2009 – 2015 **Mentor Teacher for College Students**
- Mentored twelve students from MSU and Spring Arbor College. Helped develop future teachers through observation and instruction.
  - Assisted students with teaching responsibilities such as: planning, implementing standards, developing creative materials, activities, lessons, and assisting with classroom management.
- 2004 – 2016 **Member of the MIWLA (Michigan WorldLanguage Association):**
- 2011 - 2014 Conference Presenter: *A Twist on Classic Games: Improving Student Achievement Through Clip Art, Tech Savvy, Our Favorite Things*
- 2013 – 2020 **Attended Technology Conferences:**
- MiGoogle, and MACUL
- 2014 **Blended Learning in the Classroom (BLiC) Course Completion in Moodle.**
- 2000 – 2004 **Phi Sigma Pi, Beta Sigma Chapter (Honor/Service/Social Fraternity):**
- Awards Received:**
- 2015 • Chosen to attend ECET2MI (Elevating and Celebrating Effective Teaching and Teachers)
- 2002 – 2004 • Member of the Dean's List for five semesters, Michigan State University.

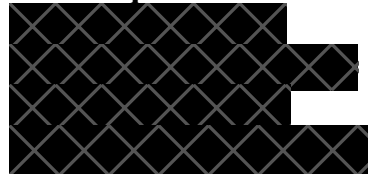
## REFERENCES

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**Tessa Villanueva**  
**Spanish Teacher (former student)**



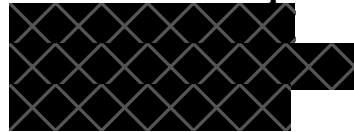
**David Johnson (Retired 2014)**  
**Principal Eaton Rapids High School**



**Derek Lounds**  
**Principal Eaton Rapids**



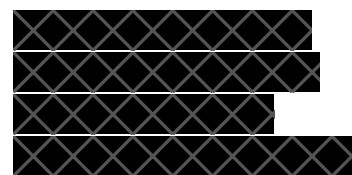
**Beth Marcus**  
**AP Eaton Rapids High School (Retired 2022)**





# Jay N. Skeen

Seeking a teaching position that will allow me to best serve the communities students and families.



## EXPERIENCE

### **Newport High School, Newport School District — *English Teacher, Advisory Teacher***

August 2021 - PRESENT

Supervision and care of students, writing and delivery of curriculum and content at the 9th and 11th grade level, working collectively with a teaching staff.

### **Newport High School, Newport School District — *Wrestling Coach***

November 2021- February 2022

Writing practice plans, matside coaching, technique instruction.

### **Newport High School, Newport School District — *Football Coach***

August 2021 - November 2021

Head JV Coach Offensive and Defensive Line Specialty, Long Snapping Coach

### **Selkirk Middle School, Central Valley School District — *Corp Substitute Teacher***

September 2019 - June 2021

Care and supervision of students, carrying out provided lesson plans.

## EDUCATION

### **Central Washington University (CWU), Ellensburg, WA — *Bachelors of Arts-Social Studies/Secondary Education Certificate***

September 2015 - June 2018

While at CWU I was given thorough instruction in Classroom Management, Writing Formative and Summative Assessments, Technology in the Classroom, Differentiated Instruction. CWU is known for....

## SKILLS

Building rapport with students and staff.

Collective Efficacy within a school staff.

Writing curriculum independently.

## AWARDS

**Teacher of the Month (“Griz of the Month”)** Nominated six times, won once. This award was voted on monthly by the student body.

## LANGUAGES

English

**Yakima Valley Community College, Yakima, WA — Degree**

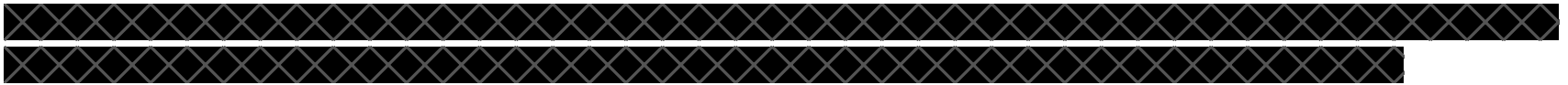
MONTH 2013 - MONTH 2015

I received my Associate of Arts at Yakima Valley Community College after surveying a wide range of courses such as Art Appreciation, Philosophy, World History, Public Speaking, etc.

**PROJECTS**

**School Leadership Committee — Newport High School**

As a part of this committee I assisted Newport High School administration in planning the Professional Development of our sta .



# Greggory A Stevens



## CERTIFICATION

Michigan Secondary Standard Certificate May 2022  
6-12 Social Studies (RX)  
6-12 English (BA)

## EDUCATION

Michigan State University, East Lansing, MI  
Teacher Certification May 2022  
Bachelor of Arts, Interdisciplinary Studies in Social Science: Education May 2021

- Teaching Major: Secondary Social Studies
- Teaching Minors: Secondary English and Secondary History

## TEACHING EXPERIENCE

**9th-12th Social Studies Teacher** May 2022-Present

J.W Sexton High School, Lansing School District, Lansing, MI

- Planned and Executed culturally relevant lessons in United States History, World History, and Multicultural Studies for 150 14-18 years olds in a diverse urban high school
- Responded to student interest to design and execute Multicultural Studies unit to address prevalent racial violence and analyze the legacy and impact of the Black Panther Party and Black Lives Matter Movement
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**Internship Placement** August 2021-April 2022

JW Sexton High School, Lansing, MI

- Observed mentor teacher and intern instructing and engaging with students in Advanced Placement United States History and Sociology courses
- Led instruction and designed units for five sections of 10th grade United States History and 11th/12th grade Government,, aligning content with Michigan Standards and necessary content areas and thinking skills
- Observed instructional technique and unit planned a Media Literacy unit for 12th grade English course
- Assessed and designed lessons around the skill sets and experiences of 80+ diverse students
- Aided in advising Student Government club and observing staff School Improvement Team to advocate for continual growth in the formation of a positive school culture for diverse students and staff

**Pre-Internship Placement 11th Grade US History** September 2020-Present

Waverly High School, Lansing, MI

- Observed mentor teacher and intern instructing and engaging with students in Google Meets format
- Analyzed techniques used by mentor teacher to instruct and assess diverse students in a virtual setting
- Presented a collaborative 15-minute virtual lesson to students with content and skills-based instruction and formative assessment incorporated throughout

## TEACHING RELATED SKILLS, AWARDS, AND CERTIFICATIONS

- 2021 *Houston Holocaust Memorial Museum Warren Fellowship for Future Teachers* Job Teachers  
Genocide Education Fellow
- Proficient in Google Suite tools including Drive, Meet, and Classroom; Office Suite Tools; and Zoom
- MHSAA Certified Official-Cross Country, Track and Field

## **OTHER EXPERIENCE**

### **Church Leadership Intern**

August 2021-Present

Riverview Church, Lansing, MI

- Collaborated with pastors and staff in planning and execution of community building and spiritual development events
- Planned outreach and fundraising events in collaboration with local nonprofits, community leaders, and church stakeholders
- Fundraised annual salary in collaboration with Reliant Missions Ministry Team Development Program
- Received ongoing mentorship in vocational discernment and spiritual development

