

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - SEPTEMBER 20, 2023 - 5:30 P.M.

- I. Opening of Meeting
 - A. Pledge of Allegiance
 - B. Call to Order
 - C. Roll Call
- II. Recommendation to adopt Agenda
- III. Introduction of new teachers: Kristi Kruczynski (Grade 1), Michelle Blessing (Grade 2), Jessica Poirier (Grade 4), Noah Healey (MS/HS Social Studies), Taylor Sundblad (MS/HS English and French)
- IV. Public Comment
- V. Consent Agenda - Recommendation to approve the following:
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month
- VI. Reports
 - A. Superintendent
 - B. MS/HS Principal
- VII. Action and Discussion Items
 - A. Recommendation to approve the hire of Michelle Blessing (Grade 1), Jessica Poirier (Grade 4), Taylor Sundblad (MS/HS), Owen Salo (Food Service Assistant), and Ann Roberts (Food Service Director).
 - B. Facilities
 1. Recommendation to approve renewal of the delegation of school plan review and inspection authority to a local unit of government enforcing agency.
- VIII. Old and/or New Business
- IX. Adjournment

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.
-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - AUGUST 21, 2023 - 5:30 P.M.

- I. Opening of Meeting
 - A. Pledge of Allegiance
 - B. Call to Order - 5:32 pm
 - C. Roll Call
 - Members: Steve LeClaire, Dallas Bond, Jen Stout, Angela Keranen, Christine Halkola, Absent: Donna Engman, David Maki
 - Administration: Christina Norland (S.I./K-5 Principal), Jesse Kentala (MS/HS Principal), Tom Sturous (Business Manager)

- II. Recommendation to adopt Agenda
 - Motion by Jen Stout, support by Dallas Bond. Motion carried unanimously.

- III. Presentations/Recognition
 - None

- IV. Public Comment
 - None

- V. Consent Agenda - Recommendation to approve the following:
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month
 - Motion by Christine Halkola, support by Dallas Bond. Motion carried unanimously.

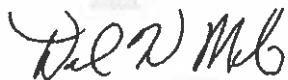
- VI. Reports
 - A. Superintendent
 - B. Principal
 - C. Business Manager
 - The Board heard the reports.

- VII. Action and Discussion Items
 - A. Recommendation to approve 2023-2024 courses, all available Edmentum and Elevate K-12 online and hybrid courses, and any/all additional courses deemed appropriate by administration and approved by the state, including but not limited to Peer-to-Peer, AutoCAD, Independent Studies, and other/additional online courses.
 - Motion by Jen Stout, support by Dallas Bond. Motion carried unanimously.
 - B. Recommendation to approve 2023-24 Parent-Student Handbook (with no significant changes from last year).
 - Motion by Dallas Bond, support by Angela Keranen. Motion carried unanimously.
 - C. Recommendation to approve the mission, philosophy, and complete Dollar Bay Preschool handbook including Cultural Compliance Plan.
 - Motion by Dallas Bond, support by Christine Halkola. Motion carried unanimously.
 - D. Personnel:
 1. Recommendation to accept the resignations of Emily Viola, Alex Pionk, Glenn Wenberg, and Brian Nordmark.

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-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

- With regret, motion by Dallas Bond, support by Christine Halkola. Motion carried unanimously.*
2. Recommendation to approve the hire of Noah Healey as MS/HS Social Studies teacher, Devin Schmitz as elementary paraprofessional and Renee Erkkila as one-on-one preschool aide for 2023-24, Diane "Sissy" Wareham as food service assistant, and Morgan Gast as JV Girls' Basketball coach.
-Motion by Jen Stout, support by Dallas Bond. Motion carried unanimously.
- E. Recommendation to approve the updated Emergency Operations Plan.
-Motion by Steve LeClaire, support by Angela Keranen. Motion carried unanimously.
- F. Recommendation to approve the CCISD-DBTC Business Services Agreement for 2023-24.
-Motion by Chistine Halkola, support by Jen Stout. Motion carried unanimously.
- G. Recommendation to designate Lamers Bus Lines as the primary transportation provider for the district, with any other agency designated by the Board or approved by the Superintendent, to serve as alternate carriers to transport students.
-Motion by Dallas Bond, support by Angela Keranen. Motion carried unanimously.
- H. Recommendation to approve 2023 NEOLA policy updates: 7540.02, 7540.03, 7540.04, 8300, 8305, 8315, 9700.01, 2623, 6325, 8390, 8400, 5512.
-Motion by Steve LeClaire, support by Christine Halkola. Motion carried unanimously.
- I. Recommendation to approve 2023-24 home athletic game ticket rates.
-Motion by Jen Stout, support by Dallas Bond. Motion carried unanimously.
- VIII. Old and/or New Business: Recommendation to discuss moving the September Regular Meeting to a date without a sports conflict.
-Motion by Christine Halkola to move the meeting to Wednesday, September 20, support by Angela Keranen. Motion carried unanimously.
- IX. Adjournment - 6:12 pm
-Motion by Dallas Bond, support by Jen Stout. Motion carried unanimously.

