

Board of Education Meeting

Liberty School Board Room

December 12, 2023, at 6:30 PM



AGENDA

Mission

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

OPENING

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **SUPERINTENDENT'S RECOGNITION**

SHS Girls Swim & Dive Team

4. **PUBLIC COMMENT**

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

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board Member, District Employee, or Student.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

EXTENDED PUBLIC COMMENT

*Kara Stemmer, Director
South and West Washtenaw Consortium*

5. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

6. REVISIONS/APPROVAL OF AGENDA

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

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

7. STUDENT SHOWCASE

SHS Esport Teams

*Presenters: Griffin Berwick, Nick Graden, Marco Mathews, Ben Burke, Jackson Cravens, Dylan Tatman
Advisor: Steve Vasiloff*

8. ACTION ITEMS

A. RECOMMENDED MOTION ... to approve the minutes from the November 14, 2023 closed session for the purpose of Collective Bargaining 8(c) of the Open Meetings Act.

B. RECOMMENDED MOTION ... to approve the allocation of funds for the Round I 23/24 CARES Grants in the amount of \$37,460.22 as submitted by Brian Puffer, Director of Community Education.

C. RECOMMENDED MOTION ... to approve the recommendation of Clark Construction to award contracts for the Saline Area School Playgrounds and Harvest Parking Lot improvements in the total amount of \$4,839,328.00 as submitted by Rex Clary, Director of Operations.

D. RECOMMENDED MOTION ... to approve the Roofing and Solar Project Budget of \$15,400,770, including contracts to Ameresco for \$5,694,483, Quality Roofing for \$2,342,161, Roofing Technology Associates \$532,363 and Lecole Planners for \$327,392 per the recommendation submitted by Rex Clary, Director of Operations.

E. RECOMMENDED MOTION ... to approve the 24/25 new courses to the Saline HS Course Catalog as submitted by Executive Director of Teaching & Learning Kara Davis

1. Unified Physical Education
2. Intro to Cyber Security
3. Community Leadership
4. Housing & Interior Design

9. **SCHEDULED REPORT**

a. **Teaching & Learning Report, Continuous Improvement**

Presenters: Kara Davis, Jenn Nelson, Beth Russon, Caroline Stout

10. **DISCUSSION ITEMS**

A. **MASB Board of Directors**

Facilitator: President McVey

President McVey would like to run for the three (3) year term for the MASB Board of Directors representing Region 7. A motion indicating local Board approval must appear on the minutes of this meeting.

RECOMMENDED MOTION ... to support President Michael McVey as a candidate for the MASB Board of Directors for Region 7.

B. **Board Policy Committee Meeting Update**

Facilitator: Jenny Miller, Chair

C. **Gun Safety and Safe Gun Storage Resolution**

Facilitators: Lauren Gold, Susan Estep

11. **ADMINISTRATION / BOARD UPDATES**

12. **CONSENT AGENDA**

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

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

- A. **Approval** of the Board of Education Meeting Minutes of November 14, 2023
- B. **Approval of Payment** of the General Fund Accounts Payable of December 12, 2023, in the amount of \$3,707,034.66
- C. **Approval of Payment** of Bond Series III Accounts Payable of December 12, 2023, in the amount of \$48,850.00
- D. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of December 12, 2023, in the amount of \$1,197,793.00
- E. **Approval** of 2023 Board Stipends
- F. **Receive and File** Human Resources Report

CLOSING

13. ITEMS SCHEDULED ON NEXT AGENDA

14. PUBLIC COMMENT

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

STUDENTS

OTHER PUBLIC STAKEHOLDERS

15. NEXT MEETING

The next Board of Education Meeting will be held on January 9, 2024, at 6:30 PM. This will include the Organizational Meeting immediately followed by the Regular Meeting.

16. CLOSED SESSION

RECOMMENDED MOTION ... to enter Closed Session of the Board of Education at _____ PM, with the intent to re-enter Open Session at approximately _____ PM, for the purpose of Superintendent Evaluation Section 8(a). Under Section 8(a) a simple majority vote is sufficient to enter into a closed session.

17. RECOMMENDED MOTION ... to re-enter Open Session of the Regular Board of Education Meeting at _____ PM.

18. ADJOURNMENT

RECOMMENDED MOTION ... move to adjourn the Regular Board of Education Meeting of December 12, 2023, at _____ PM.

Memorandum



To: Saline Area Schools Board of Education

From: Brian Puffer
Director, Saline Community Education

Date: December 12, 2023

RE: Recommendations for CARES Discretionary Funds – Round I 2023/24

Following is a list of grant proposals submitted and reviewed by the CARES Advisory Council for Round I of the discretionary grant cycle:

Project Name	Organization	Amount
Technology Upgrade Project	Liberty Club	8,000.00
Marching Band Colorguard Flags	SHS Marching Band	4,000.00
Cardiovascular Weight Room Enhancements	Saline Parks & Recreation	20,000.00
Team Uniforms	SHS Varsity Field Hockey	5,460.22
TAG	State of Cute	5,000.00
Total		\$42,460.22

The CARES Advisory Council requests Board of Education approval for allocation of funds as follows:

Project Name	Organization	Amount
Technology Upgrade Project	Liberty Club	8,000.00
Marching Band Colorguard Flags	SHS Marching Band	4,000.00
Cardiovascular Weight Room Enhancements	Saline Parks & Recreation	20,000.00
Team Uniforms	SHS Varsity Field Hockey	5,460.22
Total		\$37,460.22

If you have any questions, please feel free to contact me. Thank you very much.

BP:sld



COVER SHEET

Date: 09/22/2023

Name of Organization: Saline Field Hockey

Address of Organization: 1300 Campus Parkway Saline, Mi

Mailing Address (if different):

Contact Person #1: Angela Clark Position in Organization: Board Member-at-Large

Phone: 734-678-5779 Fax: 000000000 Email: amclark726@gmail.com

Contact Person #2: Sophia O'Connor Position in Organization: Varsity Head Coach

Phone: Fax: Email: salinefh@gmail.com

PROJECT INFORMATION

Approved Amount

Project Name: Team Uniforms

Purpose of Grant (one sentence):

For the first time in many years, we have purchased new uniforms for the Varsity team and plan to hand down the older uniforms to the JV team with the thought that they will hand their uniforms down to the Community Ed/Middle School team.

Number of People Served: 60

Amount Requested \$ 5,466.22

Total Project Cost \$ 5,466.22

Project Period Start Date: September 2023

End Date: November 2023

Angela Clark

Signature of Applicant

SHS Field Hockey Board

Title

09/22/2023

Date



COVER SHEET

Date: 09/29/2023

Name of Organization: Liberty Club

Address of Organization: 7265 N Ann Arbor St, Saline MI 48176

Mailing Address (if different):

Contact Person #1: Shannon Macy Position in Organization: Director

Phone: 734-748-0102 Fax: Email: Macys@salineschools.org

Contact Person #2: Cari Rathsack Position in Organization: Assistant Director

Phone: 734-674-8533 Fax: Email: Rathsacc@salineschools.org

PROJECT INFORMATION

Approved Amount

Project Name: Liberty Club Technology Upgrade Project

Purpose of Grant (one sentence): Replace aged technology with long lasting devices to enable program growth and improvement.

Number of People Served: 30

Amount Requested \$ 14,000.00 8,000.00 Total Project Cost \$ 16,500.00

Project Period Start Date: 01/01/2024 End Date: 01/31/2024

Signature of Applicant: Shannon Macy

Director
Title
09/29/2023
Date



COVER SHEET

Date: 09/18/2023

Name of Organization: Saline Parks & Recreation Department

Address of Organization: 1866 Woodland Drive

Mailing Address (if different): 1866 Woodland Drive

Contact Person #1: Sunshine Lambert Position in Organization: Parks & Recreation Director

Phone: 734-429-3502 Fax: Email: slambert@cityofsaline.org

Contact Person #2: Position in Organization:

Phone: Fax: Email:

PROJECT INFORMATION

Approved Amount

Project Name: Cardiovascular weight room enhancements

Purpose of Grant (one sentence): The purpose of our CARES grant application is to secure funding for the renovation and modernization of the cardiovascular weight room at the Rec Center.