### **Founding Committee Member**

November 2020-Present

Grand Ledge Public Schools Equity, Diversity, and Inclusion Committee

- Participating in ongoing efforts to spearhead efforts of Diversity, Equity, and Inclusion in Grand Ledge schools, formulating recommendations to Educators and Administrators
- Served on a Sub-Committee focused on the development of Diverse and Inclusive curriculum across subject areas, in K-12 classrooms

### **Case Management Assistant**

June 2020-July 2021

Advent House Ministries, Lansing, MI

- Connected individuals experiencing homelessness with community resources to achieve personal and housing stability
- Utilized outreach protocols to seek out individuals experiencing street homelessness not connected to services to offer assistance in working towards stability, and developed protocols for a new outreach partnership with the Downtown Lansing Capital Area Transit Authority Transportation Center
- Worked as a liaison between diverse clients and community service agencies, including dispersing funding for a statewide Eviction Diversion grant
- Coordinated teams of 10-20 volunteers to provide laundry, food and personal need deliveries to clients
- Maintained strict confidentiality of client information in accordance with HIPPA regulation

### **Volunteer Assistant**

July 2018-Present

Cross Country and Track & Field, Grand Ledge High School, Grand Ledge, MI

- Organized athlete logistics and data collection during practices, events, and interscholastic competitions
- Developed relationships with athletes and analyzed techniques of senior coaching staff

### **Emergency Shelter Support Staff**

April 2020-June 2020

COVID-19 Homeless Outreach Intervention Covered Enclosure Shelter Project, Advent House Ministries, Lansing

- Maintained hygiene, safety, and security for a COVID-19 shelter housing up to 49 diverse individuals
- Mediated conflicts, developed relationships, and met personal needs for numerous individuals experiencing homelessness with diverse mental health, substance use, and physical health related needs
- Responded to numerous crises related to medical and mental health emergencies, along with interpersonal verbal and physical conflicts between clients

### **Kids Club Coordinator**

May 2019-August 2019

Youthworks, Logan, WV

- Led week-long short-term mission-trip experiences, in a rural Appalachian community for High School aged Youth and Adult Chaperones within diverse church-groups from across the United States
- Developed, Coordinated, and Executed weekly educational, spiritual, and recreational programming for 50-80 high school aged students and adult chaperones on a team of 4 Staff
- Oversaw and led a daily children's ministry (Kid's Club) for 10-20 local children of diverse needs and abilities, coordinating programming, transportation, daily meals, behavior management, safety, and outside interventions for community children, including 6 interactions with Child Protective Services
- Built, Nurtured, and Maintained Professional and Personal Relationships with diverse stakeholders and community members through the summer



# TORI A. SWEET

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## EDUCATION

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- Lourdes University, Sylvania, OH  
*30 plus credits*  
Technology-Social Emotional Learning  
Overall GPA: 4.0  
Dean's List
- Central Michigan University, Mt Pleasant, MI  
*Master of Arts Degree – Technology: June 2015*  
Overall GPA: 4.0  
Dean's List
- Central Michigan University, Mt Pleasant MI  
*Bachelor of Science, Education: December 2012 (Cum Laude)*  
Major: Language Arts; Minor: Planned Program  
Overall GPA: 4.0  
Dean's List

## CERTIFICATIONS AND TRAININGS

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- Masters of Arts Degree in Technology
- 30 Plus Credits  
*Technology, Movement in the Classroom, Parent Support, Social and Emotional Learning*
- North America Montessori Center:  
*Specialized learning for all individual students*
- Michigan Provisional Elementary Teaching Certificate: December 2012  
*Elementary Education (ZG), K-5 (K-8 in a self-contained classroom; Language Arts (BX), 6-8)*
- Certified in Listen First (Levels I and II)
- Trained in communication, positive behavioral supports, special needs and sensory integration disorders
- Crisis Prevention Training
- American Heart Association for Adult, Child, and Infant CPR and First Aid

## TEACHING EXPERIENCES

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*Kindergarten– August 2021 – Current*

### **Hiawatha, Okemos, MI**

- Utilized Into Reading, Think Central, Read Naturally, TCI Science, for core instruction.

## TORI A. SWEET



- Collaborate and plan with my Kindergarten grade team to plan and implement appropriate work and activities.
- Collaborated with the entire building staff and team to best meet the needs of each student.
- Differentiated for each student for personal or school needs.
- Encourage a sense of curiosity through various subjects for each individual.
- Provided plans for each student so they are able to work on appropriate work that meets their level. (This could include work that is below or above grade level.)
- Created hands on materials that correlate with core instruction so students can have a better understanding.
- Differentiated instructions, objectives, and assessments to meet the needs of all learners, including students with differing abilities, hearing impaired, ADD/ADHD, and English Language Learners.
- Monitored students education through charts and files.
- Implemented positive management strategies to create a successful and safe learning community.
- Incorporate physical activity and arts throughout each subject area.
- Technology Coach for school district—traveling to different schools to teach teachers new programs on their devices.
- Technology Rep for building-my class would try new technology programs for the school and inform other classes about them.
- School Improvement team
- Co-planned and co-taught with teachers to establish meaningful instruction.
- Used behavior techniques as motivators to encourage and improve behavior.
- Enforced rules, routines and teacher's expectations.
- Intensified the range of learning through varied activities and teaching strategies.
- Independently taught and planned all subject areas for diversified learners.
- Provided an organized inviting, exciting, and challenging learning environment for all students.
- Assessed students using informal and formal instruction to track learning.
- Worked with students in small groups, as well as whole class and one on one to ensure the learning of individual students.
- Utilized all building technology including IPAD, document camera, skyward, excel, AIMSweb, GoogleDoc, GoogleSlides, and much more.
- Integrated technology throughout each subject area; Reading Street, Everyday Math reports, subject related reports and much more.
- Attended, presented and participated in professional development, staff meetings, specialist meetings, grade level meetings and other school functions.
- Involvement in other school activities such as health, science, social studies, reading programs, safety and leadership programs.
- Progress monitoring-Dibels.
- Provided Tier III support.
- Monitored students' progress and adjusted lessons for further student development.

## TORI A. SWEET

- Encouraged a sense of curiosity and a deeper understanding of all subject areas.
- Available to instruct and develop a positive relationship with staff and students.
- Enjoyed a positive professional relationship with all staff members and administrators.
- Communicated with parents to acknowledge superior work and areas of concern through phone calls, emails, class website, scheduled meetings and weekly newsletters.
- Check In-Check Out (CICO)-Identified behavioral needs for students and came up with a plan that worked for the students with daily rewards.

