

CRESTWOOD SCHOOL DISTRICT
August 12, 2019
PERSONNEL REPORT

TO: Board of Education

FROM: Dr. Richard Klee, Interim Superintendent

RE: **A. ACTION ITEMS:**

1. Instructional Appointment Recommendation – Hana Saab
2. Custodian Recommendation – Tina Goodwin
3. Paraprofessional Recommendation – Feryal Bazzi
4. Custodian Recommendation – Sami Jaafil
5. Unpaid Leave of Absence – Kelsey Kelly
6. Paraprofessional Recommendation – Sara Elshaer
7. Paraprofessional Recommendation – Darlene Herm
8. Administrative Appointment – Nassrine Saad
9. Administrative Appointment – Scott Schneider

B. INFORMATIONAL ITEMS:

1. None

A. ACTION ITEMS

1. Instructional Appointment Recommendation – Hana Saab

Interviews for a Secondary ESL Teacher were conducted on Wednesday, July 17, 2019. Interview committee members included Joel Fabris, Crestwood High School Principal; Tony DeMarco, HR/Payroll Specialist; and me. The committee unanimously recommends Hana Saab for this position.

Hana earned her Bachelor's degree in Elementary Education with her major area of study in Mathematics in 2005 and went on to earn her Master's degree with her major area of study in English as a Second Language in 2012 both from the University of Michigan – Dearborn. Hana began her teaching career with Hamadeh Educational Services where she taught Arabic to Kindergarten to 5th grade and co-taught 2nd, 3rd and 4th grade students until 2011. She moved to California where she was a substitute teacher at The Children School until she moved to Saudi Arabia in 2014. Hana taught Kindergarten through 4th grade at Alhada International School in Saudi Arabia until she moved to Dearborn in 2018. Hana is currently teaching English as a Second Language in the Adult Education Program with Dearborn Public Schools.

Hana had a second interview on Thursday, July 18, 2019 and is being highly recommended for the Secondary ESL Teacher position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the probationary contract for Hana Saab for the 2019-2020 school year per Schedule 4.A.1., pending receipt of official transcripts, employer copy of current MI teaching certificate, acceptable criminal background check, and other employment documentation as required by law, and subject to her completing twenty-four hours of district approved SLOP training within the first year of hire.

2. Custodian Recommendation – Tina Goodwin

Interviews for two Custodial positions were conducted on Monday, July 29, 2019 and Tuesday, July 30, 2019. The interview committee consisted of Tony DeMarco, HR/Payroll Specialist; Sean Amburgey, Interim Supervisor; and me. We recommend Tina Goodwin for one of these positions.

Tina has been a substitute custodian in the district since March 2019. She has worked on the Detroit Princess in the maintenance department for the past 5 years. Tina is knowledgeable in safety procedures for operating custodial equipment and OSHA rules. Tina has proven to be dependable and a hard worker. She takes pride in her work and goes above and beyond to make sure everything is clean.

Tina had a second interview on Wednesday, July 31, 2019 and is being highly recommended for the Custodian position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Tina Goodwin as a Custodial worker with Crestwood School District. See Attachment 4.A.2.

3. Paraprofessional Recommendation – Feryal Bazzi

On Tuesday, July 30, 2019 interviews were conducted for a special education paraprofessional. The interview committee consisted of Menhem Aouad, Director of Special Education; Dennis Faletti, Riverside Middle School Principal; and me. It is the recommendation of the committee to hire Ms. Feryal Bazzi for this position.

Feryal earned her Associates degree in 2000 from St. Clair College in Canada. Her major area of study was in Computer Science with her minor area of study in Teaching. She has worked as a Special Education substitute paraprofessional with Crestwood School District since September 2018. Feryal has a passion for working with children and helping them to succeed in life. Feryal is fluent in oral and written Arabic.

Feryal had a second interview on Wednesday, July 31, 2019 and is being highly recommended for a Special Education Paraprofessional position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Feryal Bazzi as a Special Education Paraprofessional with Crestwood School District for the 2019-2020 school year as per Attachment 4.A.3.

4. Custodian Recommendation – Sami Jaafil

On Monday, July 29, 2019 and Tuesday, July 30, 2019 interviews for two custodial positions were conducted by Tony DeMarco, HR/Payroll Specialist; Sean Amburgey, Interim Supervisor; and me. We recommend Sami Jaafil for one of these positions.

Sami worked for Sunco Gas Station as a manager from 1999 to 2009 where he was responsible for overseeing employees, completing inventory, and ordering stock. He then went on to work as a glazier with Birmingham Glass and Mirror from 2010 to 2012 and he is currently with Danny's Used Auto Parts. He is responsible for opening and closing the shop, delegating duties to other employees, handling customer service issues and completing parts orders.

Sami had a second interview on Thursday, August 1, 2019 and is being highly recommended for the Custodian position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Sami Jaafil as a Custodial worker with Crestwood School District. See Attachment 4.A.4.

5. Unpaid Leave of Absence – Kelsey Kelly

Kelsey Kelly, a 3rd Grade Teacher at Kinloch Elementary School, is requesting an unpaid leave of absence from Friday, December 6 through Monday, December 16, 2019. Kelsey is requesting this time off due to her upcoming wedding and honeymoon.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the unpaid leave of absence request for Kelsey Kelly from Friday, December 6 through Monday, December 16, 2019.

