

Union City Community Schools

“Educating and Preparing Each Child for Their Future”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Monthly Board Meeting	High School Media Center
Monday, July 20, 2026	6:30 PM

- I. Call to Order
 - a. Pledge of Allegiance
 - b. Opening Statement

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision-making process. There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.
- II. Addition or Deletion of Items on the Agenda
- III. Consent Agenda
 - a. Approval of Minutes
 - 1. Regular Meeting 6/15/2026
 - 2. Special Meeting - Budget 2026-2027
 - b. Resignation, Jamey Cerka-Wilks

Jamey Cerka-Wilks, high school teacher has resigned her position effective at the end fo the current school year.
- IV. Correspondence
 - a. Resignation Letter from Andrew Yockey
- V. Comments From the Audience on Agenda Items
 - a. Public Comments Statement

This is the section of the meeting in which the public may make comments or share their opinions about items on the agenda. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.
- VI. Action Items
 - a. Interviews for Board Vacancy and Appointment and Oath of Office for New Board Member

Board action is required to approve the selection of the new board member. This person will serve through December 31, 2026, to replace Andrew Yockey on the Board.

 - 1. Tyler Burgett
 - 2. Clayton Hulsey
 - b. Group Contracts

Board action is required to approve the group contracts for Bus Drivers, Clerical-Secretarial, Food Service, and Paraprofessionals for 2026 - 2027.
 - c. Individual Contracts

Board action is required to approve the contracts for 2026 - 2027 as presented for the individuals listed below.

Amber Case, High School Principal
Jamie Thomas, Middle School Principal
Michael Bates, Elementary School Principal

d. **New Hire - High School**

Board action is required for the hiring of Ms. Anna Cupp, Union City High School 9th and 10th Grade English Teacher.

e. **New Hire - Middle School**

Board action is required to approve the hiring of Sarah Brown as a Special Education Teacher at the Middle School.

f. **Financials**

Board action is required to approve the financials for the month ending May 31, 2026.

VII. **Discussion Items**

a. **Superintendent Goals**

Superintendent McKerr will present draft goals based upon his evaluation last month

b. **Real Estate Decisions**

The Board will discuss the possibility of expansion

c. **Coaches Handbook**

Per a recommendation from Thrun, a more structured coaches handbook is to be developed

d. **Thrun Summer Policy Updates**

Thrun has provided their summer policy update. The board will review those updates and make changes to policy as appropriate

VIII. **Information Items**

a. **Hiring of Nicole Marvin as the Food Service Director**

Nicole Marvin has been hired as the Food Service Director. Nicole was previously the Head Cook at the Elementary/Middle School.

b. **Hiring of Abigail Hoffman as a Paraprofessional at the Middle School**

Abigail Hoffman has been hired as a paraprofessional for the middle school. Abigail previously worked at the High School as the night custodian.

c. **Hiring of Kristen Rieder**

Kristen Rieder has been hired as a LRE Paraprofessional at the elementary.

d. **Hiring of Melissa Koch**

Melissa Koch has been hired as a one-on-one Paraprofessional at the elementary school.

e. **Tina Schiedler - Retirement**

Tina Schiedler is retiring from her position as a Paraprofessional at the Elementary effective September 5, 2026.

IX. **Public Comment**

a. **Public Comment Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

X. **Board Roundtable**

a. **Construction Update**

XI. **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 participation during the meeting as indicated in agenda items five (V) and nine (IX).

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact, Rhonda Reese at 517-741-8091 at least one week prior to the meeting or as soon as possible

Monthly Board Meeting
Monday, June 15, 2026 6:30 PM Eastern

High School Media Center
430 St. Joseph Street
Union City, MI 49094

Call to Order

President Amber Herman called the meeting to order at 6:31 pm.

Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Kate Stanton:	Present
Archie Mears:	Present
Andrew Yockey:	Present
Paul Arlt:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items on the Agenda

None

Consent Agenda

Approval of Regular Minutes 5/18/2026

Special 5/27/2026

Resignation Thomas Kusterer

Resignation Mindy Maples

Cross Country Summer Team Camp

The Board of Education approves the Consent Agenda as presented. This motion made by, Darin LaBar and supported by, Andrew Yockey, was carried.

Archie Mears: YEA, Darin LaBar: YEA, Andrew Yockey: YEA, Kate Stanton: YEA,

Paul Arlt: YEA, Jennifer Gautsche: YEA, Amber Herman: YEA

YEA: 7 NAY: 0

Correspondence

None

Comments From the Audience on Agenda Items

Jessica Lane

Action Items

School of Choice 2026 - 2027 Resolution

The Board of Education approves the School of Choice Resolution for the 2026 – 2027 School Year as presented. This motion made by, Darin LaBar and supported by, Paul Arlt was carried.

Archie Mears: YEA, Darin LaBar: YEA, Andrew Yockey: YEA, Kate Stanton: YEA,

Paul Arlt: YEA, Jennifer Gautsche: YEA, Amber Herman: YEA

YEA: 7 NAY: 0

High School - Apple Device Order

The Board of Education approves the Apple Device Order as presented by Chris Katz. This motion made by, Andrew Yockey and supported by, Paul Arlt, was carried.

Archie Mears: YEA, Darin LaBar: YEA, Andrew Yockey: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Jennifer Gautsche: YEA, Amber Herman: YEA

YEA: 7 NAY: 0

Discussion Items

None

Information Items

MS/HS Project Guaranteed Maximum Price

Thrun Summer Policy Update

Hiring of Catherine Case as JV Girls Basketball Coach

Public Comment

Jamie Thomas

Board Roundtable

Additional June Meeting, June 23rd 6:30pm

Amber Herman, four seats on the Board will be on the November ballot.

Patrick McKerr, Success of the Career Fair.

Amber Case, 21 gun salute at the 4th of July celebration.

Adjournment

The Board of Education adjourns the meeting. This motion made by Darin LaBar and supported by Jennifer Gaustsche was carried.

Archie Mears: YEA, Darin LaBar: YEA, Andrew Yockey: YEA, Kate Stanton: YEA, Paul Arlt: YEA, Jennifer Gautsche: YEA, Amber Herman: YEA

YEA: 7 NAY: 0

Time: 7:16pm

Special Board Meeting
Tuesday, June 23, 2026 6:30 PM Eastern

High School Media Center
430 St. Joseph Street
Union City, MI 49094

Call to Order

President Amber Herman, called the meeting to order at 6:33pm.

Darin LaBar:	Present
Amber Herman:	Present
Jennifer Gautsche:	Absent
Kate Stanton:	Present
Archie Mears:	Absent
Andrew Yockey:	Present
Paul Arlt:	Present

Pledge of Allegiance

Opening Statement

President Herman appointed Andrew Yockey acting Secretary for this meeting

2026 - 2027 Budget Proposal

Sara Lesson presented the proposed budget for the 2026 – 2027 school year.

