

Grand Ledge Public Schools Board of Education

JANUARY 13, 2025

MEETING

**SAWDON ADMINISTRATION BUILDING
BOARD ROOM**

IMMEDIATELY FOLLOWING ORGANIZATIONAL MEETING

Grand Ledge Public Schools

MEETING OF THE BOARD OF EDUCATION

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

Date: Monday, January 13, 2025

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

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

Time: Immediately Following Organizational Meeting

Purpose: General Business

Phone: (517) 925-5400

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



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

cc: Buildings
Board Members
Lansing State Journal
Melissa Mazzola, President, GLEA
Ashleigh Lore, Vice-President, GLEA
Sarah Hopper, President, MEA/NEA Unit I, Secretarial /Clerical
Denise Truman, President, MEA/NEA Unit III, Food Service
Allyson McCann, President, MEA/NEA Unit IV, Paraeducators, TA & Health Care Paraeducators
Danis Peck, President, IUOE Local 547, A, B, C, E & H AFL-CIO, Bus Drivers
Sarra Ruiz, President, Custodial Association

Date of Posting: January 8, 2025

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, January 13, 2025
Immediately Following Organizational Meeting**

- I. Call to Order & Pledge of Allegiance President
- II. Roll Call.....Dr. Bill Barnes, Superintendent
- III. Public Comment
- IV. School Board Recognition
- V. Presentations
 - A. Holbrook Elementary School
 - B. Student Safety Supervisor
- VI. Action Items
 - A. Approval of Meeting Minutes
 - a. December 9, 2024 Regular Meeting & Closed Session
 - B. Approval of Probationary to Tenure Status
 - C. Approval of Teacher Hiring
 - a. Annemarie Reik – Counselor – Willow Ridge Elementary
 - b. Kaylie Cano – Intensive Resource – Willow Ridge Elementary
 - c. Emily Wenzlick – Special Education – Hayes Intermediate
 - D. Approval of the Payment of Sinking Fund Invoices
 - a. Myers Plumbing
 - E. Approval of the Payment of Proposal 1, Series 2 Bond Invoices
 - a. Horrocks Nursery Farms
 - F. Approval of the Payment of Proposal 1, Series 3 Bond Invoices
 - a. Clark Construction – December 2024
 - b. GMB Architects & Engineers – December 2024
 - c. Hamilton AV
 - d. Haworth, Inc. x2
 - e. Lowes
 - f. Trades – December 2024
 - BV Mechanical
 - Moore Trosper
 - G. Approval of the Payment of Proposal 1, Series 4 Bond Invoices
 - a. Clark Construction – December 2024
 - b. GMB Architects & Engineers – December 2024
 - c. Hamilton AV
 - d. Trades – December 2024
 - Buist Electric
 - Christman Constructors
 - Custom Steel Fabricators
 - Davenport Masonry
 - E & L Construction Group
 - E.T. MacKenzie
 - Ewing Electric
 - FCI Group
 - Lapeer Steel
 - Moore Trosper x2
 - Myers Plumbing & Heating
 - Schepers Concrete Construction
 - Total Fire Protection
 - Wm Floyd Company
- VII. Comments from Staff and Board
- VIII. Future Topics
 - Based on Approved 2025 Board Meeting Schedule
- IX. Adjournment

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



**CALL TO ORDER &
PLEDGE OF ALLEGIANCE**

President-Elect

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



ROLL CALL

Superintendent Dr. William Barnes



PUBLIC COMMENT ON NON-AGENDA ITEMS

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

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

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

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

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

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

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



SCHOOL BOARD RECOGNITION

January is School Board Appreciation Month and we will take a moment to recognize the service of the seven members who make up the Grand Ledge Public Schools Board of Education.



PRESENTATIONS

A. Holbrook Elementary School

B. Student Safety Supervisor



ACTION ITEM A

A. Approval of Meeting Minutes

- a. December 9, 2024 Regular Meeting & Closed Session*

PROPOSED MOTION: I move the Grand Ledge Public Schools Board of Education approve the meeting minutes, as presented.

**Closed Session Minutes will be at your board places for review and collected at the end of the meeting.*

**GRAND LEDGE PUBLIC SCHOOLS
*Board of Education***

December 9, 2024

MINUTES

President Shannon called the meeting to order at 6:01 p.m. She led those present in the Pledge of Allegiance.