Number of People Served: 100,000

Amount Requested \$ 20,000.00 Total Project Cost \$ 100,000.00

Project Period Start Date: December 2023 End Date: April 2024

Signature of Applicant: Sunshine Lambert Title: Parks & Recreation Director Date: 09/28/2023



COVER SHEET

Date: 08/25/2023

Name of Organization: Saline High School Marching Band

Address of Organization: 1300 Campus Parkway, Saline, Mi.

Mailing Address (if different):

Contact Person #1: Nate Lampman Position in Organization: Director

Phone: 734-277-2033 Fax: Email: Lampmann@Salineschools.org

Contact Person #2: Position in Organization:

Phone: Fax: Email:

PROJECT INFORMATION

Approved Amount

Project Name: Marching Band Colorguard Equipment/Flags

Purpose of Grant (one sentence): Do outfit the colorguard, which tripled in size in the past year, with equipment and flags for parades.

Number of People Served: 200

Amount Requested \$ 4,000.00 Total Project Cost \$ 5,000.00

Project Period Start Date: October, 2023 End Date: November, 2023

Nathaniel Lampman Signature of Applicant
Director of Bands, Saline High School Title
08/25/2023 Date

Saline Area Schools

District Office

7265 North Ann Arbor Street
Saline, MI 48176



Operations Department

December 7, 2023

Superintendent Laatsch
Saline Area Schools Board of Education

On November 3, 2023 documents prepared by Clark Construction and Kingscott Architects were issued for the Saline Area School Playground & Harvest Parking Lot Improvements. Bids were received and publicly read on November 28, 2023 at 2:05 PM.

Attached is the Bid Tab and bid summary. Proposals were reviewed by Clark Construction & Rex Clary. Clark Construction conducted post-bid interviews and references were contacted.

I am requesting the Board to approve the recommendation of Clark Construction to award contracts to the below listed contractors, contingency & fees in the total amount of \$4,839,328.00

Category Site Concrete

DSP Constructors \$709,875

Category Playground Equipment

Penchura LLC \$647,460

Category Site, DEMO, Earthwork

Eagle Excavation \$1,940,000

Category Asphalt Paving

T&M Asphalt \$555,555

Category Synthetic Turf

Astro Turf Great Lakes \$236,953

Category Landscaping

Superior Landscaping \$143,843

Category Fencing

Allowance- \$95,000

Construction Contingency 7%

\$ 303,008

Clark Construction Field GC's &

Fees- \$125,322

Kingscott Architects Fees

\$82,312

Rex Clary
Executive Director of Operations

Bid Breakdown

Bid Category School

03 Concrete	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
DSP Constructors	\$ 112,053	\$ 372,842	\$ 25,644	\$ 50,617	\$ 71,170	\$ 77,549	\$ 709,875		3,318
McCarthy	\$ 125,408	\$ 374,000	\$ 28,401	\$ 83,356	\$ 96,587	\$ 135,252	\$ 843,004		2,000

11 Play Equipment	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
Penchura	\$ -	\$ -	\$ 209,957	\$ 166,347	\$ 94,444	\$ 176,712	\$ 647,460		1,100
Sinclair	\$ -	\$ -	\$ 220,280	\$ 207,085	\$ 157,300	\$ 193,835	\$ 778,500		600
Softline Solutions	\$ -	\$ -	\$ 325,769	\$ 278,638	\$ 167,455	\$ 276,195	\$ 1,048,057		17,577

31 Earthwork	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
							\$ 1,500,000		

32A - Asphalt	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
ASI	\$ 63,245	\$ 251,540	\$ 95,900	\$ 46,000	\$ 7,000	\$ 37,900	\$ 501,585		1,000
Nagle	\$ 68,150	\$ 259,950	\$ 131,300	\$ 51,450	\$ 7,940	\$ 39,700	\$ 558,490		400
T&M	\$ 77,155	\$ 273,290	\$ 98,640	\$ 54,530	\$ 6,900	\$ 45,040	\$ 555,555		310

32B - Synthetic Turf	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
AstroTurf Great Lakes	\$ -	\$ -	\$ -	\$ 103,318	\$ 49,655	\$ 83,981	\$ 236,953		
Penchura	\$ -	\$ -	\$ -	\$ 247,500	\$ 107,625	\$ 182,925	\$ 538,050		

32C - Landscaping	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
Superior Landscaping	\$ 16,070	\$ 36,311	\$ 37,927	\$ 28,237	\$ 7,855	\$ 17,443	\$ 143,843		

Fencing	SMS	Harvest Parking Lot	Harvest Playground	Heritage	PR	WM	Total		Trade HRs
Clark	\$ -	\$ 6,460	\$ 4,007	\$ 52,920	\$ 28,606	\$ -	\$ 91,993		

Total per School	\$ 205,278	\$ 688,903	\$ 376,175	\$ 455,969	\$ 258,630	\$ 400,725	\$ 3,885,680		
Alternate 1					\$ 96,812		\$ 96,812		
Subtotal							\$ 3,982,492		
Contingency							\$ 278,774		
Field GC's							\$ 85,225		
Total							\$ 4,346,491		

Budget Playgroundss			\$ 880,000	\$ 880,000	\$ 880,000	\$ 88,000	\$ 3,520,000		
Budget Parking Lot	\$ 250,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000		
Subtotal							\$ 4,520,000		

December 7, 2023

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



Re: Saline Area Schools – 2022 Bond Program
Bid Package #1 – Playground Enhancements & Parking Lot Improvements
Contract Award Recommendation

Dear Mr. Clary,

Clark Construction Company recommends Saline Area Schools enter into Contracts with each Trade Contractor listed below.

Competitive bids were received November 28, 2023. Clark Construction Company has conducted post-bid interviews with each of the Trade Contractors. The recommended Trade Contractors provided the lowest responsive bid for the Work.

Trade Contractor award recommendations:

<u>Bid Category/Area of Work</u>	<u>Trade Contractor</u>	<u>Amount</u>
• 03 Site Concrete	DSP Constructors	\$709,875
• 11 Playground Equipment	Penchura, LLC	\$647,460
• 31 Site Demo, Earthwork	Eagle Excavation	\$1,940,000
○ Cost to be funded partially from previous Bond funds (see below)		
• 32A Asphalt Paving	T & M Asphalt	\$555,555
• 32B Synthetic Turf	AstroTurf Great Lakes	\$236,953
• 32C Landscaping	Superior Landscaping	\$143,843
• 32C Fencing	Allowance	\$95,000
	Trade Contract Award Total	\$4,328,686
Construction Contingency (7%) (Clark Construction)		<u>\$ 303,008</u>
Construction Field GC's (Clark Construction)		<u>\$ 92,634</u>
	Total Project Cost	\$4,724,328

Bid Category 31 – Funded from Previous Bond	\$1,135,000
Construction GLI 0.6% (Clark Construction)	\$ <u>6,810</u>
• Added for work outside of 2022 Bond	
Construction Fee 2.28% (Clark Construction)	\$ <u>25,878</u>
• Added for work outside of 2022 Bond	
Construction Fee 7.25% (Kingscott Associates)	\$ <u>82,312</u>
• Added for work outside of 2022 Bond	
Total – Funded from Previous Bond	\$ 1,250,000

Board of Education Approved Amount – Bond 2023	\$ 3,589,328
Board of Education Approved Amount – Previous Bond	\$ 1,250,000

Board of Education Approved Amount \$ 4,839,328

Sincerely,
CLARK CONSTRUCTION COMPANY

Matt Wielechowski
Senior Project Manager

Saline Area Schools

District Office

7265 North Ann Arbor Street
Saline, MI 48176



Operations Department

December 7, 2023

Superintendent Laatsch
Saline Area Schools Board of Education

On November 20, 2023 documents prepared by Lecole Planners & Roofing Technology & Associates were issued for the Solar Integrated Roof replacement at Saline Middle School. Bids were received and publicly read on December 5, 2023 at 11:00 AM.