Public Hearing on Proposed Budgets and/or Public Comments on Agenda Items

None

Addition or Deletion of Items on the Agenda

None

Information Items

Superintendent Evaluation Tool provided by the Michigan Association of School Boards will be used to complete the evaluation of Dr. Patrick McKerr.

Action Items

2026 - 2027 Budget Resolution

The Board of Education approves the 2026 – 2027 Budget as presented. This motion, made by Darin LaBar and supported by Andrew Yockey, carried.

Darin LaBar: Yea, Paul Arlt: Yea, Andrew Yockey: Yea, Kate Stanton: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

2026 - 2027 Resolution Authorizing Issuance of Notes in Anticipation of State School Aid

The Board of Education approves the 2026 – 2027 Resolution authorizing issuance of notes in anticipation of State School Aid. This motion, made by Darin LaBar and supported by Paul Arlt, carried.

Paul Arlt: Yea, Andrew Yockey: Yea, Darin LaBar: Yea, Kate Stanton: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

Millage Levy Resolution

The Board of Education approves the Millage Levy Resolution as presented. This motion, made by Darin LaBar and supported by Paul Arlt, carried.

Andrew Yockey: Yea, Darin LaBar: Yea, Kate Stanton: Yea, Paul Arlt: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

Closed Session

The Board of Education adjourns to closed session for the purpose of discussing the superintendent evaluation per Section 8(a) of the Open Meetings Act. This motion, made by Darin LaBar and supported by Andrew Yockey, carried.

Andrew Yockey: Yea, Darin LaBar: Yea, Kate Stanton: Yea, Paul Arlt: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

President Amber Herman adjourned to closed session at 7:17pm.

The Board of Education comes back to open session. This motion, made by Darin LaBar and supported by Andrew Yockey, carried.

Andrew Yockey: Yea, Darin LaBar: Yea, Kate Stanton: Yea, Paul Arlt: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

President Amber Herman called the meeting back to order at 8:32pm.

Superintendent Evaluation

The Board of Education approves the superintendent evaluation as effective. This motion, made by Paul Arlt and supported by Darin LaBar, carried.

Andrew Yockey: Yea, Darin LaBar: Yea, Kate Stanton: Yea, Paul Arlt: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

Board Roundtable

Adjournment

The Board of Education adjourns the special meeting. This motion, made by Darin LaBar and supported by Andrew Yockey, carried.

Andrew Yockey: Yea, Darin LaBar: Yea, Kate Stanton: Yea, Paul Arlt: Yea, Amber Herman: Yea

YEA: 5 NAY: 0

President Amber Herman adjourned the meeting at 9:05pm.

7/10/2026

To whom it may concern,

Please accept this letter as my formal resignation from my position as a Family and Consumer Sciences teacher at Union City High School, effective at the end of the current school year.

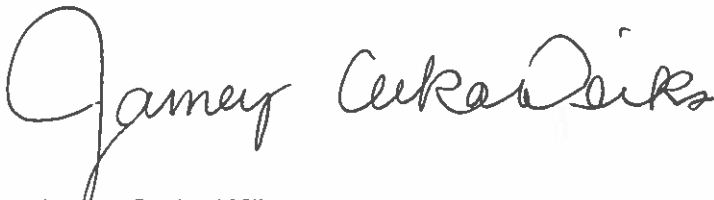
After careful consideration, I have decided that I will not be returning for the following school year. This was not an easy decision, and I am grateful for the opportunities I have had to work with such dedicated colleagues and wonderful students during my time at the school.

It has been a privilege to teach Family and Consumer Sciences and to help students develop valuable life skills. I appreciate the support, collaboration, and experiences I have gained while being a member of the school community.

I am committed to making this transition as smooth as possible by completing all end-of-year responsibilities and assisting in any way I can before my departure.

Thank you for the opportunity to be a part of Union City High School. I wish you, the staff, and the students continued success in the years ahead.

Sincerely,



Jamey Cerka-Wilks



ANDREW J. YOCKEY, DC, CCSP, CERT-PSP

July 7, 2026

Mrs. Amber Herman
President, Board of Education

Dr. Patrick McKerr
Superintendent

Union City Community Schools

Dear Mrs. Herman and Dr. McKerr,

Please accept this letter as my formal resignation from the Union City Community Schools Board of Education, effective July 8, 2026.

Serving on the Board of Education has been an honor. As a lifelong member of the Union City community, I have been privileged to work alongside dedicated board members, administrators, teachers, staff, and community members who share a common commitment to providing exceptional educational opportunities for our students.

After thoughtful consideration, I have decided to resign from my position on the Board of Education in order to eliminate any potential conflict of interest as I pursue a new opportunity to continue serving Union City Community Schools. I believe this is the most appropriate course of action and reflects my commitment to maintaining the integrity of both the Board and the district throughout this process.

My time on the Board has strengthened my appreciation for public service and reinforced my belief that every decision should be made with the best interests of students at its center. I am deeply grateful for the trust the community placed in me and for the opportunity to contribute to the continued success of our district.

I would like to express my sincere appreciation to my fellow Board members, Dr. McKerr, our district administrators, faculty, staff, and the many community members who dedicate themselves each day to the success of Union City Community Schools. Serving alongside such committed individuals has been both rewarding and inspiring.

Although my service as a Board member is coming to a close, my commitment to Union City Community Schools remains unwavering. I will continue to support our students, families, educators, and community in every way I can, and I remain deeply invested in the continued success of the district.

Union City has given so much to me throughout my life, and it has been a privilege to give back through service on the Board of Education. I look forward to continuing to serve this community in whatever capacity best supports our students and their future.

Thank you for the opportunity to serve this remarkable community. I wish the Board of Education and Union City Community Schools continued success as you work to provide outstanding educational opportunities for every student.

Respectfully,

A handwritten signature in black ink, reading 'Andrew J. Yockey'. The signature is written in a cursive, flowing style.

Andrew J. Yockey, DC, CCSP, Cert-PSP

Tyler Burgett

Dr. Patrick McKerr
Superintendent
Union City Community Schools
430 St. Joseph Street
Union City, MI 49094

Dear Dr. McKerr,

I am writing to express my interest in serving on the Union City Community Schools Board of Education. As a veteran, father, and dedicated community member, I am committed to helping ensure every student has access to a safe, supportive, and high-quality education.

My family's connection to Union City Community Schools dates back to the 1960s, and today we proudly have ten children within our extended family attending UCCS. This gives me a personal investment in the continued success of our schools and community.

Through my military service, professional leadership experience, and current work serving veterans, I have developed the skills to collaborate, make thoughtful decisions, and advocate for others. If selected, I will support academic excellence, fiscal responsibility, transparency, and strong partnerships between our schools, families, and community.

Thank you for considering my letter of intent. I would welcome the opportunity to discuss how I can contribute to the continued success of Union City Community Schools.

Respectfully,

Tyler Burgett

Good afternoon,

I am writing to express my interest in being appointed for the vacant school board position. I grew up a Charger, and I am still very present in the community today. I am passionate about Union City Schools, athletics, and community, and would be honored for the opportunity to serve.