Respectfully submitted,



David Maki (Secretary)
Typed by Danielle Bausano

Dollar Bay - Tamarack City Area Schools
Statement of Revenue and Expenditures
FY: 2023-2024

REVENUE

Major Class-Description	Budget	07/01/23 -		Avail. Bal. %
		8/31/2023	Balance	
100-Local Sources	493,181	99,021	394,160	79.92%
300-State Sources	3,186,203	-	3,186,203	100.00%
400-Federal Sources	227,882	-	227,882	100.00%
500/600-Other Financing Sources	-	-	-	#DIV/0!
Total Revenue	<u>3,907,266</u>	<u>99,021</u>	<u>3,808,245</u>	<u>97.47%</u>

EXPENDITURES

Major Function - Description	Budget	07/01/23 -		Avail. Bal. %
		8/31/2023	Balance	
100-Instruction				
111-Elementary	940,083	28,538	911,545	96.96%
113-High School	1,118,592	39,656	1,078,936	96.45%
118-Pre Kindergarten	144,546	3,919	140,627	97.29%
122- Special Education	155,966	6,365	149,601	95.92%
125-Compensatory Education	288,934	6,739	282,195	97.67%
200-Supporting Services		-		
210-Guidance/Truancy	-	-	-	#DIV/0!
219-Other Pupil Support	-	-	-	#DIV/0!
220-Library	29,371	3,454	25,917	88.24%
230-Board of Education	25,950	4,955	20,995	80.91%
230-Executive Admin.	241,386	29,525	211,861	87.77%
240-Principals Office	239,579	27,170	212,409	88.66%
250-Fiscal Services	77,200	5,892	71,308	92.37%
260-Operation & Maintenance	368,115	48,075	320,040	86.94%
270-Pupil Transportation	163,850	182	163,668	99.89%
280-Central Support Services - Technology	60,600	17,080	43,520	71.82%
290-Athletics	130,958	4,736	126,222	96.38%
400-Payment to Other Gov. Agency, Facility Acq. And Prior Period Adj.				
450-Facility Acquisition/Improvements	-	-	-	
500/600-Other Financing Sources				
510-Debt Service	-	-	-	
6xx - Outgoing Transfer & Modifications	-	-	-	
Total Expenses	<u>3,985,130</u>	<u>226,286</u>	<u>3,758,844</u>	<u>94.32%</u>
Net Income	<u>(77,864)</u>	<u>(127,265)</u>		

ACCOUNTS PAYABLE CHECK REGISTER

Date: 09/18/2023

As of August 2023

Time: 10:13:07

Fund Code : ALL FUNDS

(SUMMARY-ONLY)