*First Grade – August 2018 – June 2021*

### **Hiawatha Elementary, Okemos, MI**

- Utilized Reading Street, Think Central, Read Naturally, TCI Science, for core instruction.
- Collaborate and plan with my first grade team to plan and implement appropriate work and activities.
- Collaborated with entire building staff and team to best meet the needs of each student.
- Differentiated for each student for personal or school needs.
- Encourage a sense of curiosity through various subjects for each individual.
- Provided plans for each student so they are able to work on appropriate work that meets their level. (This could include work that is below or above grade level.)
- Created hands-on materials that correlate with core instruction so students can have a better understanding.
- Differentiated instructions, objectives, and assessments to meet the needs of all learners, including students with differing abilities, hearing impaired, ADD/ADHD, and English Language Learners.
- Monitored students education through charts and files.
- Implemented positive management strategies to create a successful and safe learning community.
- Incorporate physical activity and arts throughout each subject area.
- Technology Coach for school district—traveling to different schools to teach teachers new programs on their devices.
- Technology Rep for building-my class would try new technology programs for the school and inform other classes about them.
- School Improvement team
- Co-planned and co-taught with teachers to establish meaningful instruction.
- Used behavior techniques as motivators to encourage and improve behavior.
- Enforced rules, routines and teacher's expectations.
- Intensified the range of learning through varied activities and teaching strategies.
- Independently taught and planned all subject areas for diversified learners.

## TORI A. SWEET



- Provided an organized inviting, exciting, and challenging learning environment for all students.
- Assessed students using informal and formal instruction to track learning.
- Worked with students in small groups, as well as whole class and one on one to ensure the learning of individual students.
- Utilized all building technology including IPAD, document camera, skyward, excel, AIMSweb, GoogleDoc, GoogleSlides, and much more.
- Integrated technology throughout each subject area; Reading Street, Everyday Math reports, subject related reports and much more.
- Attended, presented and participated in professional development, staff meetings, specialist meetings, grade level meetings and other school functions.
- Involvement in other school activities such as health, science, social studies, reading programs, safety and leadership programs.
- Progress monitoring-Dibels.
- Provided Tier III support.
- Monitored students' progress and adjusted lessons for further student development.
- Encouraged a sense of curiosity and a deeper understanding of all subject areas.
- Available to instruct and develop a positive relationship with staff and students.
- Enjoyed a positive professional relationship with all staff members and administrators.
- Communicated with parents to acknowledge superior work and areas of concern through phone calls, emails, class website, scheduled meetings and weekly newsletters.
- Check In-Check Out (CICO)-Identified behavioral needs for students and came up with a plan that worked for the students with daily rewards.

*First/Second Grade – August 2014 – Current*

### **Central Public Montessori, Okemos, MI**

- Utilized Reading Street, Everyday Math, Read Naturally, TCI Science, for core instruction.
- Included Montessori instructions into daily lessons.
- Encourage a sense of curiosity through various subjects for each individual.
- Provided plans for each student so they are able to work on appropriate work that meets their level. (This could include work that is below or above grade level.)
- Created hands on materials that correlate with core instruction so students can have a better understanding.
- Differentiated instructions, objectives, and assessments to meet the needs of all learners, including students with differing abilities, hearing impaired, ADD/ADHD, and English Language Learners.
- Monitored students education through charts and files.



## TORI A. SWEET

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- Implemented positive management strategies to create a successful and safe learning community.
- Incorporate physical activity and arts throughout each subject area.
- Technology Coach for school district—traveling to different schools to teach teachers new programs on their devices.
- Technology Rep for building-my class would try new technology programs for the school and inform other classes about them.
- School Improvement team
- Co-planned and co-taught with teachers to establish meaningful instruction.
- Used behavior techniques as motivators to encourage and improve behavior.
- Enforced rules, routines and teacher's expectations.
- Intensified the range of learning through varied activities and teaching strategies.
- Independently taught and planned all subject areas for diversified learners.
- Provided an organized inviting, exciting, and challenging learning environment for all students.
- Assessed students using informal and formal instruction to track learning.
- Worked with students in small groups, as well as whole class and one on one to ensure the learning of individual students.
- Utilized all building technology including IPAD, document camera, skyward, excel, AIMSweb, GoogleDoc, GoogleSlides, and much more.
- Integrated technology throughout each subject area; Reading Street, Everyday Math reports, subject related reports and much more.
- Attended, presented and participated in professional development, staff meetings, specialist meetings, grade level meetings and other school functions.
- Involvement in other school activities such as health, science, social studies, reading programs, safety and leadership programs.
- Progress monitoring-Dibels.
- Provided Tier III support.
- Monitored students' progress and adjusted lessons for further student development.
- Encouraged a sense of curiosity and a deeper understanding of all subject areas.
- Available to instruct and develop a positive relationship with staff and students.
- Enjoyed a positive professional relationship with all staff members and administrators.
- Communicated with parents to acknowledge superior work and areas of concern through phone calls, emails, class website, scheduled meetings and weekly newsletters.
- Check In-Check Out (CICO)-Identified behavioral needs for students and came up with a plan that worked for the students with daily rewards.

*Second Grade November 2013 – June 2014*

### **Lockwood Elementary, Eaton Rapids, MI**

- Utilized Reading Street, Everyday Math and Read Naturally for core instruction.
- Encourage a sense of curiosity through various subjects for each individual.

## TORI A. SWEET

- Differentiated instructions, objectives, and assessments to meet the needs of all learners, including students with differing abilities, hearing impaired, ADD/ADHD, and English Language Learners.
- Implemented positive management strategies to create a successful and safe learning community.
- Incorporate physical activity and arts throughout each subject area.
- Co-planned and co-taught with teachers to establish meaningful instruction.
- Used behavior techniques as motivators to encourage and improve behavior.
- Enforced rules, routines and teacher's expectations.
- Intensified the range of learning through varied activities and teaching strategies.
- Independently taught and planned all subject areas for diversified learners.
- Provided an organized inviting, exciting, and challenging learning environment for all students.
- Assessed students using informal and formal instruction to track learning.
- Worked with students in small groups, as well as whole class and one on one to ensure the learning of individual students.
- Utilized all building technology including IPAD, document camera, skyward, excel, and AIMSweb.
- Integrated technology throughout each subject area; Reading Street, Everyday Math reports, subject related reports and much more.
- Attended, presented and participated in professional development, staff meetings, specialist meetings, grade level meetings and other school functions.
- Involvement in other school activities such as health, science, social studies, reading programs, safety and leadership programs.
- Progress monitoring-Dibels.
- Provided Tier III support.
- Monitored students' progress and adjusted lessons for further student development.
- Encouraged a sense of curiosity and a deeper understanding of all subject areas.
- Available to instruct and develop a positive relationship with staff and students.
- Enjoyed a positive professional relationship with all staff members and administrators.
- Communicated with parents to acknowledge superior work and areas of concern through phone calls, emails, class website, scheduled meetings and weekly newsletters.
- Check In-Check Out (CICO)-Identified behavioral needs for students and came up with a plan that worked for the students with daily rewards.

*Title 1 Instructional Resource Teacher, Fourth – Sixth Grade: September-October 2013*

### **Charlotte Upper Elementary, Charlotte, MI**

- Utilized Wonders, WonderWorks, and Everyday Math for core instruction.
- Differentiated instruction, objectives, and assessments to meet the needs of all learners, including students with disabilities.

