

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Chelsea E Colwell
Address:	6135 NW 45 Ter Coconut Creek 33073
Phone Number:	9546157167
Alt Phone Number:	
Email Address:	chelseac1219@gmail.com
Signature:	Chelsea Colwell
Applied Date:	3/1/2021 3:10:00 PM
Boards Selected:	Environmental Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Environmental Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y

CHELSEA COLWELL

954.615.7167 | chelseac1219@gmail.com | Coconut Creek, Florida

WORK EXPERIENCE

Pasadena Lakes Elementary

Autism Coach

Pembroke Pines, FL

August 2018- Current

- Provided coaching to 5 teachers of students with autism, 2 ESE Pre-K teachers and general education teachers with students with disabilities.
- Modeled lessons, wrote and coached teachers on implementing behavior plans, conducted paraprofessional trainings, set-up and conducted parent meetings, worked directly with district programming staff, created and provided materials to support students with autism in self-contained classes as well as general education settings.

Coral Cove Elementary

2nd- 5th Grade Autism Teacher

Miramar, FL

August 2016-June 2018

- Taught a multi-grade autism cluster class with students with varying degrees of autism spectrum disorder.
- Wrote IEPs, developed FBAs, created multi-level lesson plans and activities.

South Florida Autism Charter School

3rd- 5th Grade Autism Teacher

Hialeah, FL

August 2013-June 2016

- Awarded Teacher of the Year 2014 – 2015 School Year
- Wrote IEP's, created differentiated lesson plans based on the Florida access points, wrote Behavior Intervention Plans, utilized Applied Behavior Analysis and tested students using the Florida Alternate Assessment.
- Held parent teacher conferences, took data based on behaviors, academic goals, and IEP's, and created materials and resources for all levels of students.

EDUCATION

University of Central Florida

Masters of Education in Exceptional Education

Major: **Exceptional Education**

GPA: **4.0**

Orlando, FL

July 2016

Added Endorsement: Autism Endorsement

Relevant Coursework:

*Instructional Strategies PreK-6th Grade

*Teaching Spoken and Written Language

*Assessment and Curriculum

*Methods of Behavioral Management

*Organization and Collaboration

*Communication Foundations

University of Central Florida

Bachelor of Science in Exceptional Education

Major: **Exceptional Education**

GPA: **3.9**

Orlando, FL

May 2013

Honors/Awards: Deans List Scholar, Presidents List Scholar, Jack D. Hallway Scholarship Recipient

Relevant Coursework:

* American Sign Language I, II, & III

* Assessment of Exceptional Students

* Language Arts in Elementary Schools

* Diagnostic & Corrective Reading Strategies

* Theory & Practice of Teaching ESOL Students

* Techniques for Exceptional Adolescents/Adults

CERTIFICATIONS

Florida Department of Education Certifications:

- Exceptional Education (K-12)
 - Elementary Education (K-6)
 - Preschool Education (Birth-age 4)
 - ESOL Endorsement
 - Reading Endorsement
 - Autism Endorsement
-

SERVICE LEARNING

Magnolia School

Internship II

Orlando, FL

Spring 2013

- Taught a 10th-12th grade classroom of seven exceptional students for the semester. Planned and modified lessons based on the Florida access points, communicated with parents in communication logs, participated in writing and developing IEPs, worked and collaborated with paraprofessionals and behavior specialists.

Glenridge Middle School

Internship I

Orlando, FL

Fall 2012

- Gained experience in a 6th grade exceptional student education learning strategies class and a small group world history class. Taught and developed several lessons pertaining to study strategies and techniques as well as differentiated history lessons. Sat in on and observed IEP meetings and parent conferences.

Brookshire Elementary School

Internship I

Orlando, FL

Fall 2012

- Gained experience in a K-5 exceptional education resource room in which students were pulled out in small groups to work on improving reading, writing, and math skills. Observed and worked with Pre-K students in a varying exceptionalities class and an autism class.

Carillon Elementary School

Student Volunteer

Orlando, FL

Spring 2012

- Worked with a below level first grader in order to offer supplemental instruction by means of tactile electronic games and activities with the goal of achieving letter-sound recognition. Administered a Developmental Reading Assessment and wrote a corresponding Assessment Intervention Plan for the student.

Union Park Elementary School

Read 2 Succeed Instructor

Orlando, FL

Fall 2011

- Worked with an ELL student to improve reading comprehension and fluency skills. By the end of my participation in the program, he successfully moved up one reading level.

Junior Achievement

Classroom Volunteer

Orlando, FL

Spring 2011

- Alternated between two first grade classrooms in Northlake Park Community School and Grand Avenue Primary Learning Center to enhance student knowledge of the importance of community and hard work.

United Cerebral Palsy

Classroom Volunteer

Orlando, FL

Spring 2010- Fall 2011

- Worked in several areas ranging from sensory preschool to multilevel 2nd & 3rd grade classrooms by proctoring spelling tests, providing additional math lessons, and ensuring an adequate learning environment.

Reading Clinic

Reading Clinician

Orlando, FL

Fall 2012

- Developed a case study on a 4th grade student based on reading assessments such as the Developmental Reading Assessment and Elementary Spelling Inventory. Used tactile spelling games and story writing to improve the students writing skills.

PROFESSIONAL DEVELOPMENT

- Professional Crisis Management recertification. Broward County Public Schools, October, 19,2020.
- Presenter. Integrating Special Education Strategies in a General Education Classroom. Church's Teachers College, Jamaica. January 10th 2020.
- TEACCH Foundations and Zoning. Broward County Public Schools, January- May, 2019.
- Functional Behavior Assessment. Broward County Public Schools, October 11, 2018
- Clinical Educator Training. Broward County Public Schools, September-October, 2018.
- Technology and the IEP. Estela Garcia. Miami-Dade County Public Schools, October 2015.

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Alfred Delgado
Address:	5414 NW 52nd Avenue Coconut Creek 33073
Phone Number:	9545920910
Alt Phone Number:	
Email Address:	alfred.delgado76@gmail.com
Signature:	Alfred Delgado
Applied Date:	3/21/2021 3:45:00 PM
Boards Selected:	Education Advisory Environmental Advisory Parks and Recreation Advisory Planning & Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Becky Tooley 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	Y
Environmental Advisory Planning & Zoning	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	Y
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Education Advisory	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?	Y
Education Advisory	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?	N
Education Advisory	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?	N
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y

Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	Y
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

ALFRED DELGADO

954-592-0910

• ALFRED@ADELGADOLAW.COM

• [LINKEDIN](#)

Solutions-driven, immigration expert with extensive experience within public-private sectors (government, non-profit, higher education, and multinational national corporations). Providing high-quality expertise in immigration (academic/corporate), state/federal compliance, complex legal procedures, and business investment projects. Proficiency in driving value through people and producing measurable insights to exceed long-term goals.