Page: 1 of 2

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
2495	PAPER	Printed	1080	AT&T Mobility	\$196.71	6/12/23-7/11/23	08/02/2023
2496	PAPER	Printed	1736	EDMENTUM	\$6,155.80	2023-24 Online Program	08/02/2023
2497	PAPER	Printed	1725	GREAT MINDS PBC	\$1,606.80	Math Assessments	08/02/2023
2498	PAPER	Printed	112	Horner Flooring Co., Inc.	\$476.00	Wood Poly Gloss	08/02/2023
2499	PAPER	Printed	1223	Lamers Bus Lines, Inc.	\$181.47	7/4/23, 7/8/23 Field Trips	08/02/2023
2500	PAPER	Printed	1648	LAMMI FIRE PROTECTION INC	\$217.25	System Inspection	08/02/2023
2501	PAPER	Printed	1709	LEVEL UP	\$148.50	Band Hats	08/02/2023
2502	PAPER	Printed	1324	The Office Planning Group, Inc.	\$6.50	6/15/23-7/14/23	08/02/2023
2503	PAPER	Printed	1314	Patrick's Plumbing & Heating, Inc.	\$1,497.50	Deposit For Adding Sink In Preschool Bathroom	08/02/2023
2504	PAPER	Printed	1294	POWERSCHOOL GROUP LLC	\$3,747.96	PowerSchool 8/3/23-8/2/24	08/02/2023
2505	PAPER	Printed	1683	RENAISSANCE	\$2,830.00	Annual Math/Reading Subscriptions	08/02/2023
2506	PAPER	Printed	1052	SCHOOL SPECIALTY	\$225.89	Classroom Planners; Office Supplies	08/02/2023
2507	PAPER	Printed	459	Waste Management, Inc	\$1,222.49	July 2023	08/02/2023
2508	PAPER	Printed	77	Daily Mining Gazette	\$612.54	June 2023	08/02/2023
2509	PAPER	Printed	281	Krist Oil Company, Inc	\$909.63	June 2023	08/02/2023
2510	PAPER	Printed	823	RAUTIO, MARY	\$61.78	Reimb 6/6/23 Walmart Charges	08/02/2023
2511	PAPER	Printed	1760	CALUMET ATHLETICS	\$50.00	6/2/23 MS Track Meet - partial bal due	08/02/2023
2512	PAPER	Printed	1703	LEVEL DATA	\$368.40	2023-24 State Data Validation Suite	08/07/2023
2513	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$12,360.50	Payroll - FICA Tax Payable	08/10/2023
2513	PAPER	Printed	80	Dollar Bay-Tamarack City Schools	\$243.10	22-23 Negative Food Svc Meal Balance Reimb	08/04/2023
2514	EFT	Printed	961	Valic C/O Chase Bank	\$1,272.67	VALIC 403(b) Annuity	08/21/2023
2514	PAPER	Printed	1767	BLUUM OF MINNESOTA	\$1,534.89	Aver Charge Cards	08/04/2023
2515	EFT	Printed	1268	Health Equity	\$1,201.12	Health Savings Account	08/22/2023
2515	PAPER	Printed	730	CCISD	\$11,603.99	SupportNet Q1, VolP, Green Auditing	08/04/2023
2516	PAPER	Printed	1724	CENTER ICE SKATE AND SPORT INC	\$134.00	Volleyballs	08/22/2023
2517	EFT	Printed	739	Semco Energy, Inc.	\$163.14	July 2023	08/16/2023
2517	PAPER	Printed	77	Daily Mining Gazette	\$660.54	Ads	08/22/2023
2518	PAPER	Printed	1725	GREAT MINDS PBC	\$7,991.16	Eureka Math	08/22/2023
2519	PAPER	Printed	1709	LEVEL UP	\$3,360.00	Basketball Jerseys	08/22/2023
2520	PAPER	Printed	148	MASB-MI Assoc Of School Boards	\$1,380.65	2023-24 Membership	08/22/2023
2521	EFT	Printed	229	Upper Peninsula Power Company	\$1,401.38	July 2023	08/22/2023
2521	PAPER	Printed	1660	MTU Ctr For Science & Environ Outreach	\$90.00	2022-23 Fall/Winter/Spring Field Trips	08/09/2023
2522	PAPER	Printed	165	NEOLA, Inc.	\$795.00	8/1/23-7/31/24 Maintenance Fee	08/22/2023
2523	EFT	Printed	1388	Capital One	\$55.19	July 2023	08/02/2023
2523	PAPER	Printed	605	Osceola Township	\$244.65	July 2023	08/22/2023
2524	EFT	Printed	9	MPERS	\$21,826.23	MIP VOYA DC Record	08/07/2023
2524	PAPER	Printed	926	SCHOLASTIC	\$144.96	Scholastic News	08/22/2023
2525	PAPER	Printed	197	Sherwin-Williams, Co., The	\$40.48	July 2023	08/22/2023
2526	PAPER	Printed	1634	XEROX CORPORATION	\$95.88	Meter Usage 6/21/23-7/21/23	08/22/2023
2527	PAPER	Printed	1768	Jeffers High School	\$125.00	8/30/23 CC Meet Entrance Fee Kilpela Farm	08/28/2023
2528	EFT	Printed	1578	BMO Financial Group	\$6,879.27	July 2023	08/04/2023
2528	PAPER	Printed	1765	DB-TC Area Schools - Food Svc Fund	\$3,172.90	Reimb Fd Svc - GSRP meals 22/23 pd by GF (student/adult)	08/31/2023