Attached is the Bid Tab and bid summary. Proposals were reviewed and post bid interviews were conducted by Lecole Planners, Roofing Technology & Associates (RTA) & Rex Clary.

I am requesting the Board to approve the recommendation of Lecole Planners to award contracts to the below listed contractors, contingency & fees in the total amount of

Work Description

Furnishing of Solar Panels at Both Buildings	\$5,694,483 Ameresco
Solar Integrated Roof Bid Categories A – Roof Area 1-14 and B	
Installation of Solar at Both Buildings	\$ 1,637,396 TBD
Roof Areas 15-22 (The Entire Saline Middle School)	\$ 2,342,161 Quality Roofing
Solar Integrated Roof at Saline High School	\$ 3,466,905 TBD
Roofing Consultant and Construction Administration	\$ 532,363 RTA
For Both Buildings Associates LTD	
Owner’s Representative for Construction	\$ 327,392 Lecole Planners
Contingency	\$ 1,400,070
Total	\$ 15,400,770

As part of this recommendation all vendors have included working on behalf of the District to obtain the available rebates for this project.

Rex Clary
Executive Director of Operations

SALINE AREA SCHOOLS
SALINE MIDDLE SCHOOL SOLAR-INTEGRATED ROOF
BID DUE DATE AND TIME: DECEMBER 5, 2023 AT 11:00 AM

SALINE AREA SCHOOLS
SALINE MIDDLE SCHOOL SOLAR-INTEGRATED ROOF
BID DUE DATE AND TIME: DECEMBER 5, 2023 AT 11:00 AM

Bidders Name	Bidders Location in Michigan	Bid Security	Addendum 1 Noted	Familial Relationship Affidavit	Iran Linked Business Affidavit	Bid Category A - Roof Areas 1-14 Base Bid	Bid Category A - Roof Areas 1-14, 3,000 Square Feet Allowance Full Removal & Replacement	Bid Category A - Roof Areas 1-14, Allowance Amount	Bid Category A - Roof Areas 1-14, Bond Amount	Bid Category A - Roof Areas 1-14, Grand Total	Bid Category A - Roof Areas 1-14, Schedule, Project completed in 1 or 2 summers	Bid Category B - Roof Areas 15-22 Base Bid	Bid Category B - Roof Areas 15-22, 3,000 Square Feet Allowance Full Removal & Replacement	Bid Category B - Roof Areas 15-22, Allowance Amount	Bid Category B - Roof Areas 15-22, Bond Amount	Bid Category B - Roof Areas 15-22, Grand Total	Bid Category B - Roof Areas 15-22, Schedule, Project completed in 1 or 2 summers	Bid Categories A & B - All Roof Areas Combined Grand Total	Bid Categories A & B - All Roof Areas Schedule, Project completed in 1 or 2 summers	Unit Price - Replace Deteriorated 1" x 6" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 1" x 8" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 2" x 4" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 2" x 6" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 2" x 8" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 2" x 10" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 2" x 12" wood nailers (Lineal Foot)	Unit Price - Replace Deteriorated 3/4" CDX Plywood (Square Foot)	Unit Price - Replace 1-inch thick flat stock isocyanurate insulation (Square Feet)	Unit Price - Replace 1.5-inch thick flat stock isocyanurate insulation (Square Feet)	Unit Price - Replace 2-inch thick flat stock isocyanurate insulation (Square Feet)	Unit Price - Replace 3-inch thick flat stock isocyanurate insulation (Square Feet)	Unit Price - Replace Deteriorated drain bowls with cast iron (Each)	Unit Price - Installation only of solar anchors (Each)	Unit Price - Furnish and install additional walkway pads (Square Feet)	Remarks	
Advanced Construction Group, Inc.	Temperance	Y	Y	Y	Y	\$1,836,197	\$55,000	\$20,000	\$18,320	\$1,929,517	1	\$1,678,405	\$55,000	\$20,000	\$15,088	\$1,768,493	1	\$3,592,010	2	\$4.50	\$4.50	\$3.50	\$4.50	\$5.00	\$5.50	\$7.50	\$3.75	\$2.00	\$2.50	\$3.50	\$7.25	\$1,500.00	\$100.00	\$4.75		
Bloom Roofing Systems Inc.	Brighton	Y	Y	Y	Y	\$1,950,399	\$10,800	\$20,000	\$13,100	\$1,974,299	1	\$1,577,777	\$10,800	\$20,000	\$10,801	\$1,619,378	1	\$3,593,677	1	\$4.00	\$5.00	\$5.00	\$7.50	\$9.00	\$11.00	\$15.00	\$8.00	\$1.70	\$1.80	\$2.40	\$3.60	\$1,500.00	\$100.00	\$40.00	Price for additional walkway pads are per lineal foot not square foot	
Christen Detroit	St. Clair Shores	Y	Y	Y	Y	\$1,966,000	\$16,000	\$20,000	\$18,000	\$2,020,000	2	\$1,586,000	\$16,000	\$20,000	\$15,000	\$1,637,000	2	\$3,657,000	2	\$2.50	\$3.00	\$2.50	\$2.75	\$3.00	\$3.50	\$4.00	\$8.00	\$4.50	\$5.00	\$5.50	\$6.00	\$2,000.00	\$2,000.00	\$15.00		
KJP Roofing and Sheet Metal	Chesterfield	Y	Y	Y	Y	\$1,852,000	\$11,250	\$20,000	\$17,800	\$1,901,050	2	\$1,655,000	\$11,250	\$20,000	\$16,000	\$1,682,250	2	\$3,583,300	2	\$3.25	\$3.75	\$3.25	\$3.75	\$4.25	\$4.75	\$5.75	\$3.50	\$2.50	\$3.00	\$3.50	\$4.00	\$1,500.00	\$75.00	\$7.00		
MTD Construction	Brighton	Y	N	Y	Y	\$1,581,100	\$43,500	\$20,000	\$14,950	\$1,659,550	1	\$1,216,985	\$43,500	\$20,000	\$13,300	\$1,293,785	1	\$2,953,335	1	\$1.50	\$1.75	\$2.00	\$2.25	\$2.50	\$3.25	\$3.50	\$45.00	\$1.50	\$2.00	\$2.50	\$3.00	\$1,500.00	\$150.00	\$4.50	Qualifications for the sheet metal	
Newton Crane Roofing, Inc.	Pontiac	Y	Y	Y	Y	\$1,889,000	\$15,000	\$20,000	\$21,000	\$1,945,000	1	\$1,390,500	\$15,000	\$20,000	\$16,000	\$1,441,500	1	\$3,383,500	2	\$6.00	\$6.00	\$6.00	\$7.00	\$8.00	\$9.00	\$10.00	\$10.00	\$3.50	\$4.00	\$4.50	\$5.00	\$1,500.00	\$100.00	\$10.00		
Quality Roofing Inc.	Whitmore Lake	Y	Y	Y	Y	\$1,157,360	\$33,000	\$20,000	\$8,100	\$1,218,460	1	\$1,064,601	\$33,000	\$20,000	\$8,100	\$1,125,701	1	\$2,342,161	1	\$1.85	\$2.20	\$2.50	\$2.75	\$3.25	\$3.75	\$5.05	\$4.00	\$3.20	\$3.75	\$4.00	\$4.75	\$375.00	\$85.00	\$3.25		
William Molnar Roofing	Brownstown Township	Y	Y	Y	Y	\$2,358,436	\$22,350	\$20,000	\$22,500	\$2,423,286	1	\$1,832,161	\$22,350	\$20,000	\$18,000	\$1,892,511	1	\$4,315,797	2	\$1.45	\$1.95	\$1.30	\$1.85	\$2.10	\$2.50	\$3.00	\$1.25	\$1.05	\$1.35	\$1.50	\$1.90	\$550.00	\$30.00	\$20.00		