CORE COMPETENCIES

- Capacity/Thought Leadership
- Customer-Centric/Client Retention
- Data Collection/Data Mining
- E-2/E-3/H-1B/L-1/O-1/K-1/I-140/I-485
- Project Management/Performance Optimization
- State-Federal Compliance/Immigration Review
- Social Justice/Vulnerable Populations
- Translate Legal Procedures for Academic/Business/Family

Application Proficiency: Microsoft Office Suite, INSZoom, Immigration Pro, and Social Platforms/Insights (Facebook, YouTube, Instagram, Twitter). **Language Proficiency:** English, Spanish and Portuguese.

PROFESSIONAL EXPERIENCE

Law Offices of Alfred Delgado

Fort Lauderdale, FL

2018 – Present

- File/Monitor complex immigrant and nonimmigrant applications including E-2, E-3, H-1B, L-1, O-1, K-1, and I-140 (EB-1, 2, & 3).
- Maintain continuous communication with clients conducting sessions to present/explain immigration concepts and policies to international clients for devising strategic solutions.
- Manage pre-qualification checklist, review policies, and enhance accountability to generate **100% approval ratio** for business/private immigration clients.
- Direct oversight of clients' files through database maintenance, strategic sourcing, and continuous monitoring of developments in immigration regulations. Perform eligibility and risk assessment to file clients' immigration visa petition.
- Responsible for advising corporate clients on compliance with Department of Labor and U.S. Citizenship & Immigration Services (USCIS) regulations. Drafting appropriate documentation, letters, and all supplementary forms for USCIS, Departments of Homeland Security and State in a timely manner.
- Spearhead compliance reviews and submissions to ensure accurate State/Federal compliance/reporting. Troubleshoot areas of opportunities, implementing root-cause issue resolution, and formulation of long and short term immigration strategies for individual and corporate clients.

Law Offices of Susan J. Hahn

Boca Raton, FL

2007 – 2018

Attorney

- Working with top international executives, students, and employees preparing, drafting, and submitting nonimmigrant and immigrant petitions on tight deadlines including E-2, E-3, H-1B, L-1, O-1, K-1, I-140 (EB-1, 2, & 3), employment and family-based Adjustment of Status (Green Card) applications and Petitions to Remove Conditions on Residence.
- Preparing and filing Department of Labor Form ETA 9035, compiling public access files for client use, and drafting posting notices in connection with H-1B and E-3 nonimmigrant petitions.
- Implementing case management and electronic case sharing system.
- Directing, training, and mentoring legal staff in basic immigration regulations, case preparation, and use of Word, Excel, and Outlook.
- Monitoring and researching developments in immigration regulations.
- Providing bilingual client assistance encompassing full spectrum case service including initial consultation, case preparation, submission, and visa approval.

- Manage pre-qualification checklist, reviewed policies, and enhance accountability to generate **100% approval ratio** for **100+** business/private immigration matters.

ACH Incorporated

Boca Raton, FL

2006 – 2007

Healthcare Receivables Representative

- Aggregated Dashboard Reports to accurately demonstrate provider contract performance and claims analysis to healthcare executives to identify viable revenue growth milestones and cost conservative opportunities.
- Represented healthcare provider in financial claims disputes with insurance companies including contractual review of healthcare insurance claim and drafted appeals.
- Researched regulations for regulatory bulletins and external sources of information. Compiled information by coordinating rate deviation filings, rate matrices and overview of disclosures.
- Reviewed policies/procedures to enhance accountability, financial integrity, and improve internal/external cost.
- Supported ACH, Inc. by adhering to policies and procedures pertaining to HIPAA, FDCPA, FCRA, and other laws applicable including Code of Ethics, required training, notifying management of compliance concerns, and HIPAA-compliant handling of patient information.

Judge Patrick Cherry – 54- A District Court

Lansing, MI

2005 – 2006

Court Officer

- Addressed questions from members of the public and legal community.
- Provided multilingual translation during court hearings for defendants, plaintiffs, judge, and senior staff.
- Ensured judge, attorneys, witnesses, and general public were safe during trial proceedings. Assisted Chief Judge with courtroom protocols to ensure regulations were properly observed and adhered to by all involved.
- Assisted Chief Judge to ensure efficient and orderly administration of court docket.
- Drafted judicial orders on behalf of judge.
- Researched civil and criminal statutory matters.

SPECIAL PROJECTS

- **Faena Miami District:** Facilitated the establishment of a multi-million dollar art, residential, and business district within South Beach (Miami). Noted business district was redistricted and met the retail shopping/hospitality/service needs of the community. Area created a cohesive, walkable, and transit-friendly community as a broader effort to reduce environmental impact, improve human health, and increase social resilience.

EDUCATION

[University of Miami – School of Law](#)

Miami, FL

Degree: Juris Doctor (J.D)

Major: International Law and Legal Studies

Concentration: Latin American Business and United States Constitutional Law

Accolades: Dean’s List Recognition

[University of Florida](#)

Gainesville, FL

Degree: Bachelors of Science - International Relations and Affairs

Major: Political Science and International Relations

Certificate: Latin American Studies

Accolades: Dean’s List Recognition, Honors Distinction, and Pi Sigma Alpha – Political Science Honor Society

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Irene C ESPINOSA
Address:	4242 NW 66TH DRIVE Coconut Creek 33073
Phone Number:	9545520930
Alt Phone Number:	
Email Address:	icesp12@gmail.com
Signature:	Irene C ESPINOSA
Applied Date:	2/27/2021 9:12:00 AM
Boards Selected:	Environmental Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Sandy Welch ?	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	Y
Environmental Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y

Irene Espinosa

icesp12@gmail.com • 4242 NW 66th Drive • Coconut Creek, FL 33073 • 954-552-0930

Objective

Looking for a position where my skills can be used to make a positive difference to the advancement of Environment/Technology.