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
2529	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$11,121.52	Payroll - FICA Tax Payable	08/18/2023
2530	EFT	Printed	961	Valic C/O Chase Bank	\$1,272.67	VALIC 403(b) Annuity	08/18/2023
2531	EFT	Printed	1268	Health Equity	\$1,201.12	Health Savings Account	08/18/2023
2532	EFT	Printed	9	MPERS	\$45,069.97	UAAL	08/22/2023
2533	EFT	Printed	9	MPERS	\$21,467.14	MIP VOYA DC Record	08/25/2023
2538	EFT	Printed	24	State Of Michigan W/H	\$2,109.72	Payroll - State Tax Payable	08/04/2023
2539	EFT	Printed	24	State Of Michigan W/H	\$1,913.09	Payroll - State Tax Payable	08/18/2023
2540	EFT	Printed	6	MESSA	\$30,132.97	August 2023; MESSA Insurance Options; MESSA Health Insurance	08/18/2023
GRAND TOTAL:					50 checks	\$211,580.12	

FUND SUMMARY	
Fund	Amount
11	211,232.26
25	347.86
	\$211,580.12

Michelle Wright-Blessing

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Objective

Obtaining a career as an elementary educator.

Education

Bachelor of Science degree, Eastern Michigan University, Ypsilanti, MI. April, 2013. Major: Early Childhood Education, Cum Laude, GPA: 3.67 (4.0 scale), worked 25 hours weekly to help finance education.

Associate of Arts degree, Henry Ford Community College, Dearborn, MI. April 2010. G.P.A: 3.49 (4.0 scale).

Certifications

State of Michigan Early Childhood Education ZS endorsement.
State of Michigan Elementary Certification.

Work Experience

First and Second Grade Teacher. My Virtual Academy. January 2021- Present

Make two contacts weekly with students and parents. Monitor and share student progress. Teach one-on-one virtual lessons. Create weekly whole group presentations based on student needs and interests. Collaborate with other teachers. Tutor students from other grade levels (K-5). Worked on First Grade curriculum in the summer.

Summer School Paraprofessional. Hancock Public Schools. June 2021-August 2021

Assisted Summer School Kindergarten teacher. Collaborated with Kindergarten teachers in lesson planning based on student needs and interests.

Toddler Teacher. Gretchen's House Little Huskies. July 2019-January 2021

Taught toddler children (8 children. Full Day Program) at Gretchen's House Little Huskies center, prepared/taught grade level activity plans that were appropriate according to the High Scope Curriculum, used the Child Observation Record (COR), met with parents and guardians at parent teacher conferences.

Lead HeadStart/Great Start Readiness Program Teacher. BHK Child Development Board. August 2018-July 2019.

Taught PreK children (16 children. Full Day Program) at Lake Linden Elementary School, prepared/taught grade level activity plans that were appropriate according to the High Scope Curriculum, used the Preschool Child Observation Record (COR), set up field trips, met with parents and guardians at parent teacher conferences and home visits.

First Grade Teacher. Taylor School District. August 2017-August 2018.

Taught first grade children (27 students) at Myers Elementary in Taylor, prepared/taught grade level lesson plans, used Journeys and EveryDay Math curriculum, met with parents and guardians at parent teacher conferences.

Lead Great Start Readiness Program Teacher. Taylor School District. October 2016-August 2017.

Taught PreK children (16 in morning class, 16 in afternoon class) at Johnson Preschool in Taylor, prepared/taught grade level activity plans that were appropriate according to the High Scope Curriculum, used the Preschool Child Observation Record (COR), helped organize field trips, met with parents and guardians at parent teacher conferences and home visits.

Lead Great Start Readiness Program Teacher. Ecorse Public Schools. November 2014-October 2016.

Taught PreK children (16 children. Full Day Program) at Bunche Academy in Ecorse, prepared/taught grade level activity plans that were appropriate according to the High Scope Curriculum, used the Preschool Child Observation Record (COR), set up field trips, met with parents and guardians at parent teacher conferences and home visits.

Lead Transitional Preschool Teacher. The Learning Tree. August 2014-November 2014.