ROLL CALL

Roll Call by Superintendent Barnes indicated the presence of **Board Members**: Tim Marsh, Toni Glasscoe, Jon Shiflett, Ashley, Kuykendoll, Denise DuFort and Nicole Shannon. **Members Absent**: Ben Cwayna. **Central Office Administrators**: Bill Barnes, Steve Gabriel, Adrienne Barna, Wendy Seida, Bill Albrecht, Kelly Jones and John Ellsworth. **Others in Attendance**: Kali Stevens, Jarrod Smith, Shelbi Frayer, Jenny David, Robert David, Tim Totten, Coban Holmes, Ashleigh Lore, John Piper and Kim Manning

APPROVAL OF AGENDA ITEMS

Motion by Mrs. DuFort, seconded by Ms. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve the December 9, 2024 Agenda Items, as presented. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA ITEMS

Motion by Dr. Glasscoe, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the December 9, 2024 Consent Agenda Items, as presented.

Included on the Consent Agenda were the November 18, 2024 Meeting Minutes.

The motion carried unanimously.

SCHOOL BOARD RECOGNITION

The Board took a moment to thank outgoing board members Tim Marsh, Jarrod Smith, Ben Cwayna and Jon Shiflett.

Dr. Barnes shared we wanted to take a moment to say a few words about the folks that will not be on the board starting in January. Plaque for years of service and GL cookie jar filled with cookies. Mr. Marsh, GL cutting board. Doesn't get a lot of recognition.

Tim Marsh

We would like to extend our heartfelt appreciation to Mr. Marsh for stepping in to fill an unforeseen vacancy. His past service on the Board of Education made his onboarding seamless. Experience truly made an impact. While only serving this time for three months, he was a valued member of the Board and the Board Bond Advisory. I appreciate his historical knowledge, connectedness to the Grand Ledge community, and thoughtful approach to his role.

Jon Shiflett

Mr. Shiflett was appointed to the Board in May 2012 and won re-election in November 2012 for a term running through 2014. He won re-election again in November 2014 for a term running from 2014 – 2018 and again in November 2018 for his current term running January 2019 – December 2024. While serving on the Board, Mr. Shiflett served as Trustee, Secretary, Vice President and President. He also served the board as their Legislative Liaison and served on the Audit Committee, the Equity Diversity and Inclusion Committee and served as a member of the Board Bond Advisory for 9 of his 12 years on the board. I appreciate Jon's commitment to the district, his passion for supporting the students, staff, families, and community of GLPS, and his consistent focus on achievement.

Jarrold Smith

Mr. Smith was elected to the Board of Education in the November 2018 election for a term running January 2019 – December 2024. While serving on the board, Mr. Smith served as a trustee, Secretary, Vice President and President. He also served the board as their Legislative Liaison and served on the Board Governance Committee and was a member of the Board Bond Committee since beginning his service on the board in 2019. I appreciate Jarrold's insights and genuine care for the staff, students, and families of GLPS, as well as his calm and measured approach to his role.

Ben Cwayna

Mr. Cwayna was appointed to the board in February 2018 to fill a vacancy. He was re-elected in November 2018 for a term running January 2019 – December 2024. While serving on the Board, Mr. Cwayna served as Trustee and Secretary. He has also served as a member of the Board Audit Committee since joining the board in 2019 and has been a member of the Governance Committee since 2021. I appreciate Ben's expertise, especially on the governance committee and his commitment to his values.

President Shannon thanked Mr. Smith for coming back so we could recognize his service to the district, thanked Mr. Marsh for his willingness to step in and Mr. Shiflett for staying the course.

Mr. Shiflett noted that the kindergarten students from when he first joined the board were last year's graduates. He expressed he has truly enjoyed serving with everyone and proud of the team the board and administration has established and he appreciates what everyone brings to the table.

Ms. Kuykendoll noted she feels the same with what has already been said. She thanked Mr. Smith who was the Board President when she joined the board, Mr. Shiflett for allowing her to "bother" him on a regular basis, and noted that while she didn't get to spend much time with Mr. Marsh, she appreciates him. She also noted that while Mr. Cwayna was not in attendance, she gives him a shout out noting his thoughtful engagement and his willing to come to the table and be an advocate.

Mrs. DuFort noted she finds it fascinating that the different individuals make a difference to the board with regard to perspective, commenting different voices give us our strength and the ability to listen to one another and benefit from each other's specific knowledge is critical.

REPORTS

- A. Capitol Connections** – Dr. Glasscoe shared information regarding the House Labor Committee changes to PA 152 regarding the hard cap and the impact on budgets. She further shared information House Bills 5174, 5735 and 5549 while noting none of these bills have been reported out of their respective committees.