## TORI A. SWEET



- Cooperated with grade level teachers to develop pull out/push in schedules, curriculum focus and assessments.
- Worked individually or in small groups for specific instruction.
- Progress monitoring-Dibels.
- Intensified the range of learning through varied activities and teaching strategies.
- Monitored students' progress and adjusted lessons for further student development.
- Provided Tier III support.
- Available to instruct and develop positive relationships with students.
- Enjoyed a positive professional relationship with all staff members and administration.

### *Title I Instructional Math Resource Teacher, Kindergarten-Fourth Grade: January-June 2013*

#### **Hiawatha Elementary, Okemos MI**

- Item analysis of Everyday Math Mid-Year Data along with AIMSweb data to inform teachers and staff.
- Cooperated with grade level teachers to develop pull out/pull in schedule, curriculum focus and assessment.
- Created long range and daily lesson plans for math topics based on students' need to ensure maximum learning.
- Worked individually or in small groups with a focus on math skills.
- Intensified the range of learning through varied activities and teaching strategies.
- Monitored students' progress and adjusted lessons for further student development.
- Encouraged a sense of curiosity and a deeper understanding for all areas of math.
- Provided Tier III support.
- Available to instruct and develop positive relationships with students.
- Involvement in leadership programs-recycling, food drive, coat and mitten drive, and Senior Center contribution.

### *RTI Experience, January-June 2013*

#### **Hiawatha Elementary, Okemos MI**

- Check in-Check Out (CICO) – Identified behavioral needs for students, planned with guidance counselor to develop procedure and tried different approaches to work with the student.
- CICO – Behavior Team Meeting.
- Designated CICO person for student in need.
- Attended Behavior Team Meetings to identify plan, student goal, and daily rewards.
- Reported daily/weekly progress to school counselor.
- Participated in AIMSweb screening – MAZE/R-CBM.

### *Student Teacher, Fourth Grade: August-December 2012*

#### **Hiawatha Elementary, Okemos MI**

# TORI A. SWEET

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## **OTHER EXPERIENCE**

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*Summer Camp Counselor May-September, 2010-2014*

### **Lansing Oak Park YMCA, Lansing MI**

- Planned a daily schedule and lesson plans for each week.
- Worked with children ages five to fifteen from diverse socio-economic backgrounds.
- Campers with disability such as cognitive impairments, emotional needs, Autism, ADD/ADHD, or physical disabilities.
- Responsible for educational and recreational activities throughout each day.
- Ensured the environment was safe and appropriate for all ages.
- Parent communication throughout each week through verbal, emails and phone conversations.

## **PROFESSIONAL DEVELOPMENT**

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- GOOGLE SEMINAR
- AIMSweb and MAZE Training
- Wonder-WonderWorks
- INTO Reading
- Reading Street
- Marzano Training I and II
- Listen First I and II
- Learn Today Teach Tomorrow
- Discovery Education
- Everyday Math
- New Teacher Academy
- Learn Today Teach Tomorrow
- Power Teacher Gradebook
- MEAP Accommodations
- TCI Science
- CPI
- CPR/First Aid
- Cultural Diversity



# Neha Chellury

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## Certifications

- Michigan Elementary Standard Certificate, K-5 All Subjects (Issued June 2022)
- American Heart Association - Adult and Child First Aid/CPR/AED (Issued April 2022)

## Education

### **Michigan State University (January 2019 – April 2022)**

- Bachelor's degree: Elementary Education with Language Arts focus
- Minor: TESOL (Teaching English to Speakers of Other Languages)
- Student teaching internship: Hiawatha Elementary (Okemos, MI), 4<sup>th</sup> grade

## Teaching Experience

### **Student Teacher, 4<sup>th</sup> Grade – Hiawatha Elementary School – Okemos, MI (Aug 2021 – Apr 2022)**

- Pulled students into small groups to improve areas of struggle in mathematics, literacy, science, and reading.
- Developed interventions using the Common Core State Standards and Houghton Mifflin Harcourt Grade 4 curriculum.
- Successfully taught over five math units; planned and implemented three entire writing units (animal research, biography, and poetry), including lessons for editing, revision, and publication.
- Utilized behavior management strategies and reward systems to gain control of the class; taught lessons on social/emotional/physical health and lessons on being good citizens.
- Differentiating lesson content for students who need more of a challenge and modifying lessons to make it easier for certain kids.
- Used repetition, white boards, and the “I do, we do, you do” method to teach concepts; Provided outlines and empty box diagrams for students to fill in for mathematical equations; positively reinforced students for getting work done/paying attention; used a calm, kind, nurturing, and patient demeanor when motivating/teaching kids.
- Communicated learning targets and goals prior to instruction; assessed the target at the end of each lesson to see if students met the goal.
- Led academic content, class transitions, and mastered behavior management over the course of several weeks of lead teaching.
- Graded assessments, evaluated progress, and provided feedback to students in a timely manner; pulled students that scored low on mathematics tests and quizzes in small groups to improve areas of struggle; sorted students into ability groups.
- Utilized mentor teacher's behavior management strategies and came up with my own; dealt with agitated children and managed conflicts.
- Maintaining grades, records, and data.
- Attended parent-teacher conferences and built positive relationships with parents; followed district policies and professional learning conference guidelines.
- Time management and general management of deadlines, lesson planning, unit planning, organizing materials for lessons, meetings with other staff/parents, and professional development meetings.

### **2<sup>nd</sup> Grade Teacher Intern – Senior Year Field Placement – Reo Elementary – Lansing, MI (Oct 2020 – Apr 2021)**

- Observed, assisted, and facilitated lessons in a second-grade virtual classroom with a mentor teacher.
- Held consultations with the mentor teacher on student progress; assisted students with schoolwork and math/literacy.
- Worked one-on-one with students to improve areas of struggle in math & literacy.
- Enacted lessons from undergraduate courses in the field; administered phoneme assessments, phonological awareness tests, and reading inventories.
- Thought of interesting engagement strategies to get kids to participate during online learning.
- Enacted a math lesson (identifying values of coins and making combinations of coins for total cent values), a literacy lesson (manipulating a\_e words by changing consonant in between), and science talks.
- Assisted students with mathematics problems in small groups (carry over addition, simple subtraction, and double-digit addition).
- Administered reading and math assessments. Compiled, analyzed, and interpreted the data.
- Experience adapting curriculum from Common Core State Standards.

### **ESL Teacher Intern - Gardner Elementary (Jan 2021 – Apr 2021)**

- Volunteered my time in a 7<sup>th</sup> grade ELL classroom with primarily immigrant and ELL students.
- Assisted the mentor teacher in instructing pre-algebra concepts to students.
- Developed mathematical learning aids with ELL supports.
- Observed how the teacher interacted and welcomed newcomer students who didn't speak English.
- Utilized WIDA assessment standards to develop curriculum and instruction.

