



# KYLE HOFFMAN, J.D.

## ABOUT

Results and service oriented education administrator and attorney with extensive leadership experience and a solid track record of verifiable accomplishments in school district administration, legal services, communications, human resources, budgeting, procurement, project management, grants, and economic development initiatives.

- Keen business acumen and strong strategic-planning, personnel, and project management skills
- Excellent writer, negotiator, and articulate communicator
- Outstanding collaborator with a proven ability to provide effective legal counsel and leadership
- Analytical, thorough researcher and problem solver
- Service- and solutions-oriented approach with a desire to make things happen
- Licensed member of the Michigan Bar, in good standing
- Michigan School Administrator certificate, with central office endorsement

## EDUCATION

2014

**Juris Doctor** | Western Michigan University Thomas M. Cooley Law School

2006

**Masters of Public Administration** | Oakland University

2002

**Bachelors of Science Public & Non-Profit Administration** | Grand Valley State University

## CONTACT

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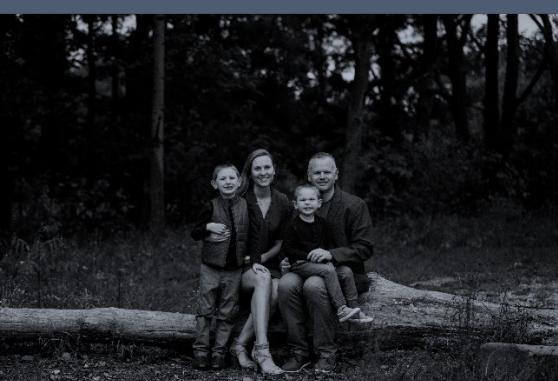
## WORK EXPERIENCE

2008 – present

### **Director of Legal Services, Grants, and Development**

LENAWEE INTERMEDIATE SCHOOL DISTRICT | ADRIAN, MICHIGAN

- Provide legal representation and consultation to the Lenawee ISD and its constituent school districts on matters of general school law, special education law, personnel, property, construction, and related matters
- Advise, counsel, and provide significant support to the Superintendent, staff resources, finance, special education, career technical education, and general education departments within the ISD
- Provided guidance and drafted countywide communications related to the COVID-19 pandemic for use by the Lenawee ISD and its constituent school districts
- Provide advice and counsel to constituent district superintendents and administrative staff
- Draft written responses to parents and others on behalf of superintendents and other school administrators
- Prepare press releases related to ISD and constituent district happenings
- Primary storyteller for Lenawee ISD annual community reports
- Provide leadership to the Lenawee ISD Information Technology team
- Negotiate agreements with District contractors, vendors, and constituent districts
- Draft and review contract language between the Lenawee ISD its constituent districts, vendors, and employees, including collectively bargained agreement language
- Engage in dispute resolution processes with parent and vendor legal counsel
- Prepare written responses to administrative complaints on behalf of the Lenawee ISD and local school districts
- Administer board policy, including drafting policy language, regulations, and amendments, and providing interpretive opinions and guidance regarding policy implementation
- Serve as District FOIA coordinator and advise District civil rights compliance officers
- Conduct investigations (including Title IX) of alleged misconduct by employees and students
- Performed all legal services for a two-million-dollar energy conservation project at the Madison School District
- Managed the master planning, design, and construction phases of a net-zero energy, LEED® Platinum certified new school building
- Non-instructional representative to District's MDE Multi-Tiered Systems of Support (MTSS) initiative
- Procured and administered more than 12 million dollars in grant awards from state, federal, and private sources
- Develop requests for proposals and review proposals for District construction, information technology, and other projects



# WORK EXPERIENCE (cont.)

2014

## **Legal Extern**

THRUN LAW FIRM | EAST LANSING, MICHIGAN

- Performed legal research related to school district and municipal issues
- Drafted and presented issue memoranda to senior attorneys/partners
- Draft legal documents (contracts and deeds) for review by senior attorneys/partners
- Participated in a school district bond qualification hearing

2005 – 2008

## **Downtown Development Director**

CITY OF ADRIAN | ADRIAN, MICHIGAN

- Administered and oversaw development and implementation of Downtown Development Authority (DDA) initiatives and projects
  - Developed and administered \$500,000 annual operating budget
- Prepared, presented and administered downtown capital improvements plan
  - Managed \$1 million downtown streetscape project, surface parking lot reconstruction, and downtown traffic circulation change projects
- Collaborated with the City Commission and DDA Board of Directors on strategic and tactical planning
- Administered economic development programs (OPRA, NEZ, Brownfield Redevelopment)
- Developed downtown brand identity, website, and other promotional materials (i.e., marketing fliers and newsletters)
- Managed Downtown Adrian website content

2003-2005

## **Downtown Development Director**

CITY OF IMLAY CITY | IMLAY CITY, MICHIGAN

- Administered and oversaw development and implementation of DDA initiatives and projects
  - Drafted tax increment financing plan for Imlay City
  - Drafted personnel policy manual and handbook for Imlay City
- Developed and executed marketing strategies; planned and coordinated promotional events including several community enrichment programs: summer concert series, 5K run/walk events, 3 vs. 3 basketball tournament, and art fair/festival
- Developed downtown brand identity, website, and other promotional materials (i.e., marketing fliers and newsletters)
- Managed Downtown Imlay City website content

## PROFESSIONAL AFFILIATIONS

- Member, Michigan Bar Association
- National & Michigan Association of School Attorneys
- Association of Title IX Administrators Member
- Michigan School Administrator certificate with central office endorsement

## COMMUNITY INVOLVEMENT

- Past Vice President of the Communities In Schools of Lenawee, Inc. Board of Directors
- Past Junior Achievement of the Michigan Edge Lenawee County Board Member
- Past Lenawee County Boys and Girls Club Honorary Board Member
- Lenawee United Way Emerging Leaders Program Co-Facilitator
- Junior Achievement Program Volunteer
- Michigan Council for Arts and Cultural Affairs Grant Review Panel Member
- Past Village of Dexter Planning Commission Member
- Past Habitat for Humanity of Lenawee County Board Member