RECOMMENDATION STATUS

Bidder's Name	Bidder's Location	Amount
Quality Roofing Inc.	Whitmore Lake	\$2,342,161



145 North Center Street, Suite B
Northville, MI 48167
(248) 921-3929, (248) 880-6791

December 7, 2022

Dr. Stephen Laatsch, Superintendent of Schools
Saline Area Schools
7265 North Ann Arbor Street
Saline, MI 48176

Re: Saline High and Middle School – Solar and Solar Integrated Roof Project
Contract Award Recommendation

Dear Dr. Laatsch:

Based on the presentation at the Board of Education meeting on Tuesday, November 14, 2023, we are pleased to provide the following contract award recommendation for Saline High and Middle School Solar and Solar Integrated Roof Project. The recommendations include furnishing of the solar panels for both buildings, solar integrated roof for Saline Middle School, roofing design consultant for both buildings, roofing consultant for construction administration, and Owner's representative for construction. The following items are not included in this recommendation and will be provided at a later date: installation of the solar panels for both buildings and solar integrated roof for Saline High School but listed below for your information is the current projected budgets for these items.

After multiple meetings and discussions, we are recommending Ameresco for the furnishing of the solar panels for both buildings in the amount of \$5,694,483. Attached is their proposal dated December 1, 2023. This pricing is through the TIIPS cooperative pricing program. This is consistent with the presentation at the November 14, 2023, Board of Education Meeting.

On November 20, 2023, bid documents, prepared by our consultant Roofing Technologies Associates LTD, were issued for bid for the Solar Integrated Roof at Saline Middle School. Bids were received and publicly read on December 5, 2023. Eight vendors submitted proposals. Proposals were reviewed by Rex Clary, Jim Watson from Roofing Technologies Associates LTD, and me. We conducted post-bid interviews. Attached is the bid tabulation and bid summary. Our recommendation is Quality Roofing.

The District currently have an agreement for roofing design consultant and construction administration services with Roofing Technologies Associates LTD. We are recommending continuing with Roofing Technologies Associates LTD based on District's current agreement.

Based on multiple discussions with the District, the District is recommending Lecole Planners to continue as the Owner's representative for construction service. The recommendation is based upon the current agreement.

We are requesting a project contingency of 10% of the overall project budget.

Based on our review we are recommending the following:

Work Description

<u>Amount</u>	<u>Contractor</u>
Furnishing of Solar Panels at Both Buildings	\$5,694,483 Ameresco
Solar Integrated Roof Bid Categories A – Roof Area 1-14 and B Roof Areas 15-22 (The Entire Saline Middle School Roof Area)	\$2,342,161 Quality Roofing
Roofing Consultant and Construction Administration For Both Buildings	\$ 532,363 Roofing Technologies Associates LTD
Owner’s Representative for Construction	\$ 327,392 Lecole Planners
Contingency	<u>\$1,400,070</u> Allowance
Total	\$10,296,469

As part of this recommendation all vendors have included working on behalf of the District to obtain the available rebates for this project.

As noted above, listed below are the current projected budget items not included in this recommendation for your information:

Work Description

<u>Amount</u>	<u>Contractor</u>
Installation of Solar at Both Buildings	\$1,637,396 Estimate
Solar Integrated Roof at Saline High School	<u>\$3,466,905</u> Estimate
Total	\$5,104,301

The projected budget including the contract recommendation and projected cost not yet bid is **\$15,400,770.00**.

Please contact me should you have any questions.

Sincerely,

Mark Paulus

cc: Mr. Rex Clary – Saline Area Schools
Ms. Miranda Owsley – Saline Area Schools

Attachments

Saline Area Schools

Teaching & Learning Team

MEMORANDUM



To: Board of Education
Superintendent Stephen Laatsch

From: Kara Davis, Director, Teaching & Learning

Date: December 12, 2023

Subject: SHS New Course Approval

Recommendation: to approve the following new courses to the 24/25 Saline HS Course Catalog as submitted by Executive Director of Teaching & Learning Kara Davis

Unified Physical Education

Course Description: The goal of the course is to provide all students with a wide variety of opportunities for positive growth through exercise and wellness. With the implementation of a Unified Physical Education Program, we will expect to see improvements in student to student communication, student collaboration and creativity in lessons, positive encouragement, relationship building, teamwork and belief in oneself that through exercise and teamwork, we can certainly achieve anything.

The course will be an opportunity for students of all ability levels to aid in the experience of one another. We will provide programming that not only enhances a student's ability level in exercise but seeks to realize fun, positive engagement and an understanding about movements that are possible to complete on a consistent basis. The program aims to instill a lifelong desire to remain physically active to enhance the student's overall emotional, mental, and social wellness. The course will also emphasize the connection between physical activity and health and wellness.

Intro to Cyber Security

Course Description: This one trimester course is designed for 9-12 grade students who are interested in exploring careers in Cybersecurity. The course will also prepare students for our more advanced CTE Computer Servicing coursework. The focus of this class will include the implementation and monitoring of security on network and computer systems. Students will investigate strategies to identify and protect against security threats such as hackers, eavesdropping and network attacks. The basics of cryptography and logic reasoning will be explored. Hands-on labs in the CYBER.ORG Range provide practice in the configuration and mitigation of system vulnerabilities. Each unit integrates current events and related cyber ethics and law. It includes the use of the CYBER.ORG Range software, which is a no cost cyber range for all K-12 educators. *Ethics agreement must be signed by all students and parents

during the first 2 weeks of class.requirements. The school ensures that the teacher has a copy of the most recent edition of a college-level biology textbook or other appropriate materials to support instruction.

Community Leadership

Course Description: This course is designed to give students a competitive advantage after high school. This course will provide the student with valuable leadership and communication skills that a person will use in their everyday lives. During this course, a student will develop their leadership, collaboration, critical thinking, and communication skills while benefiting the community. Through projects developed in class, students will positively contribute to the lives of others by caring for their classroom, school, and community. Students will collaborate on these projects throughout the trimester to develop responsibility, self esteem, initiative, creativity, and leadership. They will then be given the opportunity to take these projects to compete at the state and national level.

Housing & Interior Design

Course Description: Introduces students to the concepts of living environments throughout the world with a focus on the United States. Past and future housing is explored, but practical experiences with today's living possibilities is stressed. Personal and psychological needs are also examined. Students will learn about various types of housing units, along with architectural styles, floor plans, color theory, furniture styles, and construction. Taking a project based approach, students will apply the knowledge learned for personal or future potential careers in Housing and Interior Design.

Board of Education Meeting

Liberty School Board Room
November 14, 2023 at 6:30 PM



MINUTES

Mission

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

OPENING

1. CALL TO ORDER

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

Board Members Present: Susan Estep, Brad Gerbe, Lauren Gold, Michael McVey, Jennifer Miller and Jennifer Steben.

Board Members Absent: Tim Austin

Central Administration Present: Superintendent Laatsch, Assistant Superintendents Ellis & Owsley, Executive Directors Clary, Davis and Martin

2. PLEDGE OF ALLEGIANCE

3. SUPERINTENDENT'S RECOGNITION

*Saline High School Marching Band
SHS Girls Varsity Field Hockey Team*

4. PUBLIC COMMENT

STUDENTS

Bella Rodriguez, Student - spoke regarding racism

Aliyah Corrao-Taylor, Student - spoke regarding racism

OTHER PUBLIC STAKEHOLDERS - None

EXTENDED PUBLIC COMMENT

Theresa Stager, Principal
Saline High School

Highlighted point of pride at Saline High School

5. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

6. **REVISIONS/APPROVAL OF AGENDA**

Trustee Gerbe asked that the HR Report listed as part of the Consent Agenda be pulled from the consent agenda so that a discussion can be facilitated before approving.