6. Paraprofessional Recommendation – Sara Elshaer

Interviews for a Special Education Paraprofessional were conducted on Monday, August 5, 2019. The interview committee consisted of Alice Reinke, Highview Elementary Principal; Kelly Anderson, Highview Elementary School Teacher; and me. The committee recommends Sara Elshaer for this position.

Sara earned her Bachelor's degree in Literature from Salam Language School in Tanta, Egypt in 2004. She was a full time kindergarten teacher while in Egypt. In March of 2019 Sara became a substitute paraprofessional with Crestwood School District. She is known to be a hard worker and very dedicated to helping children.

Sara had a second interview on Tuesday, August 6, 2019 and is being highly recommended for a Special Education Paraprofessional position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Sara Elshaer as a Special Education Paraprofessional with Crestwood School District. See Attachment 4.A.6.

7. Paraprofessional Recommendation – Darlene Herm

Interviews for a Special Education Paraprofessional were conducted on Tuesday, July 30, 2019. The interview committee consisted of Menhem Aouad, Director of Special Services; Dennis Faletti, Riverside Middle School Principal and me. The committee recommends Darlene Herm for this position.

Darlene earned her Bachelor's degree in Music Therapy from Western Michigan University in 2005. From 2006 to 2012 she worked at FAR Conservatory as a Music Therapist. She worked with people who had special needs. Darlene went on to work as a Healthcare Aide at Morse Elementary School in 2012 where she would assist students with Autism Spectrum Disorder who also had social, emotional and academic needs. In 2016 Darlene was hired as a paraprofessional with Garden City School District where she works with special needs students.

Darlene had a second interview on Tuesday, August 6, 2019 and is being highly recommended for a Special Education Paraprofessional position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Darlene Herm as a Special Education Paraprofessional with Crestwood School District. See Attachment 4.A.7.

8. Administrative Appointment – Nassrine Saad

Interviews for two Secondary Assistant Principals were conducted on Wednesday, August 7, 2019. Interview committee members included Dennis Faletti, Riverside Middle School Assistant Principal; Christina Abojamra, Crestwood High School Assistant Principal; and me. The committee recommends Nassrine Saad for one of the positions.

Nassrine has earned a few degrees beginning with a Bachelor's degree in Education from the University of Michigan – Dearborn in 2005; she went on to earn a Master's degree in Educational Leadership in 2007 and her Education Specialist in English as a Second Language and Curriculum Instruction in 2011 both from Wayne State University.

Nassrine began her educational career teaching 6th grade at Star International Academy in 2005. In 2006 she was hired by Dearborn Public Schools where she had 5 years' experience working in the classroom and 9 years' experience as a Resource Teacher and English Language Development Specialist. In 2017, she had an administrative internship for a year at Fordson High School.

Some of her leadership and administrative experiences include:

- Professional Development facilitator
- "Acting Principal" – Arrival, Parent Support, Teacher Support, Discipline, Lunch duties, and Dismissal
- Vice Chair of School Improvement Plan (SIP) committee at Geer Park Elementary School
- Chair of Assessment/Data and Parental Education Committee
- Chair of mentor program and Core Values/Anti-Bullying Committee
- Organize assessment plans, schedule, data analysis, and strategies to help support student achievement gap

"My experiences has taught me that the principles of creating a successful school environment not only requires an educational balance that addresses the needs of individual students, as well as, the staff communication, but also both parental and community involvement. This is the guiding principle, which creates a productive and prolific school experience for every student when applied at the building level." This is a direct quote from Nassrine.

Nassrine had a second interview on Friday, August 9, 2019 and is being highly recommended for an Assistant Principal position at Riverside Middle School.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Nassrine Saad to serve as an Assistant Principal of Riverside Middle School for the 2019-2020 school year per Schedule 4.A.8.

9. Administrative Appointment – Scott Schneider

Interviews for two Secondary Assistant Principals were conducted on Wednesday, August 7, 2019. Interview committee members included Dennis Faletti, Riverside Middle School Assistant Principal; Christina Abojamra, Crestwood High School Assistant Principal and me. The committee recommends Scott Schneider for one of the positions.

Scott earned his Bachelor of Art in Elementary Education from Eastern Michigan University in 2008 and he went on to earn his Master of Arts in Educational Leadership from Central Michigan University in 2015. He holds endorsements in Elementary Education, Integrated Science K-8, and K-12 Administration.

Scott's teaching experience started as a 6th grade teacher at Plymouth Christian Academy in 2009; he then taught 6th through 8th grade at a Title 1 urban school in Detroit, teaching at-risk students until 2016 when he became an Assistant Principal and Athletic Director with National Heritage Academies at Taylor Exemplar Academy.

Scott comes to us with the following experience:

- Supervised, developed, coached, and evaluated a 15 teacher team
- Led team toward strategic team growth goals and individual growth goals through weekly observations
- Conducted ongoing data analysis with team to ensure student growth and proficiency
- Increased overall staff engagement from 54% to 81% highly satisfied on the Glint Employee Engagement Survey
- Managed school-wide safety program by planning, conducting and reporting emergency drills, implementing a staggered dismissal process, creating arrival and dismissal posts, and organizing needed safety-related resources
- Led school-wide fundraising initiative to off-set field trip costs
- Led multiple family engagement nights with staff to foster deeper family and community relationships

Scott had a second interview on Friday, August 9, 2019 and is being highly recommended for an Assistant Principal position at Riverside Middle School.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Scott Schneider to serve as an Assistant Principal of Riverside Middle School for the 2019-2020 school year per Schedule 4.A.9.

B. INFORMATIONAL ITEMS:

1. None