Taught children ages 2 years and 6 months-3 years old, prepared/taught age appropriate activity plans, used the Preschool Child Observation Record (COR), implemented the HighScope Curriculum, regularly discussed children's progress with parents and guardians.

Lead Great Start Readiness Program Teacher. Temporary School Staff. Fall 2013-Winter 2014.

Taught PreK children (16 in morning class, 16 in afternoon class) in the Wyandotte Preschool Program under the title of Long Term Substitute Teacher, prepared/taught grade level activity plans that were appropriate according to the Early Childhood Standards of Quality in the state of Michigan, used the Preschool Child Observation Record (COR), set up field trips, met with parents and guardians at parent teacher conferences and home visits.

Substitute Teacher. Temporary School Staff. Spring, 2013.

Taught various age groups (Infant-8th grade), implemented permanent teachers' written lesson plans, and followed curriculum of different Michigan school districts (Wyandotte, Southgate, Allen Park, and Riverview).

Student Teaching

Student Teacher. Wyandotte Preschool Program, Wyandotte, Michigan. Winter, 2013.

Taught PreK children (11 children) in a Great Start Readiness Program classroom, prepared/taught grade level activity plans that were appropriate according to the Early Childhood Standards of Quality in the state of Michigan, familiarized with the use of the Preschool Child Observation Record (COR), and attended PD meetings.

Student Teacher. Wyandotte Public Schools, Wyandotte, Michigan. Fall, 2012.

Taught first grade (30 children), taught a reading program promoting literacy independence, prepared/ taught grade level lessons that were appropriate according to the Common Core Standards, trained in Smart board technology, and attended PD meetings.

Pre-Student Teaching

Pre-Student Teacher. Ypsilanti Public Schools, Ypsilanti, Michigan. July, 2012.

Assisted in a summer school for first grade (20 children), worked one-on-one with students, lead small groups during Reading Instruction, and prepared and taught a lesson that was grade level appropriate according to the Michigan G.L.C.Es.

Pre-Student Teacher. Plymouth Canton Public Schools, Plymouth, Michigan. Winter, 2011.

Assisted in Media Center for Kindergarten and first grades, worked one-on-one with students, read aloud Children's Literature in both fictional and informational genres, organized books, observed the use of audio/visual technologies for giving presentations, and used tools such as laminator and paper cutter to prepare materials for lesson plans.

Pre-Student Teacher. Children's Institute, Eastern Michigan University, Ypsilanti, MI, 2010/2011.

Worked one-on-one with children between the ages of two and five, set up play based learning centers based on the children's interests, completed running record, anecdotal record, and various other types of observations for assessment of children's learning.

OBJECTIVE

Obtain an elementary teaching position where I can continue to utilize my compassion for students and experiences in the classroom to help students increase their knowledge and unlock their potential through successful methodologies that increase student motivation.

TEACHING EXPERIENCE

Long Term Band Substitute/Assistant

Elementary Resource Room Paraprofessional

Lake Linden-Hubbell Public School

September 2022-present

- Administer classroom management
- work with co-sub to create lesson plans based on students' knowledge and skills
- communicate with parents about upcoming events and student work and behavior via email and in person
- create sub plans
- organize and schedule field trips, performances and fundraisers
- provide academic support to students with special needs in small groups and in the general education classroom

Substitute Teacher

Copper Country Intermediate School District

Lake Linden-Hubbell Public School

September 2012-present

- Accept Teaching assignments from Young 5s through 12th grade
- Execute lesson plans across all disciplines for students in general and special education classrooms
- Class sizes from 1 to 30 students
- Administer positive classroom management strategies and disciplinary programs to effectively handle challenging behaviors

Religious Education Teacher, 4th-6th grade & Parish Liaison

Saint Joseph Church

September 2010 - Present

- Create and execute lesson plans based on the Diocese-provided curriculum, utilizing the supplied text and online resources
- Create sub plans as needed
- Direct the annual Christmas Pageant for 1st through 6th grade students, with high school musicians as accompaniment
- Work with various church leaders and college-aged missionaries to host and/or assist with week-long bible camps for students K-12
- Assist the Kindergarten teacher with classroom management and activities in a class of up to twelve students

Cheerleading Coach/Advisor

Lake Linden-Hubbell Public Schools

May 2008 - Present

- Conduct cheer practices in a patient, safe and organized manner
- Train and supervise the performance of the cheerleaders with various skill levels
- Handle interpersonal conflicts that arise to maintain squad harmony

