

CRESTWOOD SCHOOL DISTRICT
October 14, 2019
PERSONNEL REPORT

TO: Board of Education

FROM: Dr. Richard Klee, Interim Superintendent

RE: **A. ACTION ITEMS:**

1. Board Office Receptionist Recommendation – Hala Kassem-Ayoub
2. Head Custodian Recommendation – Tina Goodwin
3. Head Custodian Recommendation – Sami Jaafil
4. Instructional Recommendation – Batoul Hossein
5. Technology Personnel Department
6. Unpaid Leave of Absence Request – Sally Baumgardner
7. Paraprofessional Recommendation – Howaida Darwiche
8. Kinloch Elementary Extracurricular Clubs/Organizations – Schedule B

B. INFORMATIONAL ITEMS:

1. None

A. ACTION ITEMS

1. Board Office Receptionist Recommendation – Hala Kassem-Ayoub

On September 24, 2019 Menhem Aouad, Director of Special Services; Tony DeMarco, Human Resources Specialist; and I interviewed candidates for the Board of Education Office Receptionist position. Hala Kassem-Ayoub was the unanimous choice of the committee. Hala earned her Associates degree in 2004 from TVI College in Albuquerque, New Mexico. While attending college she worked in the Financial Aid office as a representative. She was responsible for analyzing and evaluating financial viability of students and families; she would provide advice and counsel regarding available financial aid opportunities, eligibility requirements and the application process. Hala began volunteering at Highview Elementary School in 2013 and in 2015 she became a substitute paraprofessional at Riverside Middle School. She has moved to the board of education office where she is subbing as the receptionist. Hala is reliable and has a very positive personality. She is fluent in oral Arabic. Hala had a second interview on September 25, 2019 and is being highly recommended for the Board Office Receptionist position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Hala Kassem-Ayoub as the Receptionist in the Board of Education office. See Attachment 4.A.1.

2. Head Custodian Recommendation – Tina Goodwin

Interviews for a Head Custodian position were conducted on Monday, October 7, 2019. The interview committee consisted of Lisa Abbey, Interim Director of Business and Operations; Scott Jacobs, Custodial/Maintenance Supervisor; and Alice Reinke, Highview Elementary School Principal. The committee is recommending Tina Goodwin for the Head Custodian at Hillcrest Elementary School. Tina was hired by board action on August 12, 2019. She has filled in as the temporary Head Custodian at Hillcrest Elementary School and is goes above and beyond with staff and the students. Tina had a second interview on Wednesday, October 9, 2019 is being highly recommended for the Head Custodian position at Hillcrest Elementary School.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Tina Goodwin as the Head Custodian of Hillcrest Elementary School per Attachment Schedule 4.A.2.

3. Head Custodian Recommendation – Sami Jaafil

Interviews for a Head Custodian position were conducted on Monday, October 7, 2019. The interview committee consisted of Lisa Abbey, Interim Director of Business and Operations; Scott Jacobs, Custodial/Maintenance Supervisor; and Alice Reinke, Highview Elementary School Principal. The committee is recommending Sami Jaafil for the Head Custodian at Highview Elementary School. Sami was hired by board action on August 12, 2019. He has filled in as the temporary Head Custodian at Highview Elementary School and is known to be extremely hard working and very prompt. Sami had a second interview on Wednesday, October 9, 2019 and is being highly recommended for the Head Custodian position at Highview Elementary School.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Sami Jaafil as the Head Custodian of Highview Elementary School per Attachment Schedule 4.A.3.

4. Instructional Recommendation – Batoul Hossein

Interviews for a Secondary Math Teacher position were conducted on Tuesday, October 8, 2019. Interview committee members included Dennis Faletti, Principal of Riverside Middle School; Nassrine Saad, Assistant Principal of Riverside Middle School; and myself. The committee unanimously recommended Batoul Hossein for this position.

Batoul received her Bachelor's degree from the University of Michigan – Dearborn in 2010 with her major area of study in Math; she went on to earn her Master's degree from Wayne State University in 2018. She holds endorsements in Mathematics and English as a Second Language. Batoul began her teaching career at a private school that had a large population of immigrant students. After two years she was offered a position with Dearborn Public Schools. She has received training in Sheltered Instruction Observation Protocol (SIO); Developmental Reading Assessment (DRA); Measures of Academic Progress (MAP) Test; and The Modeling Lab.

Batoul had a second interview on Thursday, October 10, 2019 and is being recommended for the Secondary Math teacher position.

RECOMMENDED ACTION: That the Crestwood Board of Education approve probationary contract for Batoul Hossein for the 2019-2020 school year per attached Schedule 4.A.4., 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 completing twenty-four hours of district approved SIO training within the first year of hire.

5. Technology Personnel Administrative Benefits

The Crestwood Technology Department consists of a Technology Supervisor, a Technology Technician, a Technology Specialist and Technology Support. The Crestwood Board of Education would like to add the Technology Support position to classification 1 on the Technology Personnel Administrative Benefits agreement.

RECOMMENDED ACTION: That the Crestwood Board of Education approve to appropriately relocate the Technology Support position to fall under the Technology Personnel Administrative Benefits agreement.

6. Unpaid Leave of Absence – Sally Baumgardner

Sally Baumgardner, a paraprofessional at Hillcrest Elementary School, is requesting an unpaid personal leave of absence from Monday, November 4 through Friday November 15, 2019. Sally would like to take her daughter back to Montana.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the unpaid personal leave of absence request for Sally Baumgardner from Monday, November 4 through Friday, November 15, 2019.

7. Paraprofessional Recommendation – Howaida Darwiche

On Wednesday, October 9, 2019 interviews were conducted for a special education paraprofessional. The interview committee consisted of Menhem Aouad, Director of Special Services; Dennis Faletti, Riverside Middle School Principal; and Alice Reinke, Highview Elementary School Principal. It is the recommendation of the committee to hire Ms. Howaida Darwiche for this position. Howaida has been working as a substitute paraprofessional since 2014. She loves working with children, especially children with special needs. Howaida is fluent in oral and written Arabic.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Howaida Darwiche as a Special Education Paraprofessional with Crestwood School District for the 2019-2020 school year. See Attachment 4.A.7.

8. Kinloch Elementary Extracurricular Clubs/Organizations – Schedule B

Ms. Sue Zahil, Kinloch Elementary School Principal, is requesting approval of Student Council for the 2019-2020 school year. Student Council will meet monthly to discuss ideas and to plan for upcoming events. The student leaders will aid the teachers in community service and helping raise items for donations to the community. They will leave by example during lunch and recess, school drop off and dismissal.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the Student Council with co-sponsors Shauna Lewkowicz, Sara Murray and Linda Taleb for the 2019-2020 school year.

B. INFORMATIONAL ITEMS:

1. None