Education

- BACHELOR OF SCIENCE University of FL, Gainesville, FL Chemistry/Chemical Engineering (minor)
- BACHELOR OF SCIENCE Florida Atlantic University, Boca Raton, FL Mechanical Engineering (95%)
- MASTER OF SCIENCE Penn State (PSU) King of Prussia, PA Mechanic & Materials Engineering (50%)

Experience

RECRUITERENG (2015-18) - *Self-employed Technical Recruiter specializing in Electro-mechanical Engineering, Surface Mount Technology(SMT), New Product Introduction(NPI), Electrical, Mechanical and Process Engineering.*

STEPBEYOND SOLUTIONS (2012-15) - *Technical Recruiter Contractor specializing in Electro-mechanical Engineering (SMT, NPI, Electrical, Mechanical, Process Engineering), including Environmental, Health, Safety, Operations, Management, Sales, BDM, Purchasing, Supply Chain, Quality Control and EMS Executive placement.*

CPC AEROSCIENCE - *Health, Safety & Environmental Manager. Ensured federal and local regulatory compliance (EPA, RCRA, CERCLA, SARA, DOT, OSHA, NIOSH, TSCA, etc.). Performed all employee training, material data sheets, all permits and generated reports on the state and federal level. Reviewed and qualified all new chemicals, generated purchase requisitions, minimized the current chemicals and hazardous waste manifest control.*

ALLIED SIGNAL - *Full responsibility (H,S,& E plus Medical, Workers Compensation and Risk Management) including two manufacturing plants ~1200 employees, 3 domestic and 3 foreign hangers where rework/repair of aviation products was performed. Implemented Freon (CFC) recycling (cost avoidance), reduced hazardous waste disposal costs by 66% and hazardous material inventory by 50%, reducing safety hazards and liability. Reduced Workers Compensation open claim costs 100%, first aid injuries were reduced by 45% and Workers Compensation claims were reduced 75%, OSHA recordable injuries were reduced by 50%(LWCA=0.1 and TCIR=1.0 using Six Sigma and Total Quality Management (TQM) techniques and data. Revised the Safety Manual to meet ISO9000 standards, trained over 1200 employees annually, in all aspects of EPA, RCRA, CERCLA, SARA, DOT, OSHA, NIOSH, HM-181 and TSCA. Initiated indoor air quality testing to generate a baseline on employee exposure to hazardous chemicals. Worked with the Facilities department assisting with capital equipment relocation or new installation. Developed HS&E review standards for new business acquisitions. Interfaced with local regulators as well as acted as Corporate Liaison on all HSE division matters. Initially was hired as a Senior Engineer to work on the new product introduction and development of the Total Collision Avoidance System (TCAS) for the Federal Aviation Association (FAA). Worked as the liaison between Engineering and Manufacturing to define and write soldering (IR, Wave and Vapor) assembly processes and inspection standards for TCAS SMT electronics. Defined tooling, selected equipment and materials, parts, rework/repair and approved electrical schematics. Soldering yields increased from 33% to 90%. Initiated development of "state of the art" zero discharge/closed loop environmentally friendly aqueous water filtration system for cleaning electronic printed circuit boards using water soluble flux.*

GENERAL ELECTRIC SPACE DIVISION - *Held Secret Clearance. Liaison between design and manufacturing to optimize NPI for the Department of Defense (DOD) military satellite electronics. Responsibility included tooling, process design, planning, materials and parts selection, multilayer electronic design reviews and sign-off for new design electronics as well as redesigns to comply with military standards. Standardized satellite electrical design layout and merged all five design groups into one. Standardized parts selection which allowed for optimization of material control inventory tracking system resulting in a cost savings over \$500,000 per satellite.*

Irene Espinosa



MOTOROLA- *Advanced Manufacturing Technology Group - Performed electro-chemical research to identify SMT design failures. Assisted Joe Keller in identifying Dendritic Growth on SMT technology devices; co-authored technical paper for the Annual Hybrid Microelectronics Symposium.*

Additional research involved development of high impedance encapsulation, polymeric sealants and its electrical effects of ionic contamination during cleaning process, structural lead reinforcement, guide pin and attach process, thick film components and jumper designs. Optimized tool design for wave solder and implemented micro-welding repair. Supported hybrid microelectronic manufacturing with process development and yield improvement gathering analytical data to establish six sigma and TQM quantification and confirmation.

Skills

- Six Sigma
- Safety Training
- Total Quality Management (TQM)
- Design For Manufacturing (DFM) Certified
- Word, Excel, Works, PowerPoint
- Just In Time (JIT) Material Control
- Bilingual (English/Spanish)
- Technical Writing
- Public Speaking/Training
- New Product Introduction (NPI)
- Process Optimization/ Cost Reduction
- ISO 9000

Honors and Awards

- *Environment Advisory Board, City of Coconut Creek 2012-present Chairperson and Member*
- *Coconut Creek Women's Club, 2009-present*
- *Catechism Instructor, Our Lady of Lourdes Catholic Church 2017-present*
- *Co-Chair, Relay For Life, Coconut Creek/Margate, 2014, Raised \$80,000 in 3 months*
- *Board Member, Brookwood Home for Abused, Neglected and Abandoned Girls, 2010-2013*
- *Guardian Ad Litem, Broward County, 2009*
- *Broward County Women's Political Caucus, 2nd Vice President/Membership Chairman*
- *International Society of Hybrid Microelectronics, Treasurer*
- *Professional Women of Motorola, Executive Committee Director*
- *Motorola, Professional Recruiter*
- *University of Florida-Phi Kappa Phi & Pi Tau Sigma, ▪ Benton Engineering Council ▪ Engineering Forum, Newspaper Layout & Production ▪ Florida Engineering Society, Treasurer and Event Coordinator ▪ Joseph Weil Award, solo leadership award/first woman at University of FL ▪ Epsilon Lambda Chi, Honorary Award to upper 2% leader in College of Engineering ▪ Annual Engineers Fair, Awards Committee, Fair Security ▪ Society of Women Engineers, President, Vice President, Industrial Coordinator, SWE Rep at Annual Engineers Fair, SWE Rep for S.O.A.P., Co-op Advisor ▪ Florida State Symposium, Chairman and Student Coordinator/Publicity Chairman ▪ Member, American Institute of Chemical Engineers, International Society of Hybrid Microelectronics, National Society of Plastics Engineers*

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Susi Glatt
Address:	3960 Cocoplum Cir,, Apt B Coconut Creek 33063
Phone Number:	9549719410
Alt Phone Number:	9542428623
Email Address:	glattsusims@aol.com
Signature:	Susi Glatt
Applied Date:	3/1/2021 5:01:00 PM
Boards Selected:	Environmental Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Environmental Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y

Susi Glatt, RN, BHA, CNN, CHN, LRM

glattsusims@aol.com • 3960-B Cocoplum Circle • Coconut Creek Fl 33063
954-971-9410

Objectives

To serve as a member of the Coconut Creek Environmental Advisory Board by advising the city commission on all matters concerning the environment, including pollution controls on ground and surface water and air.

Education

Associate Nursing Science, Brooklyn College, City University of New York
Bachelor of Health Services Administration Florida Atlantic University
Licensure: Certified Nephrology Nurse, Certified Hemodialysis Practitioner,
Licensed Risk Manager

Experience

I have served on the Coconut Creek Environmental Advisory Board from 2008-2015 and this current year 2020. I have participated each of these years in the Arbor Day Tree Giveaway Event, sharing my love of the environment with our community; Butterfly Festival, sharing my love of community

I attended the Coconut Creek Vision 2020 Assembly and participated in the Broward County Marine Waterway Cleanup at the Community Center in previous years, assisting at the exhibit table.