- B. Eaton RESA** – Mrs. DuFort shared the RESA Board received a presentation by Nate Leale on the new Administrator Mentorship Program in compliance with new state requirements, acted on a MOU with the Black Male Educator Alliance as part of a \$2.5M section 11 grant, approved the GSRP agreements for the year and acted on providing funds to truancy case management.

- C. Grand Ledge Education Foundation** – President Shannon noted the Foundation had a really amazing evening with their Night of Stars, which honors teachers who received grant awards from the foundation and provided everyone an opportunity to see the grants in action. She thanked everyone who participated. In closing she reminded everyone that can still support the foundation by purchasing crock charms and bracelets that are on sale on their website.

Dr. Glasscoe noted she would be writing an “end of year” check to the Foundation and challenged her colleagues to do the same either by writing a check or donating on the website. She noted after seeing the presentations her “heart is full” and she is honored to make a small donation to support the teachers who take this money and do such great things for the students.

Mrs. DuFort noted the Foundation has become stronger over the past five years and is building a great presence throughout the community. She noted the grants teachers are submitting are bringing amazing things to the students.

President Shannon thanked GLEF President, Erica Ledesma, for her boundless energy and enthusiasm.

- D. Equity, Diversity and Inclusion Committee** – Ms. Kuykendoll noted the committee did not meet this month so she did not have anything to report but she looks forward to continuing our work in January.

- E. Governance Committee** – President Shannon also noted the committee did not meet this month so she did not have anything to report but she looks forward to continuing our work in January.

F. Bond Update –Bond Supervisor John Piper provided updates on the High School, Willow Ridge, Hayes, and Transportation.

G. Superintendent – Dr. Barnes shared the district has finalized its Fall student count with over 5,400 students attending. He noted this shows tremendous growth, remarking he is proud of that, proud of programs we offer, and proud that people want their students here. He shared that Monday marked the fifth Professional Development Day for staff and thanked Dr. Gabriel, Dr. Albrecht and Ms. Seida for the outstanding professional development that was provided to our staff that was aligned to our district goals. He acknowledged that PA 152, mentioned by Dr. Glascoe, is in our contracts and if the changes are enacted, it will affect us but we are confident we can manage that dynamic. He also acknowledged the Black Male Educator Grant Mrs. DuFort mentioned noting he had the opportunity, along with Eaton RESA Superintendent Dr. Williams to meet with the program CEO and expressed his enthusiasm to continue the discussion on what it could mean for the students of Grand Ledge Public Schools.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. BOARD COMMITTEE DISCUSSION

President Shannon noted the board currently has four standing committees, Bond Advisory, Audit, EDIC and Governance. At its' Organizational Meeting in January, the new Board President will make committee assignments, as well as appoint a board Parliamentarian. She opened the floor for discussion among the members.

Mr. Shiflett recommended changing the name of the EDIC Committee.

Mrs. DuFort noted she feels all the committees are still critical and expressed they have done a better job this year of meeting regularly.

Ms. Kuykendoll supporting rebranding the EDIC committee to align with the goals of the committee. She asked Dr. Barnes if he felt the committees were still relevant, if there were any committees the board is missing and for any forethought he may have.

Dr. Barnes commented no new committees come to mind. He noted that currently the Governance and EDIC committee meet once a month unless there are no agenda items. The Bond Advisory meets before the first meeting of the. Month to review anything that is being proposed to be brought forward for board action. He shared the Audit Committee only meets once a year and he believes there is merit to having the committee meet more frequently to allow the opportunity to talk about budget, specifically before a budget amendment is brought to the board. He suggested quarterly instead of just once a year. He believes this will provide a better understanding to the district's budget process and he feels this is important for the members.

Mr. Marsh suggesting renaming the Audit Committee to the Finance Committee and changing the name of the Bond Committee as this committee is not just responsible for overseeing the bond dollars, but Capital Improvement Funds and Sinking Funds as well. He believes renaming the committees is important for the public's sake so they understand what each committee is tasked with.

President Shannon was in support of changing the name of the Audit Committee to the Finance Committee and increasing the meeting frequency.

Ms. Kuykendoll supported the renaming/rebranding and asked if we could work to realign our committees with county-wide committees and using opportunities through MASB to align the committees.

Mrs. DuFort noted the Eaton RESA County-Wide School Board Meetings (CASBA) twice a year. She noted she will speak with Dr. Williams about broadening the topics.

In closing it was noted that further discussion at the January Organizational Meeting will include:

- Renaming of the Bond Advisory and EDIC Committees
- Transforming the Audit Committee
- Keeping the Governance Committee

B. APPROVAL OF 2024-2025 STRATEGIC PLAN GOALS

Motion by Mr. Shiflett, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the 2024-2025 Strategic Plan Goals, as presented.