### **Literacy Teacher Intern – Okemos Public Montessori School – Okemos, MI (Jan 2020 – March 2020)**

- Administered literacy assessments with a kindergarten student.
- Administered, analyzed, and evaluated student assessment results; used results/data to plan individualized instruction for the student.
- Read books together with guided questions. Planned hands-on literacy/comprehension games and activities.
- Used positive conversation and a nurturing, kind demeanor to build a relationship with the student.
- Gained experience choosing books that were relevant to the student's identity and interests.
- Tutored a first-grade bilingual child. Helped him improve his literacy skills.
- Focused on reading, writing, and spelling with an emphasis on writing.
- Integrated art into literacy learning (drawing illustrations for writing samples and books).
- Chose books relevant to the child's reading level and interests (this child was mainly interested in nonfiction and informational texts).

### **Read to Succeed Tutor – Lansing, MI – Capitol Area Literacy Coalition (Jan 2018 – Apr 2018, Jan 2019 – Apr 2019, Sep 2019 – Dec 2019)**

- Worked with 4<sup>th</sup> grade, 1<sup>st</sup> grade, and 5<sup>th</sup> grade students one-on-one to improve reading fluency, writing skills, decoding skills, prosody, intonation, and other skills.
- Started each session with reading books to the student. Taught automatic word recognition, decoding words using various methods, vowel replacement activities, helped kids create stories.
- Taught strategies for fluent, smooth reading.

- Developed weekly instruction, curriculum, and learning materials based on constant assessment and evaluation of where students are lacking.

## Other Relevant Experience

### **Undergraduate Learning Assistant – East Lansing, MI – (Sep 2020 – Dec 2020)**

- Assisted a professor in a social science course titled *Time, Space, and Change in Human Society*.
- Held weekly virtual (Zoom) office hours and created study session activities, games, materials, quizzes, and exam review sessions for students that needed assistance with the course material.
- Utilized the SI (Supplemented Instruction) model.
- Helped students with study skills, school questions, and sent out weekly session reminders.

### **Kids' Camp Counselor – Troy, MI – Lifetime Fitness (May 2019 – Aug 2019)**

- Managed children aged 4-12. Kept children entertained by facilitating and planning activities including rock climbing, swimming, field trips, crafts, STEAM activities, and gym games.
- Enforced company's mission through teaching concepts of health, fitness, and lifestyle wellness.
- Played a large role in ensuring and supervising the health and safety for all campers by preventing conflict between children, validating concerns and emotions.
- Learned and executed behavior management strategies to control unruly behavior and regulate children's emotions.
- Stayed up to date on training for first aid, proper Epipen usage, and behavior management strategies.

### **Child Care Associate – The Refugee Development Center – Lansing, MI (Sep 2019 – Dec 2019)**

- Interacted with elementary aged children and assisted with homework while their parents were in their English classes.
- Helped a fifth-grade student with her mathematics homework (long division).
- Kept children entertained through games, art projects, and play based learning.
- Ensured safety of children.

## Professional Development

### **“I am a teacher” Expo – East Lansing, MI (Apr 2019)**

- Attended an annual expo for prospective educators; was taught a variety of classroom management and teaching strategies from former and current teachers in Michigan.
- Attended specific workshops regarding various topics (how to assess student tests and quizzes without grading, making students feel welcome, diversity, behavior management, literacy instruction that doesn't have to take up your time).
- Learned how to integrate assessment technology into math instruction.
- Learned healthy planning and boundary setting for educators.

### **Technology Skills**

- Microsoft Word (worksheets, flyers)
- PowerPoint (for presentations, worksheets, and samples)
- Excel (data collection and grade maintenance)

- Prezi
- Zoom/Google Meet
- Google Classroom (posting and monitoring assignments)
- Google Suite (specifically slides and docs to create worksheets and lessons)
- Google Sites
- Basic HTML (from high school)
- Canva
- Microsoft Office Suite
- Educational technology: SMART Board, Google Jamboard, Peardeck, Kahoot, speech-to-text programs, typing software, Go Noodle, Class Dojo, GoNoodle)

# JULIE K. SHOTWELL



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## PROFESSIONAL SUMMARY

Accomplished and dedicated professional educator and MTSS Coordinator with proven expertise in program development, student achievement and staff supervision. Strengths include: proficiency with data analysis and applications, efficient scheduling of student services, supervision of paraeducators and leading student concern meetings. Demonstrated competence in developing positive relationships with staff, students, parents and community members.

## HIGHLIGHTS

- Developed and coordinated Extended Day & Summer Tutoring Program
- Training, scheduling and supervision of Paraeducators
- Served on Building Leadership & School Improvement Teams
- Special Education Department Chair
- District wide trainer for: AIMSweb, Illuminate Ed, FastBridge, & Academic Interventions
- Familiar with curriculum in grades K-12
- Knowledgeable of IDEA and MARSE

## WORK HISTORY

8/2018 to Present **SLD Teacher Consultant (grades 7-12)**

**Stockbridge Community High School** – Stockbridge, MI

Collaborate with teachers, parents and administrators to meet academic needs of students.  
Coordinate and lead IEP, REED and METs with appropriate stakeholders.  
Implement and monitor academic and behavior interventions in a variety of settings.  
Co-teach (combined push-in & pull-out services) 9th-12th English classes

10/2021 to Present **SE Testing Accommodations SSD Coordinator (grades 7-12)**

**Stockbridge Community Schools** – Stockbridge, MI

Verify IEP/504 testing accommodations for state-wide testing with parents & case managers.  
Request and monitor student accommodations with the College Board.  
Assist with scheduling and proctoring M-Step, PSAT, SAT & WorkKeys Assessment.

6/2020 to Present **Secondary Tutoring & Summer Program Coordinator (grades 6-12)**

**Stockbridge Community Schools** – Stockbridge, MI

Coordinate small-group and individual supplementary instruction programming.  
Use student achievement data to adjust instruction methods.  
Communicate with stakeholders to increase student engagement.

10/2015 to 8/2018 **Title I Lead Teacher & District Data Coach (grades K- 7)**

**Stockbridge Community Schools** – Stockbridge, MI

Collaborated with teachers, parents and administrators to meet academic needs of students.

Collected and analyzed data to develop and implement building-wide reading and math groups.

Designed and implemented Title I Extended Day Program.

Trained, scheduled and supervised paraprofessionals in delivery of small group and 1:1 interventions.

Used a variety of assessment tools and strategies to improve instruction and student outcomes.

08/2002 to 10/2015 **Resource Teacher (grades 3-5)**

**Stockbridge Community Schools** – Stockbridge, MI

Consistently collaborated with teachers, parents and service providers to develop IEPs.

Delivered instruction and collected data to evaluate students for programming.

Trained paraprofessionals in current instructional methods and data collection.

Successfully served as cooperating teacher for students from MSU & Spring Arbor.

07/1999 to 06/2002 **Self-Contained ESE Teacher (grades 4-6)**

**Putnam County School District** – Palatka, FL

Collaborated with parents and staff to create appropriate IEP goals and programming.

Coordinated community events, field trips for students after school ESL tutoring program.

Trained, directed and evaluated paraprofessionals in daily duties.