I am an active member of the Community Emergency Response Team (CERT)

I am currently serving on the Coconut Creek Environmental Board

Skills

As an instructor of registered nurses, I have always been required to promote proper disposal of medical waste and adhere to environmental safety. As a private citizen, I have always maintained water conservation, promoted waterway beautification as a SCUBA diver, enjoyed the outdoors by protecting the cleanliness of the areas, encouraging friends, neighbors and relatives to do likewise. I gained my love of nature and its beauty as a child from my father and have been environmentally conscious my entire life before it was “politically correct”.

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Cheryl Higgins
Address:	4273 NW 66 Street Coconut Creek 33073
Phone Number:	9546952238
Alt Phone Number:	
Email Address:	cheryl8794@gmail.com
Signature:	Cheryl Higgins
Applied Date:	3/2/2021 8:59:00 AM
Boards Selected:	Community Outreach Advisory Education Advisory Environmental Advisory Parks and Recreation Advisory Planning & Zoning Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	Y
	Currently Serving: Community Outreach Advisory Sandra Welsh	
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Community Outreach Advisory Environmental Advisory Planning & Zoning Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Community Outreach Advisory	Do you have experience with representing the interests, specialties, and qualifications in the field of Branding, Marketing, Public Relations, Social Media, Video Production or Website Production?	N

Education Advisory	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?	N
Education Advisory	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?	N
Education Advisory	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?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	N
Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	N
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

Cheryl Higgins
4273 NW 66 Street
Coconut Creek, FL 33073
954-695-2238



With my Master of Science in Quality Management, 20+ years' experience as a Director at American Express and 15+ years' experience serving on non-profit Board of Directors, I am well suited to take on the challenging City Board roles. My ability to provide clarity during times of ambiguity, make decisions and positive attitude enables me to establish the strong relationships required to deliver exceptional results. The ability to deliver outstanding results while managing a portfolio of \$18M with over 200 resources led to 2014 Everywoman in Technologies International Leader of the Year finalist.

Strong leadership skills, ability to quickly learn and a genuine desire to assist others, positions me well when I take on new challenges. My continuous focus on leadership growth is evident by my exceptional colleague survey results. The ability to challenge the status quo while focusing on win – win outcomes has produced remarkable results such as delivery of new Click to Chat platform within seemingly impossible timelines and Board of Director participation at Arc Broward during the Culinary Expansion project which was a \$5M project complete with a multi-year capital campaign that required no bank loans. The ability to create a strategic vision and execute that vision was demonstrated with the deployment of the customer authentication point of arrival application. I am viewed as a highly effective communicator who is reliable, authentic and a valuable contributor.

I have been extremely fortunate in both my personal and professional life, and feel it is important to give back. This is reflected in my commitment to volunteerism. For the past 15 years, I have served on non-profit Boards in roles including Board Chair, Governance Committee Chair, Finance & Audit Committee Chair, and Strategic Planning Committee Chair. At American Express, I led the Women in Technology South Florida chapter for two years and launched a community outreach program to teach coding and encourage middle school girls to pursue education/career in technology.

Cheryl Duke
4273 NW 66 Street
Coconut Creek, FL 33073
Cheryl8794@gmail.com
954-695-2238

Relevant Skills

Strategy and Innovation

- ✦ Drove roadmap creation, design and implementation of point of arrival authentication capability, moving from .Net to Pega software. The design was proven effective with new market implementations occurring at 6% of the original cost and authentication rates improved 7 – 11%.
- ✦ Implemented new robotics testing strategy that enabled controlled testing in production, improving time to market by ~30% and reducing testing cost.
- ✦ Proven ability to challenge status quo led significant business benefits such as avoiding a planned 50-hour outage that would have impacted CEN by reducing number of deployments being prescribed.
- ✦ Initiated leveraging Design Thinker to reduce technology infrastructure cost led to generation of 413 ideas with potential savings of \$14.5M.

Build Relationships

- ✦ Ability to effectively manage relationships across lines of business led to achieving higher than normal levels of collaboration and trust among core team for the customer authentication program.
- ✦ Established as a leader who successfully navigates through difficult situations by understanding conflicting priorities and ensuring solutions are in everyone's best interest.

Driving Results

- ✦ Delivered new, highly available customer authentication capability that consisted of 5 consumers, 12 markets, 59 teams, 33 releases and 750 user stories on schedule and cost with increased scope.
- ✦ Took responsibility for application uplift and immediately identified cost and work efforts were understated by 60%. Quickly communicated gap and conducted additional analysis resulted in the uplift being postponed before the work started.
- ✦ Successfully led delivery of Industry Bonusing and Apple Pay across all servicing portals. Both initiatives had multiple work streams and releases that required delivery timeframes reduced by 25 – 50%; risks had to be taken and issues had to be resolved in hours/days versus days/weeks.
- ✦ Delivered One Time Password standalone capability despite funding being cancelled during build phase by leveraging another capability work stream.

People Leader Experience

- ✦ Twenty years' experience managing and coaching team of 4 – 18 direct reports and 35 - 200 contractors.
- ✦ Providing frank and honest coaching that has led to improved performance ratings, employee promotions and increased employee satisfaction. Effectiveness has been proven by 98% for Speed of Trust assessment and exceptional Pulse results.

Professional Experience - American Express 1986 to present

Director, Engineering/Delivery – 2010 to present

Responsible for up to \$18M project software delivery portfolio as well as other organization responsibilities such as application infrastructure uplift, employee engagement, program management, release management, vendor management

Director, Technologies Transformation Delivery – 2005 to 2010

Responsible for initiatives that improved portfolio and project delivery results

Director, Technologies Investment Optimization – 2001 to 2005

Creation, development and implementation of the Integrated Value solution (standardization of Amex technologies software investment governance)

Manager, Regulatory Compliance – 1996 to 2000

Responsible for program to ensure compliance with federal and state credit/charge card laws.

Team Leader, Credit Operations – 1993 to 1996

Responsible for inbound phone unit teams in Credit Bureau and Credit Operations.