Superintendent Barnes shared progress on District Wide Goals, individual building specific goals, and communications and community engagement goals along with the goals established for the 2024-2025 school year.

The motion carried unanimously.

C. APPROVAL OF GLPS TESTING PLAN

Motion by Ms. Kuykendoll seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the Grand Ledge Public Schools Testing Plan, as presented.

Superintendent Barnes shared the District Testing Plan for the Spring 2025 testing cycle.

The motion carried unanimously.

D. APPROVAL OF SUMMER TAX RESOLUTION

Motion by Dr. Glasscoe, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the 2025 Summer Tax Resolution, as presented.

ROLL CALL VOTE:

President Shannon	YES	Mr. Shiflett	YES
Mr. Marsh	YES	Ms. Kuykendoll	YES
Dr. Glasscoe	YES	Mrs. DuFort	YES

The motion carried unanimously.

E. APPROVAL OF FACILITY UPGRADE UPDATE

Motion by Ms. Kuykendoll, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the Facility Upgrade Update, as presented.

Superintendent Barnes reviewed the priority projects, as well as what will be addressed if dollars allow and projects that may require additional funding.

The motion carried unanimously.

F. APPROVAL OF THE PAYMENT OF SINKING FUND INVOICES

Motion by Dr. Glasscoe, seconded by Mr. Marsh for the Grand Ledge Public Schools Board of Education to approve the payment of Sinking Fund invoices in the amount of \$31,025.00, as presented.

This represents work at Neff and Sawdon.

The motion carried unanimously.

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

Motion by Mrs. DuFort, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$175,056.62, as presented.

These invoices represent work at Wacousta.

The motion carried unanimously.

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

Motion by Mr. Marsh, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 3 Bond Invoices in the amount of \$499,284.62, as presented.

This represents invoices from Clark Construction and GMB as well as work at the High School and Neff.

The motion carried unanimously.

K. APPROVAL OF THE PAYMENT OF PROPOSAL 1, SERIES 4 BOND INVOICES

Motion by Mrs. DuFort, seconded by Mr. Marsh for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 4 Bond Invoices in the amount of \$134,237.31, as presented.

This represents work at Willow Ridge and Hayes.

The motion carried unanimously.

COMMENTS FROM STAFF & BOARD

Dr. Barnes expressed his appreciation to Mr. Shiflett, Mr. Marsh, Mr. Smith and Mr. Cwayna and noted he is looking forward to working with our new board members. He further shared that he served as a judge for the [Future Cities](#) Project at Hayes today. He noted the student submissions were incredibly innovative and while they could only pick six (6) finalists, all of the submissions were super impressive.

Mr. Marsh commended the Beagle Choir for their performance at the Grand Ledge Area District Library on Friday ahead of the parade. He remarked on last night's 60 Minutes segment on Khanmigo, an AI-powered online tutor that could change the way teachers work and students learn remarking he feels this could be very promising in the future. In closing he reminded everyone of the upcoming Collage Concert at GLHS on Wednesday and Thursday evening.

Dr. Glasscoe remarked she cannot wait until she can spend more time taking advantage of the wonderful things going on throughout the district. She further noted she would like to learn more about the wall of plaques at the high school as Lansing Community College would like to do something similar. She gave a shout out to GLHS teachers Melissa Mazolla and Dave Logel for the impact they have had on her grandson recognizing their extra care and extra effort and commending them for seeing each student as an individual. In closing she wished everyone Happy Holidays.

Mr. Shiflett thanked the staff for their patience with him over his last 12 years noting they have been truly wonderful and allowed him to go from very confident and unformed to very confident and educated.

Ms. Kuykendoll thanked the outgoing board members noting they will be missed. She further commented that it "tis the season"; first snow day, whooping cough emails, and reminded everyone to be mindful and take care of ourselves. Cover your cough, wash your hands and stay home if you don't feel well.

Mrs. DuFort noted there is so much good work going on in the district right now, which is reflected in the number of students who are attending here. She wished everyone Happy Holidays and noted she is looking forward to continuing the work.

President Shannon welcomed the new board members, thanked Mr. Marsh and Mr. Shiflett commenting to Mr. Shiflett that he has become a really great friend noting it was helpful to have him here, encouraging, thoughtful, and fun and commenting she will continue to harass him in her personal and professional life.