MOTION made by Secretary Miller, support by Vice President Steben **to approve the agenda as revised.**

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

7. **STUDENT SHOWCASE**
Woodland Meadows Safeties & Student Leadership

Advisor: Emily Petrous & Matt Pelletier

Woodland Meadows students who participate in the “Safeties and Student leadership” presented to the board about their program and how they support the students at Woodland Meadows. To be part of the leadership or safeties teams, students must complete an application process, there are teacher/adult recommendations and students must demonstrate good attendance and positive behaviors. The students shared some of the things they do throughout the year.

8. **SCHEDULED REPORT**

a. **Audit Report**

Presenter: Plante Moran, Jeff Higgins, Partner

Summary presentation of the audit was presented by the district’s independent auditing firm, Plante Moran. Based on the results, they were able to provide the highest level of assurance on the district’s financial statements. Very appreciative to the Finance Office for the work they did to make the audit process go so smoothly.

b. **Bond Update**

Presenter: Rex Clary, Director of Operations

Ameresco and Lecole Planners were included to help present updates on Bond projects, specifically regarding the installation of solar integrated roofing. Ameriesco is a leading

cleantech integrator and renewable energy asset developer and operator. They are excited to be working with Lecole Planners to integrate solar into the Saline Area School district. They are proposing a roof integrated project. The 2022 Inflation Reduction Act allows for direct pay option for Investment Tax Credit for public k-12 schools. Ameresco performed a Solar Proof of Concept to utilize the new ITC. The bidding will take place in Nov/Dec 2023 with Board approvals being sought shortly thereafter. Final engineering and continual progress towards the summer of 2024 with 2025 being targeted as initial mobilization.

9. **ACTION ITEMS**

- A. **MOTION** made by Vice President Steben, support Trustee Estep **to approve the re-appointment of Stephanie Gray and Lori Byron to the Saline District Library Board for a two-year term beginning December 1, 2023 as recommended by Superintendent Laatsch. Both Gray and Bryon currently serve on the SDL Board and their term expires November 30, 2023.**

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

- B. **MOTION** made by Vice President Steben, support Secretary Miller **to approve the purchase of (2) Model Year 2024 77 Passenger Schools Buses in the amount of \$318,792.00 and (1) 2024 Lift Bus at a cost of \$186,554.00 for a total purchase of \$505,346.00 as recommended by Rex Clary, Director of Operations.**

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

- C. **MOTION** made by Treasurer Gerbe, support Trustee Estep **to approve the recommendation of A.R. Brouwer to award contracts in the total amount of \$1,200,038.00 for Bid Pack #4 for the new Operations Center as submitted by Rex Clary, Director of Operations.**

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

- D. **MOTION** made by Vice President Steben, support Secretary Miller **to approve the purchase of 40 Epson L530U Projectors in the amount of \$80,600 as submitted by Jay Grossman, Director of Technology.**

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

- E. **MOTION** made by Treasurer Gerbe, support Secretary Miller **to adopt the Annual Summer Tax Resolution as submitted by Assistant Superintendent Miranda Owsley.**

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

10. **DISCUSSION ITEMS**

(B. Added Discussion Item pulled from consent agenda, Human Resources Report)

A. **Board Finance Committee Meeting Updates**

Chair, Brad Gerbe

Met prior to the Board Meeting. Had an overview of the Audit report with stakeholders at Plante Moran. Also a discussion regarding the fund balance. As we move into discussion regarding Strategic Planning, it's important to keep the fund balance in mind. Our credit rating is positively impacted by our fund balance. The finance committee will not meet again until 2024.

B. **Human Resources Report**

Facilitator, Brad Gerbe

Did not ask for the report to be pulled to question or consider a hire but to have discussion on the process of hiring and if the board were to have concerns.

10. **ADMINISTRATION / BOARD UPDATES**

Superintendent Laatsch: Recently attended the Black Student Union meeting at Saline High School. Was encouraged that the majority of students do feel supported by teachers and administration. But there needs to be more support regarding the language regarding Hate Speech.

Student Representatives Clark & Iadipaolo: Caroline thanked Superintendent Laatsch for the Field Hockey recognition. Will be attending the next BSU meeting. Mateo is getting ready to leave for the Capstone service learning trip to Ecuador.

Treasurer Gerbe: In light of recent social media posts and comments from BSU, I do not condone racist behavior and support strong consequences regarding that sort of behavior. Attended a meeting regarding safe gun storage. I do support these efforts. Firearms are the leading cause of death of children. Happy Thanksgiving to all.

Secretary Miller: Policy Committee is looking at possible policies/resolutions around safe gun storage. This will be discussed at an upcoming Policy Committee Mtg. Acknowledge Woodland Meadows Veteran's Day activities. Good luck to all students participating in the end of trimester finals. Participated in the recent BOE bldg tours. Regarding racist vandalism, I appreciate hearing from the students this evening and encourage you to send your thoughts and ideas to the Board for consideration. Appreciate the work of the DEI AC and all stakeholders regarding the Hate Speech Statement and the work that needs to be done to strengthen the statement as well as operationalizing it. Congratulations to Caroline on receiving the Erica Reilly Scholarship for her performance on the SHS Field Hockey team.

Vice President Steben: Appreciate the Student Recognition portion of the agenda. Attended FSAS meeting. We are moving through the grant process currently. Nice to see requests coming from new staff and courses. #givingtuesday is a wonderful way to support the FSAS.

Trustee Estep: Acknowledging the needed ongoing work regarding racism, bullying and harassment. Happy that the Hate Speech statement is going back to the DEI AC for additional work. Recently attended the MASB conference. Lots of great sessions and excited to share some resources. As part of the MASB ALC conference, also attended the Resolutions & Bylaws committee meeting. Particularly pleased to have worked on and passed an amendment to the Curriculum & Standards which included a statement that “School Boards should not be required by state law to provide students alternative curriculum materials or allow students to “opt out” of classes or classroom exercises in core curriculum courses”. Also supported a revision to the Civil Rights resolutions as MASB strongly supports the Elliott-Larsen Civil Rights Act in Michigan and the protection it affords individuals from discrimination based on religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status and marital status.

Trustee Gold: Regarding the racism that takes place everyday in our country, everyone should stop and think about why it happens and how we can make sure it doesn't happen again. It should be a sentinel event. Treat it with the same alarm as physical harm and everyone should treat it that way. We have a moral responsibility to treat it as the outrage it is.

President McVey: The CEO, Richard Culatta CEO of ISTE/ASCD visited our district on November 2nd. Very impressed with our school district, not just in technology but overall very impressed with what he saw.

11. **CONSENT AGENDA**

MOTION made by Treasurer Gerbe, support Vice President Steben to **authorize the Consent Agenda as printed:**

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

- A. **Approval** of the Board of Education Meeting Minutes of October 24, 2023
- B. **Approval** of the Board Policy Committee Meeting Minutes of October 24, 2023
- C. **Approval of Payment** of the General Fund Accounts Payable of November 14, 2023, in the amount of \$2,697,461.69
- D. **Approval of Payment** of Bond Series III Accounts Payable of November 14, 2023, in the amount of \$498,265.65
- E. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of November 14, 2023, in the amount of \$866,337.12
- F. **Approval** of 2024 Board of Education Regular Meeting Calendar (move to discussion item)

G. **Receive and File** Human Resources Report

H. **Approval** of the following Policy Updates as recommended by Neola, Inc. and supported by the Board Policy Committee:

Po2370.01	Online/Blended Learning Program
Po7450.03	Student Technology Acceptable Use and Safety
Po8305	Information Security (Technical Correction)
Po8531	Free and Reduced-Price Meals

CLOSING

12. **ITEMS SCHEDULED ON NEXT AGENDA**

- A. Teaching & Learning Update - Continuous Improvement
- B. Closed session - Superintendent's Final Evaluation

13. **PUBLIC COMMENT**

STUDENTS

OTHER PUBLIC STAKEHOLDERS

Changming Fan, Community Member - Spoke regarding Climate Control

14. **NEXT MEETING**

The next Board of Education Meeting will be held on December 12, 2023, at 6:30 PM.