As a previous student, and now a member of the community, I understand the importance behind providing a supportive and top-notch educational environment. I believe the school board plays a large role, from good stewardship of the taxpayer resources to student first ideals.

I currently serve on the Dickman Road BID Board as well. I believe my experience in allocating resources, communication skills, and problem-solving abilities would help me become a valuable asset to the board. I value listening to different perspectives, working collaboratively, and making thoughtful, discerned decisions. I will approach every issue with integrity, transparency and a commitment to doing what is best for our students.

I look forward to contributing my time, energy, and dedication to the school board. I want to see this community succeed in every way possible, and I believe it begins with our schools.

Thank you for the opportunity and I would love the chance to discuss how I can serve the district. My only issue is my scheduling conflict as I am out of town on the 20th and, unfortunately, I will be unable to interview on that day. I would greatly appreciate the opportunity to interview on an alternate date if possible.

Sincerely,

Clayton Hulsey



Union City High School
430 St. Joseph St.
Union City, MI 49094
Phone: 517-741-3305
Fax: 517-741-5205
Email: acase@unioncityschools.org

Amber M. Case
Principal

July 06, 2026

Union City Community Schools Board of Education

Dear Members of the Board of Education,

It is my pleasure to recommend Ms. Anna Cupp for employment as the 9th and 10th Grade English Teacher at Union City High School for the 2026–2027 school year.

Following a comprehensive interview process, our interview committee unanimously selected Ms. Cupp as the top candidate for this position. Throughout the interview, she demonstrated a strong knowledge of English language arts instruction, a genuine passion for supporting students, and a clear commitment to building positive relationships within the school community. Her enthusiasm for teaching, thoughtful responses, and student-centered philosophy made it evident that she will be an excellent addition to our staff.

Ms. Cupp is a graduate of Western Michigan University and grew up in nearby Mendon, giving her a strong appreciation for the values and close-knit nature of rural communities. She is eager to become an active member of the Union City community and is excited to begin working with our students, staff, and families.

As part of this staffing transition, Ms. Cupp will assume responsibility for our 9th and 10th Grade English courses, while Mrs. Ruhl will move into the English 11 and 12 position. We are confident that this transition will strengthen our English department and provide continued high-quality instruction for our students.

Based on the interview committee's unanimous recommendation and my confidence in her ability to positively impact our students and school culture, I respectfully recommend that the Board of Education approve the employment of Ms. Anna Cupp as the 9th and 10th Grade English Teacher at Union City High School for the 2026–2027 school year.

Thank you for your consideration.

Sincerely,

Amber Case
Principal
Union City High School

Amber M. Case

High School Principal

Union City Community Schools



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
jthomas@unioncityschools.org
Ph: 517.741.5381
Fax: 517.741.8513

Jamie Thomas
Principal

July 14, 2026

Dear Members of the Board of Education,

It is with great excitement and confidence that I recommend the following candidate for employment at Union City Middle School:

Ms. Sarah Brown - Special Education Resource Room Teacher

Included with this letter are the candidates' resume/employment information.

Ms. Brown comes to us with a tremendous amount experience working with children who have special needs. She has spent the last several years working in the Camden-Frontier School District first as a cook and eventually making her way to a paraprofessional, where she decided to start working toward her teaching certification. She brings a strong passion and love for developing relationships with students, finding creative ways to help them be successful, and being students biggest advocates. Ms. Brown has a positive mindset, excited to work with students, and eager to be a part of the Union City Middle School team.

After interviews and checking references, it is without hesitation I recommend Ms. Brown for the open Special Education Resource Teaching position at Union City Middle School.

Best regards,

Jamie Thomas

Sarah Brown

Full Name	Sarah Brown
Address	115 Wales st POBox 263 Camden, MI 49232
Phone	1 (517) 343-9913
Email	sb907907@gmail.com

Special Education Resource Room Teacher

Location	Union City Middle School
Category	Teaching- Special Education, CTE, and Adult
Position Type	Full Time
Remote/Hybrid	Not Available
Pay Type	Salary \$0 per year
School Year	

Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below.

Contact Info

Contact Info

Name	Sarah Brown
Phone	1 (517) 343-9913
Address	115 Wales st POBox 263 Camden MI 49232

District Selection

Please select the districts which you would prefer to work.

- ☐ Athens Area Schools
- ☐ Bellevue Community Schools
- ☐ Calhoun Intermediate School District
- ☐ Harper Creek Community Schools
- ☐ Homer Community Schools
- ☐ Lakeview School District
- ☐ Marshall Public Schools
- ☐ Olivet Community Schools
- ☐ Pennfield Schools
- ☐ Tekonsha Community Schools
- ☒ Union City Community Schools

Experience

Employment History

Special education Paraprofessional

Employer	Camden Frontier Schools
----------	-------------------------

Dates	Mar 2, 2020 - CURRENT
Location	Camden MI, 49232
Position Type	Part Time
Salary	
Job Duties	I work with special education students in grades 5-8. I am currently working on my bachelors degree for special education. See resumes for all job duties
Reason For Leaving	Still currently employed
Supervisor Name	Chris Adams
Supervisor Phone	517-368-5258
Supervisor Email	
Can Contact?	No

Education

Education

Western Governors University

Degree	Bachelor of Arts- Special education mild to moderate	Institution Type	Professional
Dates	Jan 1, 2025 - CURRENT	Graduate?	No
GPA			

Camden Frontier highschool

Degree	Highschool diploma	Institution Type	High School
Dates	Aug 15, 2002 - Jun 4, 2004	Graduate?	Yes
GPA			

Certifications

Do you hold National Board for Professional Teaching Standards Certification?

☐ Yes

☒ No

Do you hold or anticipate a Michigan certificate?

☐ No, I do not hold a certificate.

☐ Yes, Certificate is anticipated because I have been accepted into an Alternative Certification Program in Michigan.

☐ Yes, Certificate is anticipated because I hold an out-of-state certification that will be transferred to Michigan.

☒ Yes, Certification is anticipated because I am in the process of earning my certification/license through a college/university program.

☐ Yes, I currently hold a certificate.

Select the certificate you hold:

☐ Administrator

☐ Counselor

☐ Elementary

☐ K-12 Certification

☐ Psychologist

☐ Secondary

☐ Social Worker

☐ Special Education

☐ Vocational

Select the endorsements you hold.