CLOSED SESSION – Negotiations

Motion by Dr. Glasscoe, seconded by Mr. Shiflett for the Grand Ledge Public Schools Board of Education to move into Closed Session for the purpose of discussing Negotiations Strategies, as per Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976.

ROLL CALL VOTE:

Mr. Marsh	YES	Ms. Kuykendoll	YES
Dr. Glasscoe	YES	Mrs. DuFort	YES
Mr. Shiflett	YES	President Shannon	YES

The motion carried unanimously at 7:56 p.m.

RECONVENE IN OPEN SESSION

The meeting reconvened in Open Session at 8:14 p.m.

APPROVAL OF 2025-2026 STUDENT CALENDAR

Motion by Mr. Shiflett, seconded by Ms. Kuykendoll for the Grand Ledge Public Schools Board of Education to approve the 2025-2026 Student Calendar, as presented. The motion carried unanimously with Mr. Marsh abstaining from the vote in accordance with MCL 380.4203.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Respectfully Submitted:

Attest:

Ashley Kuykendoll, Secretary

Nicole Shannon, President



ACTION ITEM B

B. Approval of Probationary to Tenure Status

PROPOSED MOTION: I move the Grand Ledge Public Schools Board of Education award Tenure Status to Erin Fredericks, Amanda Gabriel, Josephine Oren, Ryleigh Scott, Jenna Rieske, and Jason Westra-Hall, as presented.



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

TO: Grand Ledge Public Schools Board of Education
FROM: Superintendent Dr. William A. Barnes
RE: Granting of Tenure Status
DATE: January 13, 2025

RECOMMENDATION:

I recommend the Grand Ledge Public School Board of Education approve Tenure Status, effective July 1, 2024, to the following teachers:

Teacher	Position	Building
Erin Fredericks	Art	Beagle
Amanda Gabriel	English Language Development	Beagle
Josephine Oren	English	Beagle
Ryleigh Scott	English	Grand Ledge High School
Jenna Riekse	1 st Grade	Delta Center Elementary
Jason Westra-Hall	English	Grand Ledge High School

BACKGROUND:

These teachers have successfully completed the District’s requirements for a probationary teacher including years of service, evaluations, and overall performance, as well as student growth. We have carefully reviewed all the supporting documents and based upon our review, as well as the recommendations of their building principals, these teachers have achieved tenure status with Grand Ledge Public Schools.



ACTION ITEM C

C. Approval of Teacher Hiring

PROPOSED MOTION: I move the Grand Ledge Public Schools Board of Education approve the teacher hiring of Annemarie Reik, Kaylie Cano and Emily Wenzlick, as presented.



INTEROFFICE MEMORANDUM

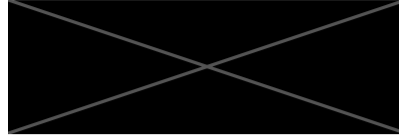
TO: Dr. William A. Barnes, Superintendent of Schools
FROM: Kelly J. Jones, Director of Human Resources
SUBJECT: Teacher Recommendation
DATE: December 17, 2024

I recommend the hiring of the following candidates for employment during the 2024-2025 school year. Each candidate has the qualifications and certifications necessary for the recommended position.

Annemaire Reik	- Counselor	Willow Ridge Elementary
Kaylie Cano	Intensive Resource Room	Willow Ridge Elementary
Emily Wenzlick	Special Education	Hayes Intermediate

KJJ/nmt

Annie Reik



September 2, 2024

To Whom It May Concern,

I am very excited about the opening you have for an elementary school counselor at Willow Ridge Elementary. I have worked within the education system for eleven years and this is my ninth year in the school counseling role. I have had the privilege to work in the Lansing Public School District, Grand Ledge Public Schools, and currently, Bath Community Schools. I am absolutely thrilled about the prospect of coming back to Grand Ledge.

I have had many experiences and cultivated a variety of skills that specifically make me a good fit for this position. I have been trained in and delivered three different social-emotional curriculums- Second Step, ReThink Ed, and TRAILS. I also have years of experience both being part of and leading MTSS as well as other collaborative teams within the school. I have grown strong at using in-person, written, virtual, and recorded forms to communicate information to students, staff, and families effectively. I have experience collecting and using data to make decisions within my school counseling program as well as sharing that data with various stakeholders including staff, families, and supervisors. I have a desire to learn from others, collaborate, and continually reflect and grow. Having been the only school counselor at three different schools, I have experience creating a school counseling program from the ground up. This has included learning about the school community, finding the needs, creating and implementing various educational opportunities and interventions, and ongoing data collection and reflection for improvement. Finally, I have worked in a variety of school settings- inner city, suburban, and rural. This has allowed me to learn how to effectively make and upkeep connections with outside resources, school personnel, and community members with a wide range of needs.