## **EDUCATION**

2011 **Master of Arts: Special Education Administration**

**Grand Valley State University** - Grand Rapids, MI

Magna Cum Laude

1999 **Bachelor of Science: Varying Exceptionalities**

**NOVA Southeastern University** - Ft. Lauderdale, FL

Minor in Speech & Language Pathology

Magna Cum Laude

## **CERTIFICATIONS**

LD Teacher Consultation Certification - MDE, October 2011

Professional Teaching Certification, LD & CI - MDE, June 2003

## **PROFESSIONAL DEVELOPMENT**

District Data Coach & FastBridge Training (IISD)

Teacher to Teacher Training (IISD)

Go Math! K-6 Training (SCS & IISD)

District Trainer for Illuminate Ed (IISD & Conferences)

Blended Learning Certification (MVU)



# • Sarah D. Young •

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## Objective

Showcase my expertise in a K-8 classroom and use all suitable teaching methods available to create a safe and inspirational workspace where students will develop a lifelong love of learning.

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## Education

### Michigan State University, East Lansing, Michigan

May 2014

- Master of Arts
- Summa Cum Laude
- Major: Teaching and Curriculum with a focus on Technology

### Michigan State University in collaboration with UPSI

July 1, 2010-August 14, 2010

- Tanjong Malim, Malaysia Cross Cultural Teaching Abroad in Malaysia
- 6 graduate credits toward a master's degree in Teaching and Curriculum

### Michigan State University, East Lansing, Michigan

May 2009

- Bachelor of Arts
- Major: Elementary Education
- Minors: Environmental Science Ed. & Teaching English to Speakers of Other Languages

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## Certifications

### State of Michigan:

- Elementary K-5 All Subjects (K-8 all subjects in self-contained classroom) (ZG)
- English as a Second Language K-8 (NS)
- Environmental Studies (NJ)
  - Renewed: May 1, 2019
  - Certificate #PV0000000753780

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## Honors & Achievements

### ELL Teacher

August 2015 – Present

Gardner International Magnet School, Lansing Michigan

- Taught all grades (1st -6<sup>th</sup>) at various English levels from newcomer to nearly proficient
- Instructed full day, pull-out services (2015-2018), self-contained ELL classroom (2019-2021)
- Created and implemented SIOP lessons to newcomer English language learners
- Worked with a diverse population with over 40 different languages spoken

### Building Substitute

November 2014 – June 2015

North Elementary School, Lansing Michigan

- Built classroom management and procedures for two long-term positions in 4th and 3rd grades

### Nanny & Tutor

September 2012 – June 2014

Seyal Residence, Grand Rapids, Michigan

- Provided childcare to a four-year-old girl
- Conducted reading and math lessons and educational field trips

<b>Nanny &amp; Tutor</b> Seghal Residence, Grand Ledge, Michigan ➤ Taught daily math and English lessons to two boys ages 8 and 10	January 2012 – June 2014
<b>Computer Science Teacher</b> Saint Michael Parish School, Grand Ledge, Michigan ➤ Created and implemented an original curriculum for grades Pre-K through 8	November 2011 – June 2012
<b>Childcare Teacher</b> Saint Michael Childcare, Grand Ledge, Michigan ➤ Provided Interactive and Instructional childcare for ages 3-12 years	August 2011 – June 2012
<b>Full-Time Substitute Teacher</b> Various school districts ➤ Lansing, East Lansing, Ingham ISD, and Dewitt ➤ Okemos, Grand Ledge, Mason, Stockbridge, and Waverly ➤ Grades K-12	September 2010 – June 2011
<b>Long-Term Substitute Teacher</b> Potterville Elementary School ➤ Kindergarten	May 2011 – June 2011
<b>Long-Term Substitute Teacher</b> Heritage Elementary School, Stockbridge Community Schools ➤ 4 <sup>th</sup> grade	August 2010 – November 2010
<b>Student Teacher Internship</b> Averill Elementary School, Lansing, Michigan ➤ 1 <sup>st</sup> grade ➤ Designed and taught extensive units in every subject area ➤ Conducted Parent-teacher conferences ➤ Incubated and hatched chickens for a hands-on animal unit ➤ Orchestrated a school-wide recycling assembly and began a recycling program ➤ Participated in several professional development opportunities	September 2009 – April 2010
<b>Teacher's Assistant</b> Spartan Child Development Center, East Lansing, Michigan ➤ Provided Interactive and Instructional childcare for ages 0-5 years	October 2008 – June 2009
<b>Scoutreach Coordinator</b> Mt. Hope Elementary, Lansing, Michigan ➤ Coordinated an after-school program of about 30 boys ages 7-11 years	September 2008 – May 2009
<b><u>Honors &amp; Achievements</u></b>	
<b>Co-Producer – EL Learning Targets K-8</b> Lansing School District ➤ ESL Steering Committee ➤ Implemented expertise and data to create district pacing guides for educators with ELs	January 2016 - Present
<b>Active Member of MSU Student Michigan Education Association</b>	September 2006 - May 2009

## **Professional Development**

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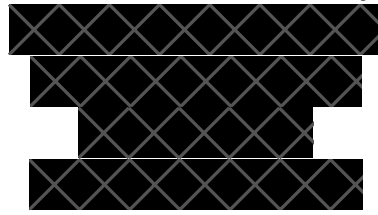
Michigan Association for Bilingual Education (MABE) Conference	May 2018
➤ Dearborn, Michigan	
Teaching English to Speakers of Other Languages (TESOL) Conference	March 2018
➤ Chicago, Illinois	
Michigan Association for Bilingual Education (MABE) Conference	May 2017
➤ Dearborn, Michigan	
Michigan Association for Bilingual Education (MABE) Conference	May 2016
➤ Dearborn, Michigan	
Environmental Stewardship	September-December 2009
➤ Fenner Nature Center, Lansing, Michigan	
Michigan Education Association (MEA) professional development conference	March 28, 2009
➤ MEA Headquarters, East Lansing, MI	
Michigan Alliance for Environmental and Outdoor Education conference	October 2008
➤ Clare, Michigan	
MEA professional development conference, MEA headquarters	March 29, 2008
➤ East Lansing, Michigan	
Member, Student Michigan Education Association, MSU chapter	September 2006 – 2009
➤ East Lansing, Michigan	

## **Volunteer Experience**

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Outreach to Teach	2007-2009
➤ Kendon, Bingham and Fairview Elementary Schools, Lansing, Michigan	
Refugee Development Center, Lansing, Michigan	September 2006 – December 2006
➤ Grades 8-12	
➤ Tutored international students in all high school and middle school subject areas	
Teacher's Assistant, Pied Piper Preschool, Lansing, MI	September 2002 – May 2003
Science Olympiad	April 2004
➤ Implemented expertise Lansing Community College, Lansing, Michigan	

## **Jennifer Pinckney**



### **Education**

Michigan State University, Masters of Arts in Education, *2009 – 2011*  
Master of Arts in Education, December 2011

Michigan State University, Teacher Certification, *2006-07*

Michigan State University, Bachelor of Arts, *2006*  
Major: Mathematics, Minor: Spanish

### **Certifications**

Michigan Secondary Teacher Certification in Mathematics (EX) and Spanish (FF)

### **Professional Experience**

Math Department Chair, Charlotte High School, Charlotte, MI, *Feb 2021 – present*