☐ Agriscience and Natural Resources (HX)

☐ Art Education (LX)

☐ Bilingual Arabic (YK)

☐ Bilingual Chaldean (YP)

☐ Bilingual Chinese (YR)

☐ Bilingual Filipino (YS)

☐ Bilingual French (YA)

☐ Bilingual German (YB)

☐ Bilingual Greek (YC)

☐ Bilingual Hebrew (YJ)

☐ Bilingual Italian (YH)

☐ Bilingual Japanese (YT)

☐ Bilingual Korean (YN)

☐ Bilingual Polish (YI)

☐ Bilingual Russian (YE)

☐ Bilingual Servo-Croatian/Bosnian(YO)

☐ Bilingual Spanish (YF)

☐ Bilingual Vietnamese (YM)

☐ Bilingual Other (YL)

☐ Business Ed- Business Education

☐ Business Ed- Business, Management, Marketing, and Technology (GQ)

☐ Business Ed- Marketing Education (GM)

☐ Communication Arts (AX)

☐ Early Childhood Education (ZA)

☐ Family and Consumer Sciences (KH)

☐ Fine Arts (OX)

☐ General Elementary K-5

☐ Gifted (GT)

☐ Hmty.- Academic Study of Religions(PR)

☐ Lang.- World Language

☐ Mathematics (EX)

☐ Middle Level (ZL)

☐ Middle School (ZD)

☐ Misc.- Computer Science (NR)

☐ Misc.- Educational Technology (NP)

☐ Misc.- English as a Secont Language (NS)

☐ Misc.- Environmental Studies (NJ)

☐ Misc.- Guidance and Counseling (NT)

☐ Misc.- Library Media (ND)

☐ Misc.- Miscellaneous

☐ Misc.- National Board Certification (NB)

☐ Music Education (JQ)

☐ Music Education (JX)

☐ P.E.- Dance (MH)

☐ P.E.- Health (MA)

☐ P.E.- Health, Physical Education, and Recreation (MX)

☐ P.E.- Physical Education (MB)

☐ P.E.- Recreation (MD)

☐ S.S.- Anthropology (CH)

☐ S.S.- Behavioral Studies (CM)

☐ S.S.- Cultural Studies (CL)

☐ S.S.- Economics (CA)

☐ S.S.- Geography (CB)

☐ S.S.- History (CC)

☐ S.S.- Political Science (CD)

☐ S.S.- Psychology (CE)

☐ S.S.- Social Studies (RX)

☐ S.S.- Sociology (CF)

- | | |
|--|---|
| ☐ Hmty.- Humanities (PX) | ☐ Sci.- Biology (DA) |
| ☐ Hmty.- Philosophy (PS) | ☐ Sci.- Chemistry (DC) |
| ☐ Industrial Technology (IX) | ☐ Sci.- Earth/Space Science (DH) |
| ☐ L.A.- English (BA) | ☐ Sci.- Integrated Science (DI) |
| ☐ L.A.- Journalism (BC) | ☐ Sci.- Physical Science (DP) |
| ☐ L.A.- Language Arts (BX) | ☐ Sci.- Physics (DE) |
| ☐ L.A.- Reading (BT) | ☐ Sci.- Science (DX) |
| ☐ L.A.- Reading Specialist (BR) | ☐ Sp.Ed.- Autism (SV) |
| ☐ L.A.- Speech (BD) | ☐ Sp.Ed.- Cognitive Impairment (SA) |
| ☐ Lang.- Chinese Language and Culture | ☐ Sp.Ed.- Emotional Impairment (SE) |
| ☐ Lang.- French (FA) | ☐ Sp.Ed.- Hearing Impairment (SL) |
| ☐ Lang.- German (FB) | ☐ Sp.Ed.- Learning Disabilities (SM) |
| ☐ Lang.- Greek (FC) | ☐ Sp.Ed.- Physical Education for Students with Disabilities (SP) |
| ☐ Lang.- Hebrew (FJ) | ☐ Sp.Ed.- Physical or Other Health Impairment (SC) |
| ☐ Lang.- Italian (FH) | ☐ Sp.Ed.- Speech and Language Impairment (SB) |
| ☐ Lang.- Japanese Language and Culture (FL) | ☐ Sp.Ed.- Visual Impairment (SK) |
| ☐ Lang.- Latin (FD) | ☐ Sp.Ed.- Special Education |
| ☐ Lang.- Polish (FI) | ☐ Technology and Design (TX) |
| ☐ Lang.- Russian (FE) | ☐ Visual Arts Education (LQ) |
| ☐ Lang.- Spanish (FF) | ☐ Visual Arts Education Specialist (LZ) |
| ☐ Lang.- Other (FG) | |

Statement (Teacher)

Describe the skills or attributes you believe are necessary to be an outstanding teacher.

I believe outstanding teachers are caring, patient, flexible, and committed to helping every student succeed. They build strong relationships with students and families, create a safe and supportive learning environment, and recognize that each child has unique strengths and needs. Strong communication, organization, and collaboration skills are essential, as teachers work closely with families, colleagues, and support staff to meet student needs. An outstanding teacher is also willing to adapt instruction, continuously learn and grow professionally, and advocate for students when additional support is needed. Most importantly, I believe great teachers genuinely care about their students, encourage them to reach their full potential, and help them develop confidence in themselves both academically and personally.

How would you address a wide range of skills and abilities in your classroom?

I would address a wide range of skills and abilities in the classroom by meeting students where they are and providing the support they need to be successful. I understand that every student learns differently, so I use a variety of teaching strategies, accommodations, and supports to help all learners access the curriculum. I believe in building strong relationships with students so I can better understand their strengths, challenges, and individual learning needs. I use small-group instruction, visual supports, hands-on activities, and differentiated assignments to ensure students are both supported and challenged at their own level. I also work closely with families and other school professionals to provide consistent support and help students reach their goals. My goal is to create a positive, inclusive classroom where every student feels valued, capable, and encouraged to grow academically, socially, and emotionally.

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

As a mother to children with special needs, i bring a different outlook and expertise to the special education field. I also have CPI, First aid, and CPR certifications.

Language Skills

Do you know any language other than English? If yes, please indicate which language.

NO

Please indicate your oral (listening and speaking) skill level in that language below:

- ☒ Polite
- ☐ Fluent
- ☐ Literate

Please indicate your written (reading and writing) skill level in that language below:

- ☐ Polite
- ☐ Fluent
- ☒ Literate

References

References

Kandace rubin

Relationship	Friend
Time Known	8 years
Email	
Phone	(517) 462-6873

Amanda Cuff

Relationship	Friend/ Previous boss
Email	amanda.cuff@cfss.org
Phone	(

Stephanie Hines

Relationship	Friend
Time Known	8 years
Email	
Phone	(616) 558-1347

Sharon Turnbull

Relationship	Friend and coworker
Email	sharon.turnbull@cfss.org
Phone	

Documents

Upload resume

 Newupdatedresume (1).docx

Cover Letter

 Cover letter1.docx

Certificates

No files uploaded

Transcripts

No files uploaded

Evaluation

No files uploaded

Referral Source

How did you hear about employment with us?

☐ County Regional Office Website

☐ University Posting

☐ District Employee

☐ K12jobspot.com

☐ Newspaper

☒ Other

Disclosures

Contract Status

Yes I am under contract with Camden Frontier Schools until August 1,2026

When may your present employer be contacted?

Aug 15, 2026

Professional Status: Tenure

No

Professional Status: Tenure

NO

Professional Status: Certification

NO

Professional Status: Termination

NO

Professional Status: Relative

NO

Professional Status: Job Function

☒ Yes

☐ No

EEO Form

EEO Voluntary Data Sheet

Gender

☐ Male

☐ X

☒ Female

☐ I choose not to respond.