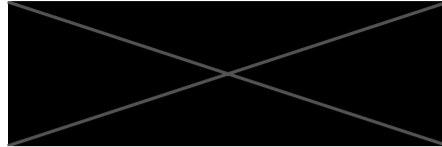
I continue to have strong relationships with many of my former coworkers, supervisors, and families from my time at Neff Kindergarten. I now have five of my nieces and nephews attending Grand Ledge Public Schools. I am excited about the opportunity to be back in Grand Ledge to serve and support this community that I love so much.

I would be honored to bring a willingness to learn, a passion for social-emotional learning, and a knowledge of and love for Grand Ledge Public Schools to Willow Ridge. I can be reached at the telephone number or email address above. I look forward to the opportunity to speak to you.

Thank you,

Annie Reik

Annie Reik



SKILLS

- Strong personal emotional intelligence skills and the ability to teach and foster them in others
- Able to effectively communicate with diverse populations
- Successfully be a team member or lead a team in short and long-term projects
- Collecting, interpreting, and employing data to make decisions as well as disseminating that data to various stakeholders
- Program, intervention, and behavior plan development and implementation
- Flexible thinker and able to quickly respond to changing needs or crisis situations
- In-depth organization of multiple projects at once

WORK EXPERIENCE

Since September 2016, I have been employed in three positions using my Masters of Science in School Counseling where I carried out the following responsibilities:

- Planned and implemented interventions of various intensities to meet the social and emotional needs of all students in the school.
- Facilitated small group and individual counseling.
- Helped build and maintain a positive school culture for students and staff through leadership positions.
- Partnered with staff, administration, families, and the community to build a comprehensive school counseling program.
- Collected, organized, and analyzed data to make informed decisions and track the effectiveness of interventions.

School Counselor

Bath Elementary School

August 2021- Present

School Counselor

Neff Kindergarten Center

August 2018- August 2021

Student Support Specialist

Kendon Elementary School

September 2016-August 2018

Testing Coordinator

Key Learning Community (Indianapolis Public Schools), Indianapolis, IN

September 2014-December 2015

EDUCATION

Masters of Science in School Counseling

Butler University, Indianapolis, IN

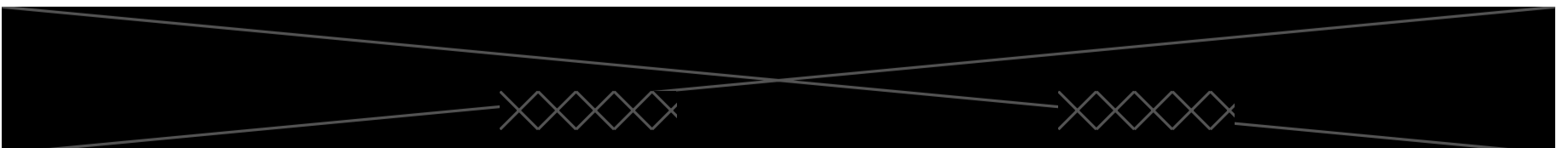
July 2016

Bachelors of Art in Human Development and Family Studies

Michigan State University, East Lansing, MI

May 2014

REFERENCES



Kaylie M. Clark



October 10, 2024

To whom it may concern,

I am reaching out in regards to my interest in the position of the Intensive Resource Room Teacher at Willow Ridge Elementary. With a strong background in special education and a passion for supporting diverse learners, I am confident in my ability to create an inclusive and nurturing environment that promotes academic and social growth.

I hold a Bachelor's Degree in Elementary Education and Special Education from Grand Canyon University and have three years of experience working with students with various learning challenges, but have taught in an Elementary ASD Program position. I am also currently achieving my Masters Degree in the Arts of Autism Spectrum Disorder with the tentative graduation date of July 2025.

My teaching philosophy centers around creating a supportive atmosphere where students feel safe to express themselves and take risks in their learning. I utilize a variety of instructional strategies, including multi-sensory techniques and assistive technology, to engage students and accommodate their diverse learning styles. Collaboration with colleagues, parents, and support staff has been key in fostering a holistic approach to education, ensuring that every child receives the support they need to thrive.

Thank you for considering my application. I would love the opportunity to discuss how my background, skills, and passion for special education align with the goals of your school. I look forward to the possibility of contributing to your dedicated faculty and making a positive impact on the lives of your students.