OTHER WORK HISTORY

Various local businesses and nonprofit organizations

1992 - 2007

Customer service, website design, database management and membership processing, retail management

EDUCATION

Michigan Technological
University

Bachelor of Science - Business
Administration

1997

PROGRESS TOWARD MICHIGAN CERTIFICATION

Passed MTTC 103 -

Elementary Education

May 2022

Teachers of Tomorrow

Alternative Certification

Classroom Readiness Courses

Completed April 2023

SKILLS

- Classroom Management
- Effective Communicator with Students and Adults
- Passion for Teaching Children
- PowerSchool
- Google Classroom, Drive, Docs, Sheets, Forms, Calendar
- Technology Integration, including teaching via Google Meets
- Microsoft Office

RECOGNITION

Employee of the Year

Lake Linden-Hubbell Schools
2022-2023

Superior Educator

Portage Health Foundation

October 2022

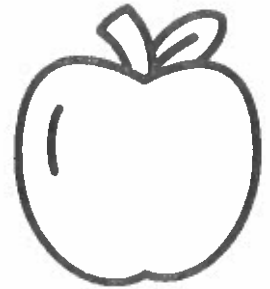
Taylor Sundblad

MIDDLE/HIGH SCHOOL ENGLISH TEACHER



CAREER SUMMARY

A flexible and intentional Secondary English teacher who values empathy and relationship-building for classroom management; prioritizes student feedback when planning lessons; experience teaching 100 7th graders in classes of 20-27 students.



TEACHING EXPERIENCES

WASHINGTON MIDDLE SCHOOL

STUDENT TEACHER | JANUARY 2023 - PRESENT

- Adapted lesson plans for students based on individual needs
- Encouraged creativity and self-expression through final projects that provide options
- Facilitated homework help in 2 30-minute periods
- Collaborated with the 7th-grade teacher team; created plans & identified solutions to student behavior

COPPER COUNTRY ISD

SUBSTITUTE TEACHER | MARCH 2022 - PRESENT

- Performed lesson plans left by instructors
- Assisted students with homework and understanding directions
- Administered tests and quizzes as directed by the instructor

SCAN FOR
MY ONLINE
PORTFOLIO



CERTIFICATIONS

CERTIFIED ELA MICHIGAN
TEACHER 6-12 - Anticipated summer
of 2023

FIRST AID & CPR

EDUCATION

Bachelor of Science in Secondary
Education- English

Northern Michigan University
May 2023

ADDITIONAL COURSEWORK

- Creative Writing
- Journalism/ Newswriting
- Beginner level fluency in French and willing to learn other languages

Owen Salo

Work Experience

Shift Leader

Gitche Gumee Bible Camp - Eagle River, MI
June 2023 to August 2023

I was responsible for leading my own shift of cooks for a summer camp.

Training and managing

Prepared food for breakfast, lunch, and dinner

Prepared food for people with food allergies

Lumber Piler

NORTHERN HARDWOODS - South Range, MI
August 2021 to August 2022

I was mainly a lumber piler when working at Northern Hardwoods. However, while working there, the company cross trained me on other jobs there. So, I was able to get more training, and it helped build up my endurance up.

Maintenance Helper

Gitche Gumee Bible Camp - Eagle River, MI
May 2020 to September 2020

I did a variety of jobs when being a maintenance helper. I did helped to mow the campground, along with working on plumbing, painting, and etc. I helped out in a variety of jobs by being a maintenance helper, and it really helped me expand what I can do.

Cook

Gitche Gumee Bible Camp - Eagle River, MI
May 2016 to September 2019

As a cook I had to think fast on the job, had to interact with people when serving food, and I had to stand for long period of time. I did whatever my boss asked me to do, and I always worked hard to make sure everything was done correctly.

Education

Associate's degree in General Studies

Gogebic Community College - Houghton, MI
August 2018 to May 2020

Ann Roberts

ail.com

or any employer

Food Service Supervisor 9

State of Michigan Baraga Prison - Baraga, MI

March 2023 to Present

I'm in charge of the inmate workers and the employee cook 7's.

My job duties consist of record keeping of inventory used for each meal, servings used for each meal, time and temperature logs, cool down logs, keeping track of all kitchen tools used for each meal, answering grievances, inmate payroll and entering data into the computer and supervising my shift.

Cook

GARDEN VIEW - Calumet, MI

February 2021 to Present

I am a cook at an assisted living and memory care facility.