Service Performance Analyst – 1989 to 1993

Establishment Service Representative – 1987 to 1989

Customer Service Representative – 1986 to 1987

Other Qualifications

- ARC Board of Directors 2014 – currently vice-Chair
- SOS Children's Village Florida Board of Directors 2004 – 2012, holding positions of President, VP Governance and Executive Committee Member at Large
- Sawgrass Nature Center and Wildlife Hospital Board of Directors – 2002 to 2003
- Governor's Florida Sterling Award Examiner/Team Leader – 1997 to 2000
- Microsoft Office proficient
- Completed Pega PRPC System Architect Essentials (v7.1) and Pega Fundamental v7.1

Education/Certifications

- Masters of Science in Quality Management from the University of Miami
- Bachelors of Business Administration in Finance from Florida Atlantic University
- Certified Scrum Master and have had Agile Scrum delivery teams since 2013
- SAFe certified 2017

References available upon request

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Dan J Mackey
Address:	2201 NW 40 Terrace Coconut Creek 33066
Phone Number:	9544016168
Alt Phone Number:	9549726092
Email Address:	djmackey0057@bellsouth.net
Signature:	Daniel J. Mackey
Applied Date:	2/12/2021 2:50:00 PM
Boards Selected:	Environmental Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
	Currently Serving: Sarboney	
All	Have you ever served on a City Board?	Y
	Served Prior: Sarbone 2020	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Environmental Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y

DAN MACKEY
2201 NW 40th Terrace
Coconut Creek, FL 33066-2032
954-401-6168 cell; 954-972-6092 home
Djmackey0057@bellsouth.net

South Florida writer, editor, publisher and public relations executive

Mackey PR Inc. in Coconut Creek, Fla.

President (2012 – Present)

Freelance magazine writer/editor and publicist. Clients in entertainment, real estate, casino, and financial industries.

Fetch Pet Care of Fort Lauderdale, Fla.

Owner/General Manager (2012-2016)

Purchased local pet sitting/dog walking franchise of national Fetch Pet Care, Inc., serving consumers from Fort Lauderdale to Aventura. Marketed it into a full service company attracting more than 125 clients and six employees by creating Facebook and website SEO content, utilizing social marketing, Google Pay Per Click, and guerrilla marketing tactics.

Bitner Goodman Public Relations, Advertising, Marketing in Fort Lauderdale, Fla.

Vice President (2006-2012)

Provided day-to-day and special events PR and marketing (especially writing) support to Seminole Tribe of Florida businesses; primarily casinos in Coconut Creek, Hollywood, Tampa, Immokalee and Brighton. Generated millions in publicity,, driving new guests to the properties and promoting their building expansions. Other accounts included: Seminole Beef, Seminole Construction, ESPN TV show “Extreme Billfishing Tournament,” and the Florida Environmental Coalition. Also managed agency’s monthly account team meetings.

Coconut Creek Publishing Company in Pompano Beach, Fla.

Editor and Publisher (1990-2006)

Founded and published international print and online magazine, **Wildlife Rehabilitation Today**, for specialized veterinarian field. Also marketed and distributed products and books through publication and website.

Smith & Knibbs Public Relations in Deerfield Beach, Fla.

Account Executive (1984-1990)

Managed Kreepy Krauly USA account with consumer and trade publicity that firmly established worldwide brand recognition of the Kreepy Krauly automatic pool cleaner. Other accounts included the 1988 U.S. Olympic swimming and diving teams that included Greg Louganis, Janis Evans, and many other medal winners.

EDUCATION

Syracuse University S.I. Newhouse School of Public Communications, Syracuse, NY. BS, Public Relations
Social Media Boot Camp with Eric Schwartzman, Seminole Hard Rock Casino, 2011.

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Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Thomas Morgan
Address:	3960 NW 5th Street Coconut Creek 33066
Phone Number:	7162006617
Alt Phone Number:	
Email Address:	thomas.morganjr@browardschools.com
Signature:	Thomas Morgan Jr
Applied Date:	2/23/2021 1:58:00 PM
Boards Selected:	Community Outreach Advisory Education Advisory Environmental Advisory Planning & Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Community Outreach Advisory Environmental Advisory Planning & Zoning	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Community Outreach Advisory	Do you have experience with representing the interests, specialties, and qualifications in the field of Branding, Marketing, Public Relations, Social Media, Video Production or Website Production?	Y
Education Advisory	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?	Y
Education Advisory	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?	N
Education Advisory	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?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y
Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	Y
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

Tom Morgan
ESE Teacher
Whispering Pines Center

3960 NW 5th Street, Coconut Creek Fl 33066 – 716.200.6617 – thomas.morganjr@browardschools.com

Domain 1 – Student Achievement

Standard 1: Student learning results

- Established a monitoring system and intervention program during weekly Child Study meetings to determine students' level of engagement during the eLearning period, focused on student chronic absenteeism and failing class grades, which decreased the overall chronic absenteeism and number of failing students by 6% from August 2020 to January 2021.
- Implemented a school wide flow chart to help teachers distinguish which strategies to utilize in the digital learning environment to promote positive overall regular attendance which led to a 3% increase in overall regular student attendance from the 2019 to the 2020 school year.
- Evaluate school iReady assessments data in ELA to determine enrichment and remediation needs for students as part of schools internal Response to Intervention (RTI) cycle leading to an overall increase by 4% in iReady grade level placement scores in ELA from 2019 to 2020.
- Established a plan for students who were struggling in math, identified by iReady placement score data, which included in class support opportunities, pull-out support, tutoring and remediation activities, which led to an increase of students meeting or above grade level in iReady placement scores by 5% from the 2019 to the 2020 school year.
- Created sub-teams to analyze Biology sub-scores from previous years Florida Standards Assessments (FSA) data from the schools Biology SharePoint data, developed year-long plans to focus on high yield test taking strategies amongst Exceptional Student Education (ESE) population of students with monthly progress monitoring which increased the 2019 Biology FSA overall student pass rate by 19% from the previous year.
- Collaborate with school leadership team to analyze student data and develop ongoing school wide plan to address English Language Arts (ELA) text-based writing scores, using evidence-based writing plan with developed rubrics to evaluate weekly writing samples along with high quality instruction to increase schools overall ELA learning gains percentage from a 40% to a 50% by the following year.

Standard 2: Student Learning as a Priority

- Served as the SAC chair and analyze schools advanced ed survey results in collaboration with SAC committee utilizing the data to identify barriers found within the school, develop strategies to modify and improve the school's behavior plan by setting higher expectations and addressing

school rules by setting schoolwide expectations, leading in an increase in the overall membership by 4% from the previous school year.

-Created a SharePoint folder to monitor students on-campus attendance as well as students attending via eLearning and used this data as well as academic class grades during weekly team meeting to determine which student were benefiting from the distant learning and which students should be recommended for face-to-face instruction which led to an increase in student face to face attendance by 39% from October 2020 to January 2021.

- Established a school wide plan for staff to complete state and district mandated courses with students outside of class curriculum such as the anti-bullying and the code of conduct trainings which led to an overall completion of 100% from the teachers on campus at the school.

- Served as schools science department chair and assist the science teachers throughout the school in implementing an ongoing Project Based Learning (PBL) plan using district designated science project materials, correlated in specific projects and demonstrations, aligned to classroom standards to enrich lessons in science in effort to increase all tested areas of science across state exams scores by 5% from 2018-2019 school year.