15. **CLOSED SESSION**

MOTION made by Secretary Miller, support Trustee Gold **to enter Closed Session of the Board of Education at 9:30 PM, with the intent to re-enter Open Session at 9:45 PM, for the purpose of Collective Bargaining 8(c) of the Open Meetings Act. Under Section 8(c) a simple majority vote is sufficient to enter into a closed session.**

Ayes - All Present - MOTION CARRIED 6-0

16. **RE-ENTER OPEN SESSION**

MOTION without objection **to re-enter Open Session of the Regular Board of Education Meeting at 9:45 PM.**

MOTION made by Secretary Miller, support Vice President Steben **to approve on this day, November 14, 2023 the letter of agreement between Saline Area Schools and the Saline Area Schools Administrative Association (SASAA)**

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

17. **ADJOURNMENT**

MOTION made by Trustee Estep, support Treasurer Gerbe **to adjourn the Regular Board of Education Meeting of November 14, 2023, at 9:48 PM.**

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

Respectfully submitted,

Jennifer K. Miller

Jennifer K. Miller
Board Secretary

Recorded by: Betty Jabnke

2023 Board Attendance Stipends

Date	Austin	Estep	Gerbe	Gold	McVey	Miller	Steben
1/10/2023 Organizational Mtg	1	1	1	1	1	1	1
1/10/2023 Regular Mtg	1	1	1	1	1	1	1
1/24/2023 Regular Mtg	1	1	1	1	1	1	1
2/14/23 Regular Mtg	1	1	1	1	1	1	1
2/28/23 Regular Mtg	1	1	1	1		1	1
3/21/23 (No March 7th Mtg)	1	1	1	1	1	1	1
4/11/23	1	1	1	1	1	1	1
4/25/23	1	1	1	1	1	1	1
5/9/23	1	1	1	1	1	1	1
5/23/23	1	1	1	1	1	1	1
6/1/23 (Board Retreat)	1	1	1		1	1	1
6/13/23	1	1	1	1	1	1	
7/11/23	1	1	1		1		1
8/8/23	1	1	1	1	1	1	1
8/22/23	1	1	1	1	1	1	1
9/12/23	1	1	1	1	1	1	1
9/18/23 (Special Meeting)	1		1	1	1	1	
9/26/23	1	1	1	1	1	1	1
10/10/23	1	1	1	1	1	1	1
10/24/23	1	1	1	1	1	1*	1
11/14/23		1	1	1	1	1	1
12/12/23	1	1	1	1	1	1	1
TOTAL	21	21	22	20	21	20	20
Pay Calculator	630	630	660	600	630	600	600

* Credit since she attended the policy mtg of the same day even though she wasn't at the BOE mtg



TOPIC: Human Capital Recommendations

The following human capital changes including resignations and new hires are being presented to the Board of Education to receive and file:

RESIGNATIONS / TERMINATIONS:

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>REASON</u>	<u>EFFECTIVE</u>
Curt Ellis	Human Resources	Assistant Superintendent	Resignation	Retirement	30.Nov.23
Marcus Jones	Saline MS	Dean of Students	Resignation	Personal	14.Dec.23
Joe Palka	Saline HS	Teacher	Resignation	Retirement	31.Jan.24
Tyler Palka	Saline HS	Dean of Students	Resignation	Personal	15.Dec.23
Justine Westbay	Saline MS	Paraeducator	Resignation	Personal	16.Nov.23

NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Katie Beckington	Heritage	Paraeducator	New Hire	1	30.Nov.23
William Curtis	Transportation	Bus Driver	New Hire	1	29.Nov.23
Carol Baaki-Diglio	Liberty	Interim Asst Super HR	Retiree	N/A	30.Nov.23
Duane Derksen	Transportation	Bus Driver	New Hire	1	13.Nov.23
Norma Frauhammer	Saline HS	Afternoon Custodian	New Hire	1	14.Nov.23
Kevin Gunnery	Transportation	Bus Driver	New Hire	1	04.Dec.23
Michael Holtz	Transportation	Bus Driver	New Hire	1	03.Nov.23
Kendra Kokelaar	Harvest	Paraeducator	New Hire	Retiree A	20.Nov.23
Fiona Morcom	Saline MS	Teacher	New Hire	BA1	17.Nov.23
Tyrell Murphy	Saline HS	Custodian	New Hire	1	01.Dec.23
Aaron Shaul	Transportation	Bus Drive	New Hire	1	04.Dec.23
Nicole Raphael	TBA	Substitute Teacher	Retiree	N/A	21.Nov.23
Hannah Zetterholm	TBA	Teacher	New Hire	BA1	20.Nov.23

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

CAROL BAAKI DIGLIO, Ed.S., CHRS

HONEST LEADERSHIP | SYSTEMS CREATION | STRATEGIC FORESIGHT & EXECUTION

- ✓ **Undaunted Leader** - 20 years' experience reshaping and enhancing districts, schools and departments with well-thought-out systems and processes that support and foster cultures of excellence for staff and students.
- ✓ **Fervent Advocate** - Pressing for equitable education for all students no matter what. Driving to ensure qualified and certified staff are in place. Ensuring administrators and staff have the information and resources to do what they do best.
- ✓ **Invested Relationship Builder** - Cultivating trust and gaining buy-in by modeling accountability and embracing an inclusive management style that values feedback from all stakeholders.
- ✓ **Results-Oriented Professional** - Consistently delivering results during the best and worst of circumstances with implementation of new, transformative strategies that lead to long-term success.

AREAS OF EXPERTISE: Leadership | Systems Development | Strategic Planning | Strategy Implementation | Process Development | Process Improvement | Regulatory Compliance | Labor Relations | Operations | Team Management | Talent Development | Professional Development | Training | Coaching & Mentoring | High-Level Presentations | Public Relations | Human Resources | High-Level Negotiations | Accountability | Advocate for Education

PROFESSIONAL EXPERIENCE

CONSULTING BY DIGLIO, Plymouth, Michigan

2018 – 2020, 2022 – Present

Educational Leadership & HR Consultant

Presentations | Training | Relationship Development | Coaching | System & Process Analysis | Strategic Planning

Opportunity: Founded consulting company specializing in providing coaching, workshops, strategic guidance and customized plans around leadership and human resources for organizations in the education sector and private sector.

- Customize workshops for individual districts and organizations to maximize the efficiency of the leadership team through building transparent and accessible systems transforming operations, culture, performance and accountability to improve outcomes.
- Served on Michigan Association of Secondary School Principals (MASSP) and EPI Score Redesign Committees.
- Supported current education leaders using Coach/Mentor for School Administrators Certification through MASSP.
- Selected by Michigan Association of Secondary School Principals to author monthly blogs, write real-life scenario's for MiVu online learning tool, proctor online School Law course for SCECHs and design and facilitate customized hands-on and in-demand accountability workshops for education leaders.
- Contracted by Michigan Association of Superintendents and Administrators (MASA) to design and facilitate workshops for central office leaders and personnel related to systems, policies and accountability.
- Designed, wrote and scripted a six-month, five-module, comprehensive micro-credential for continuing education aimed at central office administrators on behalf of MASA.
- Provided human resource support, mentoring and workshops to Applied Fitness Solutions and other local businesses in the areas of leadership, process development, accountability, policy, investigations and compliance.
- Facilitated sessions with Central Michigan University Softball team on leadership, accountability, teamwork and balancing the expectations of a Division I student-athlete throughout the 2019 season.