Thank you,

Kaylie Clark



Kaylie M. Clark

EDUCATION

Grand Canyon University, b.s. of elementary & special education (k-8)

May 2023

*Cumulative GPA: 3.73, LD Endorsement

Grand Canyon University, Masters of Arts in ASD

May 2025

EXPERIENCE

Elementary ASD Special Education Teacher, Waverly Community School District, 8/2022 – Present

- Holding the responsibility of maintaining a full caseload (7 students) and tracking, monitoring, and evaluating each student's performance constantly on a weekly schedule including and not limited to their IEP goals/objectives and curriculum standards.
- Developing lesson plans with both curriculum's the Unique Learning System Elementary Unit and EL Education (General Education Curriculum) with delivering instruction including modifications and accommodations matching each student's IEP and curriculum standards. As well as tailoring lesson plans that include universal support, SEL activities, work assignments to meet each student's individual needs, strengths, IEP goals/objectives, accommodations and academic performances.
- Collaborating and having consistent open communication with each student's IEP team member including parents and outside therapies with discussing each student's progress academically, behaviorally, and emotionally.
- Holding the responsibility of scheduling annual IEPs and three-year evaluations with each student's IEP team member, writing goals and objectives for each student meeting each of their individual needs, including both accommodations and modifications within the special education program to ensure the students success in both least and most restrictive environments in the school building.

Extended School Year Special Education Teacher, Waverly Community School District, 2022, 2023, 2024

- Holding perfect attendance throughout this six-week period of the extended school year with the caseload of four students within the preschool and kindergarten ASD programs.
- Holding the responsibility of taking daily attendance, communicating with parents, tracking and evaluating each student's progress over the six-week period for the student's next school year teacher.
- Being an experienced user of Illuminate Ed, Powerschool, Act to Inspire, Google products, Screencastify, Apple products, Proloquo2Go, ULS and N2Y products.

Special Education Paraeducator Coach, Waverly Community School District, 9/2021 – 6/2022

- Supporting Speech Language Pathologist and the ASD & Behavior Teacher Consultant throughout Waverly Community Schools (PreK-12). Using this role for observations to collect and measure effective data of students for the completion process of FBAs and BIPs. As well as implementing specialized, instructional and communicative software such as Proloquo2Go and LAMP to students, support staff and teachers.
- Holding the responsibility of organizing records both paper and electronic files, creating written documents, developing video tutorials, putting together social narratives for multiple classrooms and also using a variety of technology tools including Google products, Screencastify, Apple products, ULS and N2Y products including Symbolstix.
- Attend monthly ASD classroom team meetings involving preK-8 (5 classrooms) in order to help brainstorm, collaborate, and support teacher and staff needs. Utilizing coaching strategies to support staff with a variety of tasks including collecting accurate data, implementing BIPs and other PBIS strategies, implementing AAC software (Proloquo2Go and LAMP), implementing the use of visuals including first/then, schedules, and break cards.
- Attend weekly coaching check in meetings with SLP, ASD/Behavior Consultant and SE District Coach to review celebrations, goals, barriers, specific classroom and student strategies and plan for the following week for coaching and supportive opportunities throughout the district.

SKILLS & TRAININGS

- ❖ First Aid & CPR Certified
- ❖ CPI Certified
- ❖ Classroom Management
- ❖ Communication Skills & Active Listening

- ❖ Time Management
- ❖ Team Leadership
- ❖ Critical Thinking
- ❖ Diversity, Equity, Inclusion
- ❖ Unified (Special Olympics of Michigan) Program Advisor

Willow Ridge Elementary School
12840 Nixon Road
Grand Ledge, MI 48837
517-925-5775

To whom it may concern,

I am writing to express my interest in the Intensive Resource Room position at Willow Ridge. With four years of experience as a Special Education Teacher, I am confident that my skills and strengths align perfectly with the requirements of this role.

In my current position as a Special Education Teacher, I have honed my ability to effectively manage my time to ensure that each student receives the individualized attention they require and that I meet the crucial deadlines that come with this role. I am skilled in implementing strategies to engage students in their learning, while also excelling at long-term planning to ensure that all educational goals are met.

My key strengths include collaboration, critical thinking, and problem-solving. I have a proven track record of working effectively with colleagues, parents, and other professionals to create a supportive and inclusive learning environment for students with diverse abilities. I believe that teamwork is essential in the field of special education. I consistently use critical thinking skills to analyze data, identify areas for improvement, and implement effective interventions to support student success.

I am excited about this new opportunity to bring my skill set and working style to Willow Ridge as a resource room teacher. I am confident that my experience, skills, and strengths make me a perfect fit for this role. I am eager to contribute to the success of the students at your school.