- Coordinate with the School Advisory Committee, schools leadership team and child study teams to address student attendance across the school and create plans utilizing weekly child study meetings, individual student therapeutic counselors and the school social worker to make more immediate and direct communication between the school and the home as well as have positive reinforcers for students who maintain good attendance throughout the school year built within the school behavior management system and place high priority on students with 10 or more absences which led to meeting our school goal of 54% graduation rate for the high school senior cohort in the 2020 school year.

- Organize bi-weekly reward/reinforce activities within the high school with teachers, ESE and behavior support personnel, to address students' social learning by creating social opportunities in pre-arranged activities for students meeting academic criteria and reinforcement/reteaching opportunities for those students who did not, with the objective to increase students' overall motivation school-wide for doing well in school, leading to an increase in participation in by weekly social functions by more than 10%, leading to 10% less students in need of reteaching and remediation according to their gradebook data from the 2018-2019 school year.

Domain 2 – Instructional Leadership

Standard 3: Instructional Plan Implementation

- Collaborate weekly with classroom teachers, ESE specialist, behavior specialist, school social worker, support staff and the school nurse to monitor and discuss ESE students Individual Education Plan (IEP) goals, communicate students' academic and behavioral concerns and implement strategies and accommodations to students in the classroom to assist at risk students with their overall student progress, which results in 100% of the students at the school being provided with the appropriate services required by state and federal law.

- Utilize district technology such as BASIS, School Share Point Data, EDPlan, Pinnacle and Virtual Counselor to analyze and track student academic and behavioral progress to

communicate with parents, teachers and support personnel at the school to better support student development and academic progress in the classroom.

-Support the ESE behavior team by providing anecdotal data, frequency charts and checklists for Functional Behavioral Assessments leading to the development of Positive Intervention Plans for 100% of identified high school students.

-Facilitate Professional Learning Communities to train high school staff in programs such as CPALMS, Canvas and EdPlan which resulted in all members meeting stated PLC objectives and increased overall efficiency in program utilization across the team.

- Collaborate with ESE office and IEP caseload managers in the school to develop a plan utilizing a data collection folder system, utilized to collect ESE students long term IEP data amongst school's IEP case managers, containing the student's yearly IEP's and IEP goal data to provide a more accurate and collective procedure for collecting that student's data from a year-to-year basis, leading to 100% of ESE teachers at the school utilizing the same system to collect IEP goal data.

Standard 4: Faculty Development

- Facilitate bi-weekly team meetings to discuss school's behavior management system and ensure that staff are updated to changes in the procedures designated in the school's behavior management TEAM system and the procedures are implemented appropriately to optimize maximum behavioral and therapeutic support to the students while effectively increasing their overall student progress in the classroom, resulting in decrease in the overall behavior calls which require classroom intervention.

- Serve as schools Broward Teachers Union (BTU) Steward, provide monthly meetings to provide information to the staff about relevant district initiatives and changes as well as their rights and responsibilities through changes such as changes to the district i-Observation grading criteria, out-of-field teaching criteria, grading criteria for the Schools Improvement Plan (SIP) grading system, which in turn increases staffs knowledge, creating a better and more productive work environment, resulting in an increase in BTU membership from the previous year.

- Contribute to the development of plans to address therapeutic concerns and disability information to staff, provided by school therapeutic counselors within schools PLC schedule, to make staff more knowledgeable of the types of disabilities that impact ESE students within the school and how each of those disabilities impacts them in the classroom along with strategies staff can utilize in the classroom to better assist students with varying disabilities in the school.

- Encourage personnel with the completion of their individual mandated required yearly trainings such as the anti-bullying, dating and violence and child abuse training, resulting in all staff in the school following district and state mandates.

- Support teachers who are identified as out of field and provided consistent and timely follow up to ensure progress towards requirements leading to a reduction in teachers who are out of field from the previous year.

- Collaborate with high school instructional staff on a monthly basis to address technology concerns with instructional staff and assisted with implementing various district software into their individual classrooms such as Canvas, Microsoft Teams, Suite 360, Re-Think Ed, Naviance, EDPlan, Pinnacle, Outlook, Microsoft Office 365, OneDrive, Online Textbooks, i-Ready, Behavioral & Academic Support Information System (BASIS), Learning Across Broward (LAB), Smart Find Express Substitute Employee Management System (SEMS) and Employee Self-Service (ESS) to address the staffs instructional priorities and individual obligations, leading to an overall increase of technology use by instructional staff in the school.

Standard 5: Learning Environment

- Contribute by organizing school wide yearly multicultural day event with coordinating efforts between the school, parents and various stakeholders through the schools advisory committee, to ensure the event served the students in their learning outside of the classroom as well as in, and that the outside community stakeholders can have a direct “hands on” impact on the student learning in the school setting.

- Conduct SODAS (Situation, Outcome, Disadvantages, Advantages, Solution for next time) clearing with students, behavior support personnel and therapeutic counselors, in line with the TEAM system, which allows staff to address behavioral concerns in a more direct and immediate way, diffusing possible behavioral problems in the school, helping to maintain a safe and respectful learning environment for all students, resulting in a decrease in frequency of repetitive student behaviors.

- Organize and assist in facilitating weekly activities for high school students, utilizing the market reward system built within the TEAM system in which students go to the schools market and purchase items with their points they earned throughout the week which is tracked and monitored daily on their point sheets, in effort to motivate students, increase their participation in class and increase their overall schools attendance, which has resulted in an increase in overall student attendance in the school.

- Plan and organize quarterly awards ceremonies for high school students to celebrate their successes while increasing faculty engagement creating an overall positive school environment, resulting in an increase in the number of students qualifying for awards for positive school performance.

- Monitor students with the highest frequency of “therapist on call” requests and hold conferences with those students and their therapists to determine if any additional supports are necessary, leading to a defined alternative strategy that will be able to be implemented into the classroom, leading to a decrease in the overall number of therapists on calls for those students.

-Collaborated in the creation of a new digital school wide point sheet which led to an overall increase of staff utilizing them during eLearning instruction by more than 60% from March 2020 to January 2020.