OAK PARK SCHOOL DISTRICT, Oak Park, Michigan

2019 – 2022

Assistant Superintendent of Human Resources

Leadership | Systems Development & Implementation | Strategic Planning | Collective Bargaining | Team Management
Cross-Functional Collaboration | Regulatory Compliance | Crisis Management | Process Creation | Training | Hiring
Recruiting | COVID-19 Protocols | Performance Improvement | Investigations | Employee Discipline | Labor Relations

Opportunity: Appointed by new Superintendent and approved by MDE through critical shortage list to re-establish HR department after 10 years of neglect and lack of oversight. Served as second in chain of command.

District Budget: \$62 million | **Buildings:** 6 | **Staff:** 18 Administrators, 240 Employees, 160 Contract Employees |
Students: 3600 from 100+ zip codes with high academic, social emotional and socio-economic needs.

- Created Human Resources Department from the ground up instilling both a culture of accountability and transparency district-wide focusing on consistent application of policy, professional development and new policies that enhance district.
- Developed and implemented Pre-K–12 systemic processes for hiring, staffing, master scheduling, progressive discipline, evaluation, Title IX, entry and exit processes, incident reporting, crisis management and daily building operations; led training for school and district administrators on all processes.
- Revamped hiring process to cultivate the highest potential candidates for all employee groups across the board.
- Coalesced administrators around new hiring process and partnered with a firm to train administrators on interviewing skills and techniques to ensure process and selection consistency.
- Bolstered staffing with strategic elimination of employees lacking qualifications and certifications; replaced with instructional coaches and reopened media centers in all buildings.
- Established and oversaw administration of all COVID-19 regulations district-wide; developed district manual, facilitated 15 hours of training and implemented requirements in accordance with CDC, OCHD, MIOSHA and Board of Education policy during the ever-changing global pandemic.
- Spearheaded development of responsive, up-to-date, self-directed Staff Links portal giving employees access to current information regarding contracts, payroll, FMLA, time-off, etc.; portal expanded to include access to all vital information impacting all functions throughout district.
- Planned and orchestrated complex, compliant deployment of 3,000 laptops and 1,000 hotspots to students across district within three weeks to facilitate remote learning during COVID-19 shutdown.
- Led negotiations as chief negotiator for two union groups, one association and 30 independent employees during a year-long negotiation; delivered three approved contracts; improved salary schedules, removal of prohibited subjects and better-defined articles.
- Focused on building union relationships and trust with weekly meetings to engage in regular communication with district-level decision-making and the messaging of critical information.
- Drove development and implementation of K–12 comprehensive school health program compliant with Michigan Department of Education regulations; hired two nurses and trained all staff on new medication and distribution process for students.
- Increased student immunization rates from 56% to meet the required 95%.
- Partnered with KALPA to implement a system for staff to record and house all professional development requirements for continuous certification through MOECS as mandated by the Michigan Department of Education.
- Collaborated with COPES Consulting to train and prepare all building leaders and crisis teams in the Traumatic Event Crisis Intervention Plan (TECIP).

NOVI COMMUNITY SCHOOL DISTRICT, Novi, Michigan

2013 – 2017

Assistant Superintendent of Human Resources

Leadership | Systems Development & Implementation | Strategic Planning | Collective Bargaining | Team Management
 Cross-Functional Collaboration | Regulatory Compliance | Continuous Improvement | Process Improvement | Training |
 Hiring | Recruiting | Retention | Performance Improvement | Investigations | Employee Discipline | Labor Relations

Opportunity: Appointed to position to create greater transparency in hiring processes and sharpen district's Human Resource function. Led small but mighty team of 2 ½ support staff in administering human resources systems district-wide. **District Budget:** \$72 million | **Buildings:** 12 | **Staff:** 30 Administrators, 890 Employees | **Students:** 6400

- **Served concurrently as Assistant Superintendent of Human Resources and Principal of Novi High School for six months.**
- Spearheaded transformation of HR function with a focus on building systems and processes that supported continued success of district that ranked in top 5% academically and 25th largest district in Michigan.
- Realigned culture district-wide to one focused on high performance, consistent application of policy, regular professional development opportunities and new policies that enhanced safety and responsiveness.
- Immediately dismantled outdated, ineffective hiring process; created and implemented rigorous hiring process that cultivated the highest potential candidates for all employee groups across the board.
- Coalesced administrators around new hiring process and partnered with a firm to train administrators on interviewing skills and techniques to ensure process and selection consistency.
- Aligned school administrative support staff around existing building operations policies and systems to ensure consistent application and delivery of exceptional customer service across 14 buildings, district-wide.
- Led regular training on professional evaluations for all staff and leadership to ensure compliance with federal, state, and local mandates, including but not limited to Title IX, Evaluation, Family Medical Leave Act, Residency, Concussion Training, Volunteer Screening, Investigations and Progressive Discipline.
- Elevated performance and customer service and integrated into HR culture by developing systems reinforcing accountability, health and safety protocols, compliance requirements and board policies and law.
- Drove development of database tracking over 1,000 professional certifications and licenses of all staff district-wide leading to improved overall compliance.
- Negotiated contracts annually for four bargaining groups, administration and non-union employees simultaneously.

NOVI HIGH SCHOOL, Novi, Michigan

2003 – 2013

Principal (2010 – 2013)

Cross-Functional Leadership | Student Achievement | Strategic Planning | Team Building | Budget Management |
 Recruiting | Hiring | Retention | Team Management | Public Relations | Presentations | Operations |
 Federal & State Regulatory Compliance

Opportunity: Appointed in August to lead and oversee operations of nationally ranked high school with robust and uncompromising schedule to meet Michigan Merit Curriculum requirements and student interests.

School Budget: \$12 million | **Departments:** 14 | **Staff:** 4 Administrators, 130 Employees | **Students:** 2000+, racially and economically diverse

- Overcame immense challenges due to major cuts and transitioned staff to six period day from 4x4 block while navigating a culture mourning increased class sizes, elimination of department chair leadership, reduction programs, implementation of the Michigan Merit Curriculum requirements, evaluation law, and wage reductions.
- **Increased graduation rate to 97% with 84% of graduates attending a four-year university and producing 23 National Merit finalists** through the introduction of new initiatives and training that elevated staff leadership, collaboration and focus on best practices.
- Tackled implementation of International Baccalaureate Diploma Programme, sheltered class for English Language Learners and Operation Graduation to meet academic, social and emotional needs of all students during stressful time of high teacher absenteeism.

Novi High School: Principal (Continued)

- Continued to provide excellent customer care, focus on continuous improvement and provide opportunities for students while managing 8% staff reduction and elimination of several support resources due to recession-era school aid cuts.
- Facilitated continuous diversity and equity training to foster a culture that embraced and honored student voice.

Assistant Principal (2007 – 2010)

- Started position in October while continuing as Dean of Students & Operations for nine months.
- Created environment of cross-collaboration to best serve academic, emotional and social needs for a caseload of 700 students.
- Revamped master schedule and created the schedule to balance Michigan Merit curriculum, elective courses and stakeholder feedback to accommodate 2000 students and 24,000 classes.
- Elevated operations by creating and implementing procedures for pupil accounting, student discipline, school improvement efforts and began discussions around curriculum and grading alignment across content areas.
- Accelerated innovative strategies and interventions for at-risk populations to mitigate truancy and drop out.

Dean of Students and Building Operations (2003 – 2007)

- Oversaw construction and liaised with contractors on 156,000-square-foot addition to school ensuring project was completed in time for start of school.
- Conceptualized, planned and facilitated district-wide school shooting simulations, including development of emergency manuals, CERT training and CPR/AED training.
- Administered student discipline and behavior modification strategies from grades 9–12.