Ethnic Group

☐ Hispanic or Latino

☐ I choose not to respond.

☒ Not Hispanic or Latino

Racial Group

☒ White/Caucasian

☐ American Indian of Alaska Native

☐ Black/African-American

☐ Native Hawaiian or Other Pacific Islander

☐ Asian

☐ I choose not to respond.

Veteran Status

☐ Yes

☒ No

Disability

☐ Yes

☒ No

Legal Information

Please Note:

Are you eligible to work in the United States?

☒ Yes

☐ No

Have you ever been convicted of a criminal offence other than a minor traffic violation? If yes, explain, giving dates.

No

Have you ever had any indicated finding of child abuse filed in your name? If yes, explain, giving dates.

No

Does your name appear on any Sex Offender Database in any state or country?

☐ Yes

☒ No

Equal Opportunity Employer

☒ I acknowledge this statement.

Applicant's Acknowledgement and Agreement

☒ Yes

Sarah Brown
Camden, MI
517-343-9913
sb907907@gmail.com

06/01/2026

Dear HR Department,

I am excited to apply for a position within your Special Education, Student Support Services, Behavior Intervention, Family Engagement, or related educational support department. As a current Special Education Paraprofessional pursuing a Bachelor of Arts in Special Education (Mild to Moderate) through Western Governors University, I have developed a strong passion for supporting students with diverse academic, behavioral, sensory, communication, and social-emotional needs.

In my current role, I work closely with students with Autism Spectrum Disorder (ASD), Specific Learning Disabilities (SLD), Emotional Impairments (EI), Visual Impairments (VI), and other complex learning needs. I assist with behavior intervention plans, emotional regulation support, sensory strategies, Positive Behavioral Interventions and Supports (PBIS), Functional Behavior Assessment (FBA) data collection, progress monitoring, testing accommodations, life skills activities, and individualized student support. I also collaborate regularly with teachers, therapists, specialists, and administrators to help ensure students receive the services and supports they need to be successful.

One of my greatest strengths is building meaningful relationships with students. I believe students learn best when they feel safe, understood, respected, and supported. Through patience, consistency, empathy, and trust, I work to create positive connections that help students navigate challenges, develop confidence, and achieve success both academically and socially.

In addition to my professional experience, I bring a unique perspective as the parent and advocate of children with complex educational and support needs. Through years of collaborating with multidisciplinary teams, navigating Special Education services, and advocating for appropriate supports, I have gained a deep understanding of the importance of family-school partnerships and individualized student-centered planning. This experience has strengthened my commitment to helping students and families access the resources and opportunities they need to thrive.

Colleagues describe me as compassionate, dependable, adaptable, and eager to learn. I am not afraid to ask questions, seek clarification, or pursue additional training when it

benefits the students I serve. I value teamwork, continuous growth, and maintaining a student-centered approach in every aspect of my work.

I would welcome the opportunity to bring my experience, dedication, and passion for supporting students to your team. Thank you for your time and consideration. I look forward to the opportunity to discuss how I can contribute to your school community and help support positive outcomes for students and families.

Sincerely,

Sarah Brown

SARAH BROWN

Camden, MI

517-343-9913 • sb907907@gmail.com

SPECIAL EDUCATION SUPPORT PROFESSIONAL | STUDENT ADVOCATE | BEHAVIOR SUPPORT

PROFESSIONAL SUMMARY

Dedicated Special Education professional with experience supporting students with Autism Spectrum Disorder (ASD), Specific Learning Disabilities (SLD), Emotional Impairments (EI), Visual Impairments (VI), and diverse academic, behavioral, sensory, communication, and social-emotional needs. Currently pursuing a Bachelor of Arts in Special Education (Mild to Moderate) through Western Governors University.

Experienced in behavior intervention, emotional regulation support, sensory accommodations, individualized instruction, Functional Behavior Assessment (FBA) data collection, Positive Behavioral Interventions and Supports (PBIS), student advocacy, and progress monitoring. Recognized for building strong relationships with students, collaborating effectively with multidisciplinary teams, and helping students access the supports and resources they need to succeed.

Brings both professional experience in Special Education settings and personal experience advocating for children with complex support needs. Seeking opportunities within Special Education, Student Support Services, Behavior Intervention, Family Engagement, Student Advocacy, or related educational support roles.

PROFESSIONAL PHILOSOPHY

I believe every child deserves a safe, supportive, and inclusive learning environment where they feel respected, understood, and capable of success. My goal is to build meaningful relationships with students while supporting their academic, behavioral, emotional, social, and communication needs. I am committed to advocating for students, collaborating with families and educational teams, and continuously expanding my knowledge to better support diverse learners.

PROFESSIONAL HIGHLIGHTS

- Experience supporting students with ASD, SLD, EI, VI, and other diverse learning needs
- Strong advocate for student services, accommodations, educational resources, and individualized supports

- Skilled in behavior intervention, emotional regulation strategies, sensory supports, conflict resolution, and relationship building
- Experience assisting with Functional Behavior Assessment (FBA) data collection, antecedent tracking, behavior documentation, and collaborative behavior support planning
- Experience implementing Positive Behavioral Interventions and Supports (PBIS)
- Experience supporting testing accommodations, life skills activities, individualized goals, and classroom participation
- Parent advocate with firsthand understanding of Special Education systems, family collaboration, and educational advocacy
- Recognized for patience, empathy, flexibility, adaptability, and the ability to build trust with high-needs students
- Actively seeks clarification, training, and professional development opportunities to improve student outcomes

CORE QUALIFICATIONS

- Autism Spectrum Disorder (ASD) Support
- Specific Learning Disabilities (SLD)
- Emotional Impairment (EI) Support
- Visual Impairment (VI) Support
- Behavior Intervention Plans (BIPs)
- Emotional Regulation & Co-Regulation Strategies
- Sensory Support Strategies
- Student Advocacy & Resource Coordination
- IEP Goal Support & Progress Monitoring
- CPI Crisis Prevention & De-escalation
- Trauma-Informed Practices
- Social-Emotional Learning Support
- Individualized & Small Group Instruction
- Functional Behavior Assessment (FBA) Data Collection
- Antecedent & Behavior Documentation
- Positive Behavioral Interventions & Supports (PBIS)
- Conflict Resolution
- Testing Accommodations
- Life Skills Instruction Support

- Documentation & Confidentiality Compliance
- Multidisciplinary Team Collaboration
- Student Goal Tracking
- Adaptability in Educational Settings
- Family-School Collaboration