Domain 3 – Organizational Leadership

Standard 6: Decision Making

- Served as schools guidance counselor for end of 2017-2018 school year, reviewed student test score data, graduation requirements, student cohorts, classroom teacher certifications and a variety of other data in collaboration with the school leadership team to finish end of year requirements and prepare master schedule for the following school year while the school sought to replace guidance position.
- Organize and prepare with site Extended School Year (ESY) principal the strategic placement of teachers into classrooms for ESY to maximize highly effective teachers in each of the necessary classrooms to ensure 100% compliance with state and federal law.
- Serve as high school team facilitator, oversee the individual student IEP case managers, ensure each of the qualified ESE teachers within the school are utilizing students' accommodations in the classroom and that student's IEP data and paperwork are appropriately maintained, in which case managers are monitored quarterly to ensure 100% compliance.
- Participate in focused training with high school instructional staff related to BEST practices, with the objective to increase the level of rigor in the curriculum within the Exceptional Student Education Center to better prepare them for post-secondary adult living and expectations resulting in an increase of student overall PSAT scores in the areas of evidence based reading and writing with an increase overall average score of 83 points higher, as well as an increase in overall math score data with an increase of 42 points on average higher for each student from the previous 2019 school year results.
- Serve as IEP case manager for approximately 20 high school ESE students, collaborate with each student's IEP team to communicate academic and behavioral concerns, guidance information, career goals as well as recommendations and accommodations to assist the students in the classroom, outlined in the student's collaborative IEP which guides the ESE student's education and post-secondary plans.
- Serve as high school Team Facilitator (TF) and Individual Education Plan (IEP) case manager, facilitate weekly child study meetings with IEP teams to progress monitor and track students data through the in-school behavior management TEAM system (Whispering Pines Center behavior management system), using daily point sheets to monitor students' academic, social and emotional IEP goals, used in determining students ability to return to traditional setting school, leading to an overall increase in high school students mainstreaming back to traditional school from the previous year's total.
- Collaborate with the ESE department and high school instructional staff on developing lessons utilizing CPALMS for students on Access Points standards ensuring implementation directly into classroom instruction to increase rigor and performance on the access point Florida Standards Alternative Assessment (FSAA) leading to an increase in student performance for high school students participating in the FSAA.
- Coordinate efforts between traditional and vocational schools to monitor successes of students participating in the mainstream opportunity and provide additional supports as necessary leading to the highest number of mainstream students the school has had over the past three years.

Standard 7: Leadership Development

- Mentor student teachers through their given college programs, assist them with their given experiential studies and academic course work, leading to two student teachers applying to become full time teachers at the school upon completion of their given programs.
- Provide support to teachers who require certification assistance through the Alternative Certification for Educators (ACE) with enrolling into the given pathways designated by the district and mentoring the candidate through their given requirements to complete the yearlong program.
- Mentor and collaborate with instructional staff and support staff personnel throughout their prospective Education Leadership programs resulting in one colleague being accepted into their perspective program.
- Participate in the interviewing process during the recruitment of new teachers, providing recommendations to the interviewing committee resulting in the hiring of effective teachers.
- Participated in a job fair in order to recruit instructional staff leading to the hiring of a new Exceptional Student Education teacher for the onset of the 2017-2018 school year.

Standard 8: School Management

- Actively participate in revamping the students with disabilities curriculum through the schools Professional Learning Communities (PLC) to reflect benchmarks, based on vocational principles, available technology and independent living skills, leading to 100% of teachers earning in-service points.
- Monitor procedures for the school campus with the leadership team to determine issues that are positively and negatively impacting the efficacy of the school's behavior management system (TEAM System), leading to updating and modifying the school policy through four areas: technology, respect for others on campus, hallway transitions and point sheet monitoring resulting in a decrease in the amount of overall behavior calls from the previous school year.
- Collaborate with the school SAFE team to review previous year data, review previous policies and procedures and modify any areas of concern, to align with district safety and security policies, in effort to minimize the number of incidents in the school resulting in restraining or transporting of students who demonstrate escalating behavior.
- Participate in threat assessment meetings with the student, the parent, school's social worker, administrator, behavioral support staff and school resource officer to determine the level of threat to ensure student safety and promote a safe learning environment for all students.

Standard 9: Communication

- Lead child study meetings on a weekly basis in order to provide a forum to discuss student achievement, struggles and strategies that work, leading to each student on the high school campus being discussed at least one-time pre quarter throughout the school year.

- Served as Co-Chair and Chair of the schools, School Advisory Committee, organized and led monthly meetings to discuss and develop the School Improvement Plan with parents, students, members of the community and all other pertinent stakeholders.
- Regularly attend district Exceptional student Education (ESE) Advisory board meetings as well as attend the sub-committee Autism Committee (ACE) meetings where district news is discussed, and that information is then relayed back to the fellow staff at the school for their knowledge on current events.
- Serve as BTU Steward, attend BTU functions and negotiations meetings to gather direct information relevant for the members and staff at the school, discussed on a monthly basis to ensure staff is aware of updates in the district and aware of their professional obligations leading to an increase in BTU membership amongst staff from the previous year's number of members.
- Serve on BTU/Broward school district communication sub-committee focus group where members in the committee address concerns with the district's communication process, relay those concerns directly to the Chief of Staff of the school district to increase the overall effectiveness of the communication process across the school district.
- Represent students as case managers for their IEP's, participate in annual meetings with the student's IEP team to update their progress towards their IEP goals, identify any necessary supports and ensure appropriate accommodations are identified in the plan for the student's optimal success in the classroom, resulting in students being up to date and in compliance with district requirements for their annual IEP.
- Represented Whispering Pines School as a member of the ESE Teacher task force team to discuss re-opening of schools for the new 2020-2021 school year with the superintendent and district management team, including safety concerns, protocols and practices concerning return to face-to-face learning, specifically the ESE population of students.

Domain 4 – Professional and Ethical Behavior

Standard 10: Professional and Ethical Behaviors

- Serve as IEP case manager of ESE students and followed the guidelines set forth in the Federal Law IDEA to protect ESE students and ensure they receive Free Appropriate Public Education (FAPE), while maintaining their individual privacy rights through Family Educational Rights and Privacy Act (FERPA).
- Participate in student IEP meetings as a general education teacher and ESE teacher and provide meaningful appropriate information in line with the law and maintain professional ethically appropriate behavior which reflects the expectations of the school, district and state.
- Organized ethics committee within the school in collaboration with the school's student government to increase student's ethical responsibility and awareness while also participating in a district wide experience where the students were able to collaborate with others throughout the school district and share their experiences with one another.
- Serve as schools BTU Steward representative and have mediated with staff and administration on issues arising with staff and their professional duties and obligations and have assisted them

in accordance with their rights and responsibilities designated by the BTU teacher contract as well as their understanding of the code of ethics that educators abide by.

THOMAS PATRICK MORGAN JR.