- Serve on the school leadership team
- Schedule, develop an agenda for, and conduct team meetings.
- Facilitate in the development of common standards/objectives and assessments

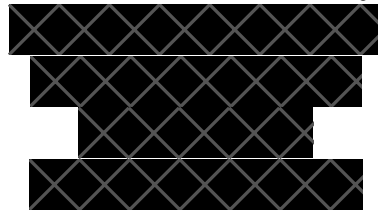
Mathematics Teacher at Charlotte High School, Charlotte, MI, *Sept 2014-present*

- Teach Algebra I, Algebra 2, Advanced Algebra 2A, and Advanced Algebra 2B instructional units aligned with the Common Core Standards.
- Taught Algebra I, Algebra 2, and Geometry in our alternative program – Charlotte Project Success
- Taught both fully virtual and in a hybrid environment during the pandemic
- Wrote standards and scales for each instructional unit and aligned with both formative and summative assessments
- Facilitate learning in an environment that is both cooperative and allows for individual learning and growth; Differentiate students' learning activities using formative assessments and determining proficiency level on a particular standard; Employ variety of management techniques to promote a safe learning environment.
- Integrate technology into the classroom to promote communication, increase engagement, and provide multiple methods of demonstrating understanding.
- Implement positive behavior supports (PBS) and CHAMPS as part of classroom management plan.
- Use a tier-based approach to identify student academic needs. Closely monitor students' progress to determine the need for interventions.

8A Grade-Level Team Leader, *September 2011 – June 2014*

- Serve on the School Improvement/Magnet Leadership Team.
- Schedule, develop an agenda for, and conduct team meetings.
- Lead implementation, support and model PBS strategies and initiatives on team.

## **Jennifer Pinckney**



- Serve as the liaison between the building administration and members of the 8th grade team.
- Work directly with leadership team and building principal to implement school-wide initiatives related to student achievement.
- Take the lead on clarifying team expectations, setting goals and priorities, and facilitating internal team reflection.
- Analyze student performance data to promote maximum student progress and student achievement.

### **Mathematics Teacher at Milwood Magnet School. Kalamazoo, MI, *Sept 2007 – June 2014***

- Teach 8<sup>th</sup> grade Connected Mathematics and other instructional units aligned with the Michigan Content Standards.
- Teach Algebra I (College Preparatory Mathematics) to honor students in accordance with the High School Content Standards in the Michigan Merit Curriculum.

### **Magnet Curriculum Writing, *Feb 2008 – September 2010***

- Trained in Understanding by Design (UBD).
- Employ UBD training to design curriculum, assessment, and instruction for six inquiry-based mathematics units for our school's biotechnology theme.
- Worked on district math curriculum, aligning CMP to Pearson and developing academic vocabulary lists, pacing guides, "I Can" statements.

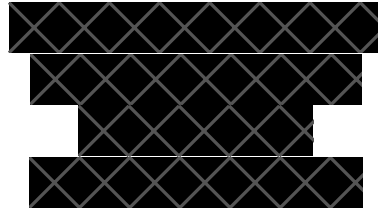
### **Technology Skills**

Google Classroom/Google Drive, Desmos, IXL, Delta Math, , TI-Inspire, and Skyward

### **Professional Development**

- IXL Training 2021
- Reading Apprenticeship 2016-2017
- Anti-Bias Anti- Racism Training (ABAR) 2013 and 2014
- Differentiating Instruction, 2012-2013
- Power Standards, 2012
- Leadership Training, August 2011 and 2012
- John Collins Writing, August 2011
- Literacy/Numeracy Across the Content Areas, August 2011
- Blogging and eLesson planning, August 2010, August 2011
- CHAMPs training, August 2009
- Kagan cooperative learning structures, August 2008 & 2009
- Inquiry-based learning, February 2009
- Connected Mathematics Project Users Conference and Getting to Know CMP Conference, February and June 2008

## **Jennifer Pinckney**



- Understanding by Design training, February 2008
- Positive Behavioral Supports (PBS), 2007-2014

### **References**

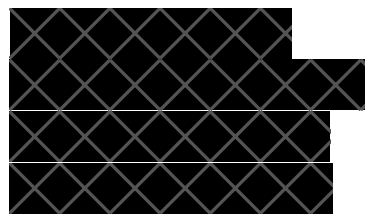
Jeff Bohl

Former Principal of Charlotte High School



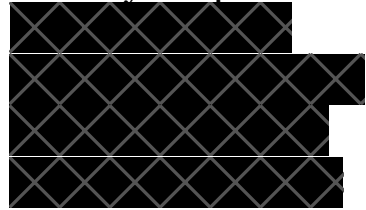
Jade Bowhall

Math Teacher at Charlotte High School



Kristen Toadvine

History & Special Ed Teacher at Charlotte High School







## **ACTION ITEM D**

### **D. Maintenance Agreement - GLPS & Eaton County Drain Commission**

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Maintenance Agreement between Grand Ledge Public Schools and the Eaton County Drain Commission, as presented, and authorize Superintendent Bill Barnes to execute the Agreement on behalf of the district.

## **MAINTENANCE AGREEMENT**

This Agreement entered into the 13th day of September, 2022, by and between Richard Wagner, Eaton County Drain Commissioner (“Drain Commissioner”), 1045 Independence Blvd., Charlotte, Michigan and Grand Ledge Public Schools (“Landowner/Developer”), 220 Lamson Street, Grand Ledge, Michigan.

**WHEREAS**, Landowner/Developer is the owner of certain real property as legally described in Exhibit A attached hereto (the “Property”); and

**WHEREAS**, Landowner/Developer proposes the construction of a storm water management system (the “System”) to serve all or a portion of the properties to be developed on the Property; and

**WHEREAS**, the Drain Commissioner has reviewed the plans and specifications for the System on the Property; and

**WHEREAS**, the Drain Commissioner and Landowner/Developer wish to enter into this Agreement to ensure the continuing maintenance of the System so as to prevent drainage issues on the Property and surrounding parcels resulting from any lack of appropriate operation, maintenance or repair to the System.

### **NOW, THEREFORE, IT IS HEREBY AGREED:**

1. Landowner/Developer shall be responsible for the operation, maintenance and repair of the System on the Property at Landowner/Developer’s sole cost, and shall take steps to periodically inspect the System to ensure that the System is in proper working order.
2. Landowner/Developer shall operate and maintain the System in compliance with all federal, state and local statutes, laws, ordinances, authorizations, rules, regulations and permits. If required by law, Landowner/Developer shall retain the services of a licensed operator for the System and pay all costs attendant thereto.
3. Landowner/Developer hereby grants and conveys to the Drain Commissioner the right of entry onto the Property for purposes of inspection of the System to determine the need for any maintenance or repair.