PROFESSIONAL EXPERIENCE

SPECIAL EDUCATION PARAPROFESSIONAL

Camden Frontier Schools | Camden, MI

April 2025 – Present

- Support students with ASD, SLD, EI, VI, and other diverse academic, behavioral, communication, sensory, and social-emotional needs
- Implement behavior intervention plans, emotional regulation supports, sensory strategies, and individualized supports to promote student success
- Collect and document behavioral and academic data to support IEP goals, progress monitoring, and educational decision-making
- Assist with Functional Behavior Assessment (FBA) processes through data collection, antecedent tracking, behavior documentation, and collaborative problem-solving
- Implement Positive Behavioral Interventions and Supports (PBIS) strategies to encourage positive behaviors and engagement
- Support students during testing accommodations, life skills activities, classroom participation, transitions, and daily routines
- Utilize CPI de-escalation techniques and conflict-resolution strategies to support safe and successful learning environments
- Advocate for student needs and collaborate with teachers, therapists, specialists, administrators, and support staff to ensure appropriate services and supports
- Build positive, trusting relationships with high-needs students through patience, consistency, empathy, and individualized support
- Maintain accurate documentation while adhering to confidentiality and compliance requirements
- Demonstrate flexibility and adaptability while supporting a variety of students, classrooms, and educational needs

ASSISTANT COOK

Camden Frontier Schools | Camden, MI

August 2020 – April 2025

- Maintained compliance with school nutrition, safety, and sanitation standards
- Demonstrated reliability, teamwork, organization, and attention to detail
- Adapted quickly to changing operational needs while supporting daily school functions

KITCHEN SUBSTITUTE

Camden Frontier Schools | Camden, MI

February 2020 – August 2020

- Assisted with food preparation, sanitation, and daily operational support

SUPERVISOR

Menards Distribution Center | Holiday City, OH

February 2015 – December 2017

- Supervised and trained a team of 20+ employees
- Managed scheduling, productivity, workplace safety compliance, and operational performance
- Developed leadership, communication, coaching, and conflict-resolution skills

CUSTOMER SERVICE & HOSPITALITY EXPERIENCE

Kroger, Holiday Inn, Ramada Inn, PS Food Mart

- Developed strong customer service, communication, organization, and problem-solving skills
- Maintained professionalism, confidentiality, and attention to detail in fast-paced environments

ADDITIONAL EXPERIENCE & ADVOCACY

- Parent and advocate for children with complex educational, behavioral, communication, sensory, developmental, and support needs
- Extensive experience collaborating with multidisciplinary teams including Special Education staff, speech-language pathologists, occupational therapists, audiologists, behavioral specialists, medical professionals, and school administrators

- Strong understanding of accommodations, behavior supports, communication supports, sensory needs, family collaboration, and educational advocacy
- Experienced in navigating educational systems and advocating for appropriate services and supports

EDUCATION

Western Governors University

Bachelor of Arts in Special Education (Mild to Moderate) — In Progress

Actively progressing through a competency-based licensure program

Camden High School

High School Diploma

CERTIFICATIONS

- CPI (Crisis Prevention Institute)
- CPR Certified
- First Aid Certified
- SERV Safe Certified

PROFESSIONAL REFERENCES

Available upon request.

4/30/2026 Begin. Cash on Hand:	\$4,502,991		Total of Bills:	1,152,597		
Total Receipts:	\$1,375,899		Total Net Payroll:	414,013		
Total Expenditures:	\$1,566,611		Total Bills and Payroll	\$1,566,611		
5/31/2026 Total Cash on Hand:	\$4,312,280		to be Approved:			

Union City Community Schools
General Fund Statement of Revenue and Expenditure Compared to Budget
For Period Ending May 31, 2026

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
REVENUE				
Local Sources	1,491,402	\$ 1,584,575	(93,173)	94.12%
State Sources	12,502,598	14,706,703	(2,204,105)	85.01%
Federal Sources	0	301,221	(301,221)	0.00%
Other Financing Sources	506,169	815,000	(308,831)	62.11%
		32,000		
TOTAL REVENUE	14,500,169	17,439,499	(2,907,330)	
EXPENDITURES				
INSTRUCTION				
Basic Program	4,987,755	6,121,703	1,133,948	81.48%
Added Needs	2,155,207	2,615,127	459,920	82.41%
Total Instruction	7,142,962	8,736,830	1,593,868	
SUPPORT SERVICE EXPENSE				
Pupil	544,101	677,969	133,868	80.25%
Improvement Instructional Staff	77,388	77,374	(14)	100.02%
General Administration	394,786	437,398	42,612	90.26%
School Administration	704,914	792,292	87,378	88.97%
Fiscal Services	327,755	336,395	8,640	97.43%
Operation & Maintenance	1,147,523	1,231,871	84,348	93.15%
Transportation	3,062,345	3,118,585	56,240	98.20%
Central Support	237,032	243,287	6,255	97.43%
Athletics	573,371	643,960	70,589	89.04%
Community Services	4,835.00	4,836	1	99.98%
Payments to Other Govt Units	-		0	0.00%
Site Improvement Services	1,671,545	1,474,342	(197,203)	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	35,975	36,159	184	0.00%
Fund Modification to Food Service		0	0	0.00%
Total Support Services	8,781,569	9,074,468	413,073	
TOTAL EXPENDITURES	15,924,531	17,811,298	2,006,942	
EXCESS REVENUE (EXPENDITURES)	(\$1,424,362)	(\$371,799)		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	1,633,349	1,633,349		
BEGINNING FUND BALANCE	\$1,718,759	\$1,718,759		
ENDING FUND BALANCE	\$294,397	\$1,346,960		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF MAY 31, 2026			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF MAY 31, 2025		
Current Year			Prior Year		
Balance as of 4/30/2026			Balance as of 4/30/2025		
General Fund Cash Accounts	4,283,909		General Fund Cash Accounts	907,014	
Food Service Checking Accounts	30,457		Food Service Checking Accounts	22,516	
Trust & Agency Checking Accounts***	173,386		Trust & Agency Checking Accounts***	179,619	
SF Cash	14,508		SF Cash	451,403	
2023 Bond Account	731		2023 Bond Account	71	
Total Cash On Hand	\$4,502,991		Total Cash On Hand	1,560,552	
Current Month Activities		YTD Activities	Prior Year-Current Month Activities		
General Fund Revenue	1,245,747	18,170,891	General Fund Revenue	1,313,457	
Food Service Revenue	36,320	357,822	Food Service Revenue	16,809	
Trust & Agency Revenue	93,832	155,994	Trust & Agency Revenue	17,747	
SF Revenue	0	420	SF Revenue	268.37	
2023 Bond Revenue	0	445,530	2023 Bond Revenue	0.01	
Total Revenue	\$1,375,899	18,685,127	Total Revenue	1,348,281	
General Fund Expenses		15,534,098	General Fund Expenses		966,954
Net Payroll	414,013	4,417,637	Net Payroll	383,162	
Food Service Expenses	39,996	354,785	Food Service Expenses	33,250	
Trust & Agency Expenses	81,417	143,589	Trust & Agency Expenses	23,386	
SF Expenses	-	593,400	SF Expenses	4,443	
2023 Bond Expense	-	445,435	2023 Bond Expense	0	
Total Expenses	\$1,566,611	21,043,508	Total Expenses	1,411,195	
Balance as of 5/31/2026			Balance as of 5/31/2025		
General Fund Cash Accounts	4,084,458		General Fund Cash Accounts	870,354	
Food Service Checking Accounts	26,780		Food Service Checking Accounts	6,075	
Trust & Agency Checking Accounts***	185,802		Trust & Agency Checking Accounts***	173,980	
SF Cash	14,508		SF Cash	447,229	
2023 Bond Account	731		2023 Bond Account	71	
Total Cash On Hand	\$4,312,280		Total Cash On Hand	1,497,639	
Trust & Agency Checking Accounts***					
Updated through 5/31/2026					



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
jthomas@unioncityschools.org
Ph: 517.741.5381
Fax: 517.741.8513

Jamie Thomas
Principal

July 14, 2026

Dear Members of the Board of Education,

It is with great excitement and confidence that I recommend the following candidate for employment at Union City Middle School:

Ms. Abigail Hoffman - Paraprofessional

Included with this letter are the candidates' resume/employment information.