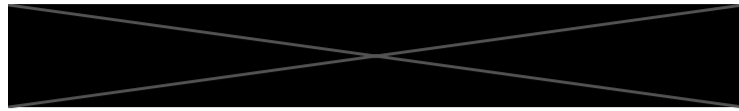
Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications and experience align with the needs of the intensive resource room teacher position at Willow Ridge.

Sincerely,

Emily Wenzlick

Emily Wenzlick

Special Education Teacher



Professional Experience

Special Education Teacher

Bath Community Schools, Bath, Michigan

April 2021 - Present

- Developed and implemented Individualized Education Programs (IEPs) for students with diverse learning needs, ensuring personalized support and accommodations.
- Provided differentiated instruction and adapted curriculum materials to meet the educational needs of students with various disabilities, including autism, ADHD, and learning disabilities.
- Collaborated with parents, teachers, and support staff to create a team-based approach to student learning, fostering a positive and inclusive classroom environment.
- Utilized a variety of instructional strategies and assistive technologies to enhance student engagement and facilitate learning for students with special needs.
- Maintained detailed records of student progress, behaviors, and interventions to track outcomes and adjust teaching strategies to meet individual student needs.

After School Child Care Provider

PEAK, Mount Pleasant, Michigan

September 2018 - August 2020

- Supervised and engaged with a group of 10 elementary school children in after school activities, ensuring their safety and well-being at all times
- Assisted with homework assignments and provided educational and enriching activities to support children's learning and development
- Implemented positive discipline techniques to encourage good behavior and conflict resolution among children
- Communicated regularly with parents regarding children's progress and any concerns or notable achievements
- Maintained a clean and organized environment, including setting up snack time and overseeing clean-up activities

Education

Bachelor of Science in Education August 2019 - December 2020

Central Michigan University at Mount Pleasant, Michigan

Endorsements

- Special Education - Cognitive Impairments, Grades K-12
- Mathematics, Grades 6-12

Professional Development

Math Recovery

AMVR Teacher Course 1 - 3/2022

AMVR Teacher Course 2 - 6/2022

ADD+VantageMR Fracitons - 6/2023

ULS Essentials Pro

December 2023

CPI - Nonviolent Crisis Intervention

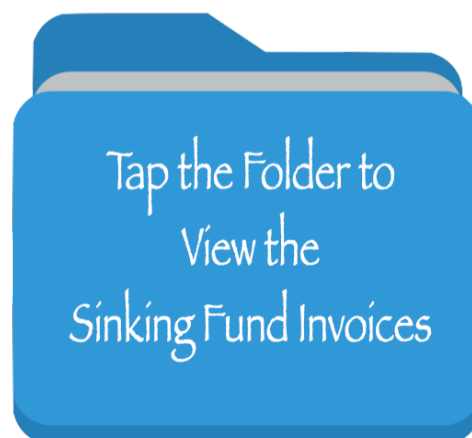
May 2024



ACTION ITEM D

D. 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 \$19,940.00, as presented.





ACTION ITEM E

E. 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 \$5,000.00, as presented.





ACTION ITEM F

F. Approval of the Payment of Proposal 1, Series 3 Bond Invoices

PROPOSED MOTION: I move the Grand Ledge Public Schools Board of Education approve the Payment of Proposal 1, Series 3 Bond Invoices in the amount of \$561,741.78, as presented.

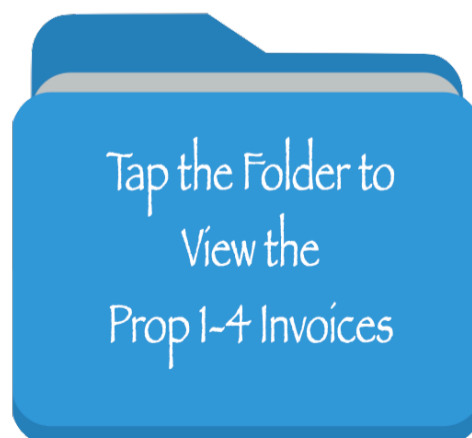




ACTION ITEM G

G. Approval of the Payment of Proposal 1, Series 4 Bond Invoices

PROPOSED MOTION: I move the Grand Ledge Public Schools Board of Education approve the Payment of Proposal 1, Series 4 Bond Invoices in the amount of \$515,172.30, as presented.





COMMENTS FROM STAFF & BOARD



FUTURE TOPICS

- Based on Approved 2025 Board Meeting Schedule



ADJOURNMENT

Time: _____