



City of Coconut Creek

Application for Education Advisory Board

The information requested below is for consideration of appointment to the City's Education Advisory Board. Please complete and return this form to the City Clerk, along **WITH a brief resume** of your education and experience by or before Monday, April 5, 2020.

PLEASE NOTE: Florida has a very broad public records law. Documents relating to city business are public records and are available to the public and media upon request. Your information provided within this application may therefore be subject to public disclosure. If your information meets an exemption pursuant to state statute, please advise the City Clerk.

Last Name: Potter-Oliveri
First Name: Kristin
Home Address: 6213 Osprey Terr

Phone: 786-368-6445
Alternate Phone: 786-368-6445
E-mail: kpotter954@gmail.com

The Education Advisory Board is comprised of five regular members and one alternate member who serve a one-year term. The members are appointed by the City Commission and given the responsibility of acting in an advisory capacity in matters regarding educational issues that will impact the quality of education for residents. They will recommend city education activities and programs for children, their parents, and their schools and participate in quarterly luncheon meetings with school principals and city commission.

To the extent practicable, board appointments shall be based on the following considerations:

- City residents who are parents of students enrolled in any elementary, middle, high, or technical school physically located within the City of Coconut Creek, and are active members of the school's Parent Teacher Organization or School Advisory Committee; or
- City residents who are teachers or administrators retired from or currently employed at any elementary, middle, high, or technical school physically located within the City of Coconut Creek.

Preference will be given to applicants who have completed Coconut Creek Citizen's Academy.

The board meets on a bi-monthly basis, no less than 5 times per year. Appointments will be made at April 23, 2020, City Commission Meeting.

Please mark Yes OR No for each of the following questions:

1. Are you at least 18 years of age, a City resident who is a parent of student(s) in an elementary, middle, high, or technical school located in Coconut Creek, and an active members of the school's PTO or SAC?
 Yes No
2. Are you least 18 years of age, a City resident who is a teacher or administrator retired from or currently employed at any elementary, middle, high, or technical school located within the City of Coconut Creek?
 Yes No
3. Are you least 18 years of age, a City resident or owner of an education related business who demonstrates a strong and sincere commitment to the enhancement of education of the children of Coconut Creek?

4. Do you hold a public office?

Yes No

5. Are you employed by the City?

Yes No

6. Are you a member of another City Board?

Yes No

7. Have you ever served on a City Board?

Yes No

8. Will you be away from the City for extended periods of time?

Yes No

9. Are you available to participate in quarterly luncheon meetings in addition to the board meetings?

Yes No

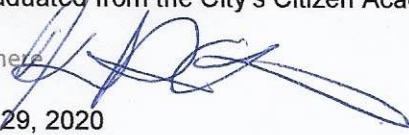
Yes No

10. Have you graduated from the City's Citizen Academy?

Yes No

Signature:

Sign here



Date:

May 29, 2020

Kristin Potter-Oliveri

6213 Osprey Terr Coconut Creek, FL 33073

Phone: 786-368-6445 E-Mail: Kpotter954@gmail.com

Objective

A highly motivated instructional leader with a proven track record of delivering high-quality instruction, engaging students, cross-cultural communication skills, event management, mentoring coworkers, creating and delivering engaging presentations, and facilitating professional learning communities in order to improve the quality of instruction.

Experience

Instructional Specialist, Broward County Public Schools

July 2018- present

- Oversee professional learning communities for Advanced Placement teachers throughout the school district
- Support teachers with implementation of Project Based Learning initiative in classrooms throughout the district
- Organize Advanced Placement district-wide review: recruit teachers, create and manage budget, facilitate online payments, advertise event throughout the district, communicate effectively with teachers, parents, and students
- Manage Confucius Institute Grant to support all Chinese language programs in the district
- Organize and oversee cultural events related to Chinese language and culture throughout the district
- Negotiate dual enrollment contracts between the School Board of Broward County and post-secondary institutions

Instructor, Broward County Public Schools; Fort Lauderdale, FL

January 2008- June 2018

- English Language Arts Department Chair- Manage all English Language Arts teachers, communicate effectively with teachers and administrative supervisors, and provide instructional support teachers in the English department.
- Global Scholars Instructor- Facilitate and manage instruction through the Global Scholars platform used for students to communicate with peers from around the world
- Create and facilitate instruction in class and through Canvas, the online learning management system
- Speech & Debate Coach- Prepare students for competition at the district and state level
- Journalism Instructor- Facilitate and manage production of school yearbook and newsletter through online design platforms
- Student Government Association Advisor- Facilitate meetings according to parliamentary procedure, facilitate service learning projects, oversee campaigns and elections
- Senior Class Sponsor-Coordinate and manage events such as prom, Grad Bash, and graduation

- Advanced Placement Coordinator: Oversee the Advanced Placement program on campus; order, distribute, facilitate school-wide testing, and return all Advanced Placement testing materials
- Textbook Coordinator- Manage textbook distribution, collection, and school-wide textbook inventory, and communicate with students, teachers, administration, and district staff

Education

Florida Atlantic University, Boca Raton, FL – PhD in Curriculum and Instruction	Begin Spring 2021
Florida Atlantic University, Boca Raton, FL- Master of Arts in English Literature	In progress
Barry University, Miami Shores, FL- Master of Science in Educational Leadership	December 2012
University of Central Florida, Orlando, FL- Bachelor of Arts in English Literature	August 2006

Certifications

Lean Six Sigma- White Belt

Florida Department of Education Teaching Certificate

Educational Leadership

English 6-12

Elementary Education K-6

Gifted Endorsement

ESOL Endorsement

Grants

National Endowment for the Humanities: Seminars for Teachers *Jump at the Sun*, Zora Neale Hurston, led by Dr. Heather Russell Eatonville, FL (2017)

References

Sabrina Elsinger, Intern Principal, Glades Middle School

Phone: (954) 465-8311

E-mail: Sabrina.elsinger@browardschools.com

Cheryl Hodgson-Toeller, Intern Principal, Blanche Ely High School

Phone: (954) 931-5994

E-mail: Cheryl.hodgson-toeller@browardschools.com