Ms. Hoffman comes to us with limited experience working with children within the school setting, but has a high desire to learn and take on this challenge. She brings joy and love for developing relationships with students and finding ways to help them be successful. Ms. Hoffman has a positive mindset, excited to work with students, and eager to be a part of the Union City Middle School team.

After interviews and checking references, it is without hesitation I recommend Ms. Hoffman for the open Paraprofessional position at Union City Middle School.

Best regards,

Jamie Thomas

Abigail Hoffman

Full Name	Abigail Rose Hoffman
Address	503 South Capitol Ave Athens, MI 49011
Phone	1 (815) 419-5843
Email	ahoffman@unioncityschools.org

Middle School Paraprofessional

Location	Union City Middle School
Category	Student Support Services
Position Type	Other
Remote/Hybrid	Not Available
Pay Type	
School Year	

Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below.

Contact Info

Contact Info

Name	Abigail Rose Hoffman
Phone	1 (815) 419-5843
Address	503 South Capitol Ave Athens MI 49011

District Selection

Please select the districts which you would prefer to work.

- ☐ Athens Area Schools
- ☐ Bellevue Community Schools
- ☐ Calhoun Intermediate School District
- ☐ Harper Creek Community Schools
- ☐ Homer Community Schools
- ☐ Lakeview School District
- ☐ Marshall Public Schools
- ☐ Olivet Community Schools
- ☐ Pennfield Schools
- ☐ Tekonsha Community Schools
- ☒ Union City Community Schools

Experience

Employment History

Night Custodian

Employer	Union City High School
Dates	May 12, 2025 - CURRENT

Location	Union City MI, 49094
Country	
Position Type	Full Time
Salary	\$17.5/hour
Job Duties	Cleaning the school classrooms and bathrooms at the end of the school day
Reason For Leaving	
Supervisor Name	Amber Case
Supervisor Phone	
Supervisor Email	
Can Contact?	No

Vet Assistant

Employer	Whitman Veterinary Clinic
Dates	Apr 12, 2023 - May 2, 2025
Location	Piper City IL, 60959
Country	
Position Type	Full Time
Salary	\$17/hour
Job Duties	Clean the clinic and care for both customers and pets
Reason For Leaving	Moving to Michigan
Supervisor Name	Dr Heather Wright
Supervisor Phone	815-686-2200
Supervisor Email	
Can Contact?	Yes

Calf Tender

Employer	Double S Farms
Dates	Jun 12, 2014 - Apr 6, 2023
Location	Fairbury IL, 61739
Country	
Position Type	Full Time
Salary	\$15/hour
Job Duties	Feeding and caring for the health of calves. Cleaning barns and using heavy equipment
Reason For Leaving	Wanted guaranteed full time work
Supervisor Name	Steve Slagel

Supervisor Phone	
Supervisor Email	
Can Contact?	No

Education

Education

Prairie Central High School

Degree	Institution Type	High School	
Dates	Aug 12, 2014 - May 12, 2018	Graduate?	Yes
GPA			

Certifications

Do you hold National Board for Professional Teaching Standards Certification?

☐ Yes ☒ No

Do you hold or anticipate a Michigan certificate?

☒ No, I do not hold a certificate.

☐ Yes, Certificate is anticipated because I have been accepted into an Alternative Certification Program in Michigan.

☐ Yes, Certificate is anticipated because I hold an out-of-state certification that will be transferred to Michigan.

☐ Yes, Certification is anticipated because I am in the process of earning my certification/license through a college/university program.

☐ Yes, I currently hold a certificate.

Select the certificate you hold:

☐ Administrator	☐ Secondary
☐ Counselor	☐ Social Worker
☐ Elementary	☐ Special Education
☐ K-12 Certification	☐ Vocational
☐ Psychologist	

Select the endorsements you hold.

☐ Agriscience and Natural Resources (HX)	☐ Lang.- World Language
☐ Art Education (LX)	☐ Mathematics (EX)
☐ Bilingual Arabic (YK)	☐ Middle Level (ZL)
☐ Bilingual Chaldean (YP)	☐ Middle School (ZD)
☐ Bilingual Chinese (YR)	☐ Misc.- Computer Science (NR)

- ☐ Bilingual Filipino (YS)
- ☐ Bilingual French (YA)
- ☐ Bilingual German (YB)
- ☐ Bilingual Greek (YC)
- ☐ Bilingual Hebrew (YJ)
- ☐ Bilingual Italian (YH)
- ☐ Bilingual Japanese (YT)
- ☐ Bilingual Korean (YN)
- ☐ Bilingual Polish (YI)
- ☐ Bilingual Russian (YE)
- ☐ Bilingual Servo-Croatian/Bosnian(YO)
- ☐ Bilingual Spanish (YF)
- ☐ Bilingual Vietnamese (YM)
- ☐ Bilingual Other (YL)
- ☐ Business Ed- Business Education
- ☐ Business Ed- Business, Management, Marketing, and Technology (GQ)
- ☐ Business Ed- Marketing Education (GM)
- ☐ Communication Arts (AX)
- ☐ Early Childhood Education (ZA)
- ☐ Family and Consumer Sciences (KH)
- ☐ Fine Arts (OX)
- ☐ General Elementary K-5
- ☐ Gifted (GT)
- ☐ Hmty.- Academic Study of Religions(PR)
- ☐ Hmty.- Humanities (PX)
- ☐ Hmty.- Philosophy (PS)
- ☐ Industrial Technology (IX)
- ☐ L.A.- English (BA)
- ☐ L.A.- Journalism (BC)
- ☐ L.A.- Language Arts (BX)
- ☐ L.A.- Reading (BT)
- ☐ L.A.- Reading Specialist (BR)
- ☐ L.A.- Speech (BD)
- ☐ Lang.- Chinese Language and Culture
- ☐ Lang.- French (FA)
- ☐ Lang.- German (FB)
- ☐ Misc.- Educational Technology (NP)
- ☐ Misc.- English as a Secont Language (NS)
- ☐ Misc.- Environmental Studies (NJ)
- ☐ Misc.- Guidance and Counseling (NT)
- ☐ Misc.- Library Media (ND)
- ☐ Misc.- Miscellaneous
- ☐ Misc.- National Board Certification (NB)
- ☐ Music Education (JQ)
- ☐ Music Education (JX)
- ☐ P.E.- Dance (MH)
- ☐ P.E.- Health (MA)
- ☐ P.E.- Health, Physical Education, and Recreation (MX)
- ☐ P.E.- Physical Education (MB)
- ☐ P.E.- Recreation (MD)
- ☐ S.S.- Anthropology (CH)
- ☐ S.S.- Behavioral Studies (CM)
- ☐ S.S.- Cultural Studies (CL)
- ☐ S.S.- Economics (CA)
- ☐ S.S.- Geography (CB)
- ☐ S.S.- History (CC)
- ☐ S.S.- Political Science (CD)
- ☐ S.S.- Psychology (CE)
- ☐ S.S.- Social Studies (RX)
- ☐ S.S.- Sociology (CF)
- ☐ Sci.- Biology (DA)
- ☐ Sci.- Chemistry (DC)
- ☐ Sci.- Earth/Space Science (DH)
- ☐ Sci.- Integrated Science (DI)
- ☐ Sci.- Physical Science (DP)
- ☐ Sci.- Physics (DE)
- ☐ Sci.- Science (DX)
- ☐ Sp.Ed.- Autism (SV)
- ☐ Sp.Ed.- Cognitive Impairment (SA)
- ☐ Sp.Ed.- Emotional Impairment (SE)
- ☐ Sp.Ed.- Hearing Impairment (SL)
- ☐ Sp.Ed.- Learning Disabilities (SM)