EARLY CAREER

Health Education Teacher (1995 – 2003), NOVI HIGH SCHOOL, Novi, Michigan

Adult and Alternative Education Teacher (1993 – 1995), BENTLEY CENTER, Livonia, Michigan

Life Management Skills (1991 – 1993), HOGG MIDDLE SCHOOL, Houston, Texas

EDUCATION

Specialist in Arts, Educational Leadership, EASTERN MICHIGAN UNIVERSITY, Ypsilanti, Michigan

Master of Science in Administration, General Administration, CENTRAL MICHIGAN UNIVERSITY, Mount Pleasant, Michigan

Bachelor of Science, Health (MA) K–12, CENTRAL MICHIGAN UNIVERSITY, Mount Pleasant, Michigan

CERTIFICATIONS

Certified Human Resources Specialist (CHRS), Michigan State University

Administrator Certificate (K–12), State of Michigan

Professional Education Certificate, State of Michigan

Mentor and Executive Coach, Michigan Associate of Secondary School Principals

REFERENCES UPON REQUEST

FIONA MORCOM

Special Education Teacher



EDUCATION

Eastern Michigan University | Ypsilanti, MI- Bachelor of Science in Special Education
K-12 autism spectrum disorders- Elementary
Graduation December 2023- Cumulative
GPA 4.0

- Dean's List Honoree (2019-2023)
- Honor's College Member (2019-2023)
- Brehm Scholar (2022-2023)
- Co-President of EMU Special Olympics (2019-2023)
- Flossie Gabrielson Memorial Endowed Scholarship Recipient (2021-2022)
- James D. and Helene C. Reader Scholarship in Special Education Recipient (2021-2022)
- College Support Program Social Event Coordinator (2022-2023)
- Charles M. and Lucy. A. Elliott Endowed Scholarship in special education recipient (2023)
- Saline Area Schools Career Advisory Board Member (2021-2023)

Saline High School | Saline, MI

Graduated May 2019- Cumulative 3.7 GPA

- National Honor Society member (2017-2019)
- Connecting Program member (2017-2019)
- Careers in Education cadet (2017-2019)
- Captain of Saline Women's Varsity Field Hockey (2018-2019)
- Captain of Saline Women's Varsity Basketball (2018-2019)
- ESP Corl/ Rogers Scholarship Recipient (2019)

RELATED EXPERIENCE

Student Teaching | Saline, MI

Special Education Student Teaching at Saline High School 08/2023- Current

Cooperating Teacher- Jessica Gose

- Learned how to accommodate many different learners within one classroom
- Acquired strategies for working with paraprofessionals effectively and respectfully
- Gradually took over instructional delivery and lead teacher responsibilities

Student Teaching | Ann Arbor, MI

General Education Student Teaching | Ann Arbor, MI 01/2023- 04/2023

Cooperating Teacher- Chad Downs

- Gained experience teaching in a progressive school environment
- Became familiar with online programs such as PowerSchool
- Taught in a blended classroom of third and fourth grade students
- Designed and taught a unit on spelling and phonemic awareness

Field Experience | Ypsilanti, MI

Fourth Grade at Holmes Elementary 09/2022 - 12/2022

- Guided students through daily math and reading lessons and worked with them in small groups
- Led guided reading lessons and learned strategies to make teaching literacy more engaging

CERTIFICATIONS

- Passed MTTC 103 Elementary Education on July 7th, 2023
- Passed MTTC 064 Autism Spectrum Disorder on April 26th, 2023
- Certified in NVCI as of August 15, 2023
- Certified in Adult and Child CPR as of August 14, 2023

EMPLOYMENT EXPERIENCE

Hornet Camp | Saline, MI Paraprofessional

06/2022- Current

- Worked with middle school students in the summer of 2022
- Worked with high school students in summer of 2023
- Gained confidence supporting students with greater needs and communicating with their parents
- Prioritized student safety and support at all times

Head Junior Varsity Field Hockey Coach | Saline, MI Substitute Teacher

05/2023- Current

- Communicated with players and parents daily about upcoming practices, games, or other events
- Coordinated with the Varsity Head Coach to come up with practice plans each day
- Created team guidelines for respect and sportsmanship on and off of the field
- Prioritized athlete health and wellbeing at all times

Edustaff K-12 Substitute Staffing | Saline, MI Substitute Teacher

02/2022- Current

- Substituted for ages 5-18 years old in the Saline Area Schools District and Ann Arbor Public Schools District
- Worked in both special education and general education classrooms
- Learned and applied several different classroom management strategies and gained more
- Gained confidence leading a larger group of students

Bemis Farms Preschool and Childcare | Saline, MI Assistant Teacher

03/2019 – 02/2022

- Monitored the safety and progress of children ages 6 months - 5 years old and assisted lead teachers with anything that they needed
- Gained experience and confidence communicating with parents, other teachers, and administrators in a professional manner
- Learned how to become successful with time management skills and with working a set schedule



HANNAH ZETTERHOLM

Special Education Teacher - ASD

EDUCATION

BA of Science
Eastern Michigan University
2019- December 2023

High School Graduate
Saline High School
2016-2019

CERTIFICATIONS

- MTTC- ASD Pending November
- MTTC- Elementary Education Pending January
- Non-violent Crisis Prevention Intervention- September 2023
- CPR and First Aid- March 2023

EXTRA-CURRICULARS/VOLUNTEERING

- Kappa Delta Phi- Teaching Honor Society 2021- Present
- Saline Social Services 2012- Present
- Ann Arbor Alpha House 2012- Present
- Saline Area Schools Career Advisory Board 2021-2022

WORK EXPERIENCE

- August 2023- Present
Saline School District
Special Education K- 3rd Grade Lifeskills Student Teacher
 - Collaborated with general education staff to provide behavioral updates, as well as relay students IEP information
 - Delivered differentiated instruction and accommodations based on individual student needs using the school curriculum
 - Observed preparation and execution of IEP meetings
 - Managed challenging behaviors in the classroom by using positive redirection techniques
- Jan 2023-May 2023
Milan School District
5th Grade General Education Student Teacher
 - Effectively participated in a professional learning community to plan and reflect using the grade-level curriculum map
 - Taught using the school curriculum/planning students daily work based on the students data
 - Provided interventions to students during the provided WIN time
- Jan 2022- August 2023
Self-employed
Nanny
 - Maintained daily communication with the parents
 - Planned and coordinated daily enrichment activities

AWARDS

- Dean's List Honoree Winter 2020- Present
- EMU Alumni Association Legacy Scholarship 2020,2022,2023
- Dorcas Wolf Scholarship 2022-2023
- Martha Horton Ramsey Scholarship 2023
- Kenneth H. Clayton Scholarship 2022
- Jasmynn's Voice Scholarship 2021
- Girl Scout Gold Award 2017, Girl Scout Silver Award 2014, Girl Scout Bronze Award 2012

REFERENCES

Patricia Fair

Saline High School Teacher Consultant

Phone: [REDACTED]

Email : [REDACTED]

Courtney Liberta

Special Education Teacher- ASD

Phone: [REDACTED]

Email : [REDACTED]

Elizabeth Campbell

Mom of Nanny Kids

Phone: [REDACTED]

Email [REDACTED]

Jennifer Desiderio

Eastern Michigan University Professor

Phone [REDACTED]

Email : [REDACTED]

- January 2023- Present
Saline School District and Milan School District
Substitute Teacher
 - Utilized flexible management strategies based on varying classroom dynamics
 - Executed teacher lesson plans to provide students with consistent structure and classroom experience
 - Developed rapport with staff and students to maintain a positive environment
- June 2019-2022
Bemis Farm Childcare and Preschool
Teacher Assistant
 - Instructed students ages 6 month to 5 years using developmentally based age activities
 - Developed communication skills by interfacing with child care manager, director, co-workers, parents, and students.
- September 2019- December 2023
Field Experience
Young 5's- 12th grade
 - Guided students through their daily work per their teachers instructions
 - Helped one on one with students who needed extra differentiated reinforcement
- September 2019- December 2023
Saline Community Education Before and After
Care Assistant
Young 5's- 5th Grade
 - Used positive discipline techniques
 - Assisted in supervising students
 - Helped plan and supervise indoor and outdoor activities