4. In the event that an inspection by the Drain Commissioner reveals the need for maintenance or repair of the System, the Drain Commissioner shall notify Landowner/Developer in writing of the need for said maintenance or repair to any part of the System. This paragraph does not alleviate any responsibilities of the Landowner/Developer to inspect, operate, maintain, and repair the System as otherwise provided in this Agreement.
5. Upon written notice as provided herein, Landowner/Developer, shall cause said maintenance or repair to be completed within 30 days, or such other time period as may otherwise be specified by the Drain Commissioner, and shall provide the Drain Commissioner with notice that the maintenance or repairs are complete.
6. In the event that the work specified by the Drain Commissioner is not completed in a timely fashion, the Drain Commissioner shall cause the work to be performed. Landowner/Developer shall be responsible for all costs incurred by the Drain Commissioner for the maintenance or repair of the System under this paragraph, including inspection and engineering costs, administration costs, and attorneys' fees and costs. Payment shall be made by Landowner/Developer within 30 days of invoice from the Drain Commissioner.
7. If payment is not made, the Drain Commissioner is authorized to seek collection by all means allowed under law or may levy special assessment against the Property where the System is located, which special assessment will be a lien against the lands until paid or collected as allowed for the collection of taxes and assessments under the laws of the State of Michigan. Landowner/Developer shall be responsible for all actual costs and attorney fees incurred by the Drain Commissioner relating to the collection of unpaid invoices under this Agreement.
8. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto, their respective successors, assignees and legal representatives. Landowner/Developer shall immediately notify the Drain Commissioner in writing of the name, address and telephone number of any assigned or successors in interest.
9. Landowner/Developer agrees to hold harmless, defend and indemnify the Drain Commissioner, his employees, agents and contractors and the County of Eaton from any and all liability or enforcement action arising out of the operation, maintenance or repair of the System including any and all claims for damages or injury to person or property and any and all civil and criminal sanctions, penalties, fines or costs.
10. Developer hereby represents and warrants that this Agreement has been duly authorized, executed and delivered on behalf of Developer, and that Developer has the power and authority to enter into this Agreement.
11. If any provision of this Agreement is held invalid under any applicable law, such invalidity shall not affect any other provision of this Agreement that can be given effect without the invalid provision and, to this end, the provisions hereof are severable.

12. Once executed this Agreement shall be recorded with the Eaton County Register of Deeds, Landowner/Developer shall pay all costs of recording and all legal fees incurred in the preparation of this Agreement.

**Prepared By:**

Richard Wagner  
Eaton County Drain Commissioner  
1045 Independence Blvd.  
Charlotte, MI 48813-1095  
Telephone: (517) 543-3809

**Return To:**

Richard Wagner  
Eaton County Drain Commissioner  
1045 Independence Blvd.  
Charlotte, MI 48813-1095  
Telephone: (517) 543-3809

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Richard Wagner  
Eaton County Drain Commissioner

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF EATON     )

On this            day of September, 2022 before me, a Notary Public in and for said County, appeared Richard Wagner, Eaton County Drain Commissioner, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged the same to be his free act and deed.

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Ruthann M. Clarke, Notary Public  
Eaton County, Michigan  
My Commission Expires: 04/15/2027  
Acting in the County of Eaton

By: \_\_\_\_\_  
William A. Barnes  
Superintendent of Schools  
Grand Ledge Public Schools

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF EATON     )

On this 13<sup>th</sup> day of September, 2022 before me, a Notary Public in and for said County, appeared William A. Barnes, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged the same to be his free act and deed.

\_\_\_\_\_  
Kimberly K. Manning, Notary Public  
Clinton County, Michigan  
My Commission Expires: 10/09/2026  
Acting in the County of Eaton



EXHIBIT A

**Property Description** (from Commitment No.: 207697):

Land situated in the Township of Delta, Eaton County, Michigan:

The Northwest 1/4 of the Southwest 1/4 of Section 15, Town 4 North, Range 3 West, except the North 4 rods in width thereof and also excepting commencing at the West 1/4 corner of Section 15, thence South along the West Section line of Section 15 a distance of 66.00 feet to the point of beginning, thence Easterly along a line which lies parallel to and 66.00 feet South of the East-West 1/4 line of Section 15 bearing South 89 degrees 39 minutes 47 seconds East a distance of 1,323.55 feet, thence South 78 degrees 09 minutes 37 seconds West a distance of 379.28 feet, thence North 89 degrees 39 minutes 47 seconds West along a line which lies parallel to and 80.00 feet South of the North line of the subject parcel a distance of 952.75 feet to a point on the East line of Section 15, thence North 00 degrees 17 minutes 30 seconds East a distance of 80.00 feet to the point of beginning.

(for informational purposes only)

Tax Identification Number: 23-040-015-300-002-00

Property Address: 305 S. Canal Rd., Lansing, MI 48917-7837



## ACTION ITEM E

### E. Approval of the Payment of Capital Funds Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Capital Funds Invoices in the amount of \$250,736.82, as presented.





## ACTION ITEM F

### F. Approval of the Payment of Sinking Fund Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Sinking Fund Invoices in the amount of \$17,400.00 as presented.





## ACTION ITEM G

### G. Approval of the Payment of Proposal 1, Series 2 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$449,575.41, as presented.





## ACTION ITEM H

### H. Approval of the Payment of Proposal 2, Series 1 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 2, Series 1 Bond Invoices in the amount of \$186,729.18, as presented.

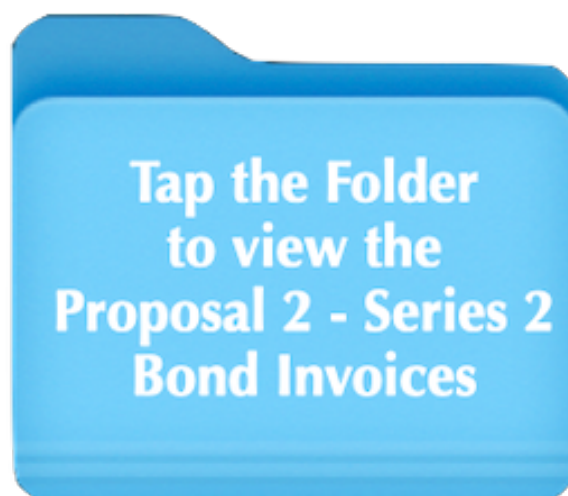




## ACTION ITEM I

### I. Approval of the Payment of Proposal 2, Series 2 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 2, Series 2 Bond Invoices in the amount of \$714,484.57, as presented.







## COMMENTS FROM STAFF AND BOARD



## FUTURE TOPICS

- Potential Board Bond Advisory Committee - Monday, September 26, 2022, 6:00 p.m., Sawdon Room 107
- Regular Meeting - Monday, September 26, 2022, 6:00 p.m., Sawdon Board Room



## **CLOSED SESSION**

**Attorney / Client Privilege - Per Section 8(1)(e) & Section 8(1)(h) of the Open Meetings Act, PA 267 of 1976.**

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education move into Closed Session for the purpose of receiving Confidential Attorney / Client Privilege Communication, as Per Section 8(1)(e) and Section 8(1)(h) of the Open Meetings Act, PA 267 of 1976; Estate of Malachi Williams versus Grand Ledge Public Schools, File No. 99670, Metcalf Arbitration and Devenbaugh versus Grand Ledge Public Schools, Civil Rights Case #625144, respectively.

**ROLL CALL VOTE**



## RECONVENE IN OPEN SESSION

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



## ADJOURNMENT

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