- | | |
|--|---|
| ☐ Lang.- Greek (FC) | ☐ Sp.Ed.- Physical Education for Students with Disabilities (SP) |
| ☐ Lang.- Hebrew (FJ) | ☐ Sp.Ed.- Physical or Other Health Impairment (SC) |
| ☐ Lang.- Italian (FH) | ☐ Sp.Ed.- Speech and Language Impairment (SB) |
| ☐ Lang.- Japanese Language and Culture (FL) | ☐ Sp.Ed.- Visual Impairment (SK) |
| ☐ Lang.- Latin (FD) | ☐ Sp.Ed.- Special Education |
| ☐ Lang.- Polish (FI) | ☐ Technology and Design (TX) |
| ☐ Lang.- Russian (FE) | ☐ Visual Arts Education (LQ) |
| ☐ Lang.- Spanish (FF) | ☐ Visual Arts Education Specialist (LZ) |
| ☐ Lang.- Other (FG) | |

Statement (Non-Certified)

Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I am currently working in the school system as a custodian at the high school but I want to help more in the education field. I am really good with children and I like to help or something along those lines

Statement (Student Services)

Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

Being a hardworking person and willing to work as a team with other employees

How would you address a wide range of issues in your groups?

I would remind the group of the school rules ROCKS and whether or not they are showing respect, ownership, character, kindness, or safety. If there are still issues after that reminder I would follow the proper channels to get help.

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I'm flexible and a team player and I love to work with children. I'd love to do this job

Language Skills

Do you know any language other than English? If yes, please indicate which language.

No

Please indicate your oral (listening and speaking) skill level in that language below:

- | | |
|--|---------------------------------|
| ☒ Polite | ☐ Fluent |
| ☐ Literate | |

Please indicate your written (reading and writing) skill level in that language below:

- | | |
|---------------------------------|--|
| ☐ Polite | ☒ Fluent |
|---------------------------------|--|

References

References

Jasmine Walker

Relationship	Sister in law
Time Known	2 years
Email	
Phone	(269) 788-5631

Steve Slagel

Relationship	Former employer
Email	
Phone	(815) 848-0104

Documents

Upload resume

 resume-1781289731859.pdf

Cover Letter

No files uploaded

Certificates

No files uploaded

Transcripts

No files uploaded

Evaluation

No files uploaded

Referral Source

How did you hear about employment with us?

- ☐ County Regional Office Website

☐ University Posting

☒ District Employee

☐ K12jobspot.com

☐ Newspaper

☐ Other

Disclosures

Contract Status

Yes, Union city community schools, July 1st 2026

When may your present employer be contacted?

Professional Status: Tenure

No

Professional Status: Tenure

No

Professional Status: Certification

No

Professional Status: Termination

No

Professional Status: Relative

No

Professional Status: Job Function

☒ Yes

☐ No

EEO Form

EEO Voluntary Data Sheet

Gender

☐ Male

☐ X

☒ Female

☐ I choose not to respond.

Ethnic Group

☐ Hispanic or Latino

☐ I choose not to respond.

☒ Not Hispanic or Latino

Racial Group

☒ White/Caucasian

☐ American Indian of Alaska Native

☐ Black/African-American

☐ Native Hawaiian or Other Pacific Islander

☐ Asian

☐ I choose not to respond.

Veteran Status

☐ Yes

☒ No

Disability

☐ Yes

☒ No

Legal Information

Please Note:

Are you eligible to work in the United States?

☒ Yes

☐ No

Have you ever been convicted of a criminal offence other than a minor traffic violation? If yes, explain, giving dates.

No

Have you ever had any indicated finding of child abuse filed in your name? If yes, explain, giving dates.

No

Does your name appear on any Sex Offender Database in any state or country?

☐ Yes

☒ No

Equal Opportunity Employer

☒ I acknowledge this statement.

Applicant's Acknowledgement and Agreement

☒ Yes

Abigail Hoffman

Athens, MI 49011 | +1 815 419 5843 | marigold1_24.18@yahoo.com

Work Experience

Night Custodian

Union City High School | Union City, MI

May 2025 to Present

I clean all classrooms and bathrooms of the school and make sure everything is clean and looks presentable

Vet Assistant

Whitman Vet Clinic | Piper City, IL

April 2023 to April 2025

- Was tasked with cleaning the clinic and making sure everything was sterile
- Worked 10 hour shifts 4 days a week
- Was in communication with people all day
- Also helped vets with any other tasks they needed
- Great customer service
- Handled money from customers
- Customer service skills

Calf Handler

Double S Farms | Fairbury, IL

July 2014 to April 2023

- Cleaned feed/milk buckets, barns, and office areas
- Took care of calves and cows feeding/watering and housing needs
- Able to learn new tasks quickly

Education

High school diploma

Prairie Central High School | Fairbury, IL

May 2018

Skills

- Janitorial experience
- Pet care
- Manual handling
- Animal handling
- Technical Proficiency
- Animal husbandry
- Animal care
- Farming
- Driving
- Cleaning
- Hospital experience
- Outdoor work
- Custodial experience
- Communication skills
- Veterinary terminology
- Hand tools
- Heavy equipment operation
- Computer skills
- Dog handling
- Front desk
- Laboratory experience
- Veterinary clinic experience
- Industrial cleaning
- Veterinary experience
- Farm machinery
- Animal restraint
- Customer service
- Heavy lifting

Languages

English

Certifications and Licenses

Driver's License