Food Manager Certification

Louie's Fresh Market - Lake Linden, MI

June 2019 to February 2021

-Present

Responsible for Cooking for the hot bar, making cold salads, sandwiches, Expires on:02/12/25 making large amounts of pizza dough, baking, Ordering, completing waste sheets, Managing their Deli and Bakery department. I have experience with operating the following:

Deli Cook

Pat's Foods - Calumet, MI

September 2018 to May 2019

Meat slicer

Cooking full time for their hot bar. Also managed the deli for 2 months before ending the job. Fryer

Creator and Director

Angel Mission - Calumet, MI

October 2004 to June 2010

Food Manager Certification

Resident Care Aide

Gardenview

July 2021

Caring for residents with their daily living and activities.

Education

Professional Food Manager Certificate

February 2020 to February 2025

Diploma

Chassell High School - Chassell, MI
1991

Skills

- I am able to follow recipes. I know the correct cooking temperatures and safe food handling.

I work well as a team and also on my own when I am needed to.

- Food Preparation
- Food Safety
- Food Service Management
- Meat Cutting
- Food Production
- Food Service
- Supervising Experience
- Food Management Certification
- Culinary Experience
- Management
- Merchandising
- Kitchen Management Experience
- Baking
- Dietary department experience
- Memory Care
- Meal Preparation
- Profit & Loss
- Leadership
- Menu Planning

Certifications and Licenses

Professional Food Manager Certification

February 2020 to February 2025

ServSafe



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 9, 2023

Donna Engman, President
Dollar Bay-Tamarack City Area Schools
48475 Maple Dr
Dollar Bay, MI 49922

EXPIRATION NOTICE
School Plan Review and Inspection Authority
Houghton County

RE: Dollar Bay-Tamarack City Area Schools – Delegation of Plan Review and Inspection Authority to Houghton County

This is notification your current school plan review and inspection authority for Dollar Bay-Tamarack City Area Schools to Houghton County will expire September 30, 2023. Pursuant to the Construction of School Buildings Act, 1937 PA 306, delegation is to be granted annually.

In the absence of receipt of a new application, the Bureau of Construction Codes will become responsible for school construction code enforcement and inspections of any projects started after September 30, 2023.

To renew delegation, complete and submit to the bureau a new request form, which can be found on the BCC website at www.michigan.gov/bcc -Forms, Administrative Section, then choose the Request of Annual Delegation of School Plan Review option.

*****NOTE: PLEASE EMAIL COMPLETED FORM TO:**

LARA-BCC-ASD@michigan.gov

Responses will be sent by email, therefore, please include the email address for both the School Board Member and the Local official signing the form.

Sincerely,

Laurie Bass
Bureau Of Construction Codes
Administrative Services
bassl@michigan.gov

Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency
 Michigan Department of Licensing and Regulatory Affairs
 Bureau of Construction Codes
 P.O. Box 30254, Lansing, MI 48909
 Phone: 517-241-9303 / E-Mail: lara-bcc-asd@michigan.gov
 www.michigan.gov/bcc

Authority: 2016 PA 407 Penalty: Failure to provide information may result in the denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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SCHOOL DISTRICT				
NAME OF SCHOOL DISTRICT				COUNTY
Dollar Bay-Tamarack City Area Schools				Houghton
ADDRESS				
48475 Maple Street				
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
Dollar Bay	MI	49922	(906) 482-5800	
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	
Christina Norland		Superintendent	norlandc@dbschools.us	

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				COUNTY
Houghton County Building Department				Houghton
ADDRESS				
401 E. Houghton Avenue				
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
Houghton	MI	49931	(906) 482-2260	
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	
Todd LaRoux		Building Official	inspector@houghtoncounty.net	

By checking the boxes below you are certifying the following:

- The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
- Pursuant to MCL 338.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.
- Agency personnel are provided as necessary
- Timely field inspection services will be provided
- Administrative services are provided
- Plan review services are provided

Certification by School District and Local Government Enforcing Agency - In the sections below, provide the signature of the school board and the local government authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME OF SCHOOL BOARD OFFICIAL (Please Print)	NAME OF LOCAL SCHOOL DISTRICT
	Dollar Bay-Tamarack City Area Schools
SIGNATURE OF SCHOOL BOARD OFFICIAL	DATE

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)	NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL	DATE