3960 NW 5th Street, Coconut Creek, FL 33066

(716) 200-6617

Tpmorgan22@yahoo.com

EDUCATION

Florida Atlantic University

Master's Program, Education Leadership, 2018

University at Buffalo, Buffalo NY

Bachelors of Arts, Medical Anthropology, 2008

Erie Community College, Orchard Park NY

Associates Degree, Liberal Arts & Science, 2006

PROFESSIONAL EXPERIENCE

08/13- Present

Whispering Pines Center, Miramar, FL – *Exceptional Student Education Teacher*

- Oversees the activities of students in classroom and laboratory settings, which provide an environment conducive to student learning and responsibility.
- Planned, developed and presented organized learning opportunities for students in accordance with approved curriculum in subjects such as high school Earth/Space Science, Biology, Social Science, Exceptional Student Education and Elementary Education.
- Evaluates and documents student performance and comprehension of education materials. Identifies student learning obstacles and develops action plans for resolution.
- Conducts reviews and tests student learning to ensure accuracy, thoroughness and clarity of the outcome.
- Collaborated with parents and teachers in developing effective goals for student's Individualized Education Plan (IEP), which resulted in successfully completed goals.
- Prepares for classroom delivery by gathering and preparing materials including maintaining equipment, submitting requisitions for supplies and equipment.
- Developed learning curriculum utilizing an array of instructional design strategies that focus on innovative ways to deliver and deploy learning.
- Follows established learning standards during the development of education classroom curriculum.
- Supports the development of learning content for student classrooms, to support the growth of students using various learning delivery methods as guided by instructional design plans.
- Manages schooled activities to ensure educational objectives are met during the prescribed time period.
- Uses training equipment, supplies, facility, and resources in implementing and delivering approved lesson plans for students.
- Maintains and develops the knowledge bases required for delivering educational materials such as manuals, handbooks, attending training sessions and seminars; and observing other teacher classroom locations.
- Ensures the safety and well-being of staff and students by ensuring prescribed safety procedures and practices.
- Provides guidance and training to new teachers in the use of effective instructional techniques.
- Serve as Union Steward Representative and communicate union matters to fellow staff.
- Served as SAC Chair and Co-Chair for school from 2017-2020

06/13 -08/14

Broward Girls Academy, Miramar, FL – *Exceptional Student Education Teacher*

01/13 – 06/13

Citrus Mental Health Facility, Miramar, FL – *Exceptional Student Education Teacher*

04/04 – 06/12

Lakeview Lawns Inc., Lakeview NY – *Landscape Technician*

- Perform landscape services for customer base throughout Western New York. Primary responsibilities include lawn and tree service, and landscape design.
- Management of day-to-day small business operations with primary responsibilities including but not limited to scheduling, material procurement, administration and maintenance, employee management, and expense control.

01/99 – 05/09

Blasdell Pizza, Hamburg NY - *Manager*

- Managed day-today operation for high volume restaurant operation including staff of 15 FTE.
- Managerial responsibly including but not limited to candidate interview and hiring process, coordination of training process, customer service support, regulatory compliance and company level quality control, productivity review, daily sales and cash management.

01/08 – 05/08

University at Buffalo, Buffalo NY – *Teaching Assistant – Comparative Anatomy*

- Provided undergraduate students with coarse work support including direction of proper lab procedure, providing feedback and answering questions in regards to current projects, and operation of the laboratory for students on weekends for extended study group sessions.

09/07 – 12/07

University at Buffalo, Buffalo NY - *Teaching Assistant – Forensic Anthropology Osteology*

- Undergraduate teaching assistant for a class of 90 students.

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Benjamin I Nazario
Address:	2505 Antigua Terrace,, Apt F1 COCONUT CREEK 33066
Phone Number:	9545323156
Alt Phone Number:	9545921856
Email Address:	benazario@gmail.com
Signature:	Benjamin I. Nazario
Applied Date:	3/31/2021 11:33:00 PM
Boards Selected:	Civil Service Environmental Advisory Parks and Recreation Advisory Planning & Zoning Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	Y
	Currently Serving: Parks and Recreation Advisory Mikkie Belvedere	
All	Have you ever served on a City Board?	Y
	Served Prior: Mikkie Belvedere 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	Y
Environmental Advisory <hr/> Planning & Zoning <hr/> Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y
Planning &	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land	Y

Zoning	development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

RESUME

BENJAMIN I. NAZARIO

2505 Antigua Terrace, F-1

Telephone Number: (954) 532-3156

Coconut Creek, FL 33066

Objective: Seeking to serve my community where possible. Past member of the Coconut Creek Public Safety Board [2019] & Parks & Recreation Advisory Board [2020]. Presently Volunteer with AARP Livable and Age Friendly Community Advocacy Team, and the American Legion Post 170, Coconut Creek.

Work Experience:

Benjamin I. Nazario, Registered Engineer - U. S. Virgin Islands

2003 - 2006

Self-employed performing Construction and Project Management, Construction Site Inspection and Surveys, and Engineering Surveys on contract basis in the V. I. as available.

Virgin Islands Housing Authority (VIHA), St. Croix, USVI

1995 - 2002

Director of Modernization

Responsible for the administration and management of the Department of Modernization, St. Croix district. Supervised two (2) Project Managers, four (4) Inspectors, and one (1) Secretary monitoring new construction, demolition, and renovation projects in public housing communities. Administered and monitored Hurricane damage repairs and reconstruction of a 400-unit public housing community by FEMA & U. S. Army Corps of Engineers. Coordinated the inspection and repairs for Hurricane Marilyn and other natural hazard mitigation for VIHA on St. Croix. Interacted with and initiated reports for the U. S. Department of Housing and Urban Development (HUD) on VIHA activities on St. Croix district; and initiated Community Development Block Grant (CDBG) applications for hazard mitigation and renovation projects. Monitored contractor compliance with abatement of hazardous materials, both lead-based paint (LBP) and asbestos abatement.

Government of the U. S. Virgin Islands

Department of Planning & Natural Resources

1990 -1995

Director, Division of Environmental Protection

Responsible for the administration and management of the Division of Environmental Protection. The Division administered seven (7) federally funded environmental program grants totaling over \$1.5 million dollars, supervised administrative and technical staff of over twenty (20) employees, coordinated the Territory's response with the U. S. Environmental Protection Agency (USEPA), oversaw the issuance of environmental permits and the enforcement of the environmental statutes. Coordinated hazards response with the Virgin Islands Territorial Emergency Management Agency (VITEMA).

Department of Conservation & Cultural Affairs

1984 - 1990

Director, Division of Coastal Zone Management

Responsible for the administration and management of the U. S. Virgin Islands Coastal Zone Management program. The Division reviews all applications for subdivisions, earth change permits, and development in the Territory's Tier I Zone (coastal waters), issues permits, and issues leases for the use and occupancy of the trust lands and other submerged filled lands.

RESUME

Benjamin I. Nazario

Page 2

RESUME

BENJAMIN I. NAZARIO

Page 2

Worldwide Protein VI, Inc., St. Croix

1982 - 1984

Project Engineer

Responsible charge for the revamp of a mariculture and Ocean Thermal Current (OTC) technology facility on St. Croix, and the construction of a mariculture facility for shrimp and fish on the island of Long Island, Bahamas for the Worldwide Protein Bahamas Ltd.

Hess Oil Virgin Islands Corp. (HOVIC), St. Croix

1969 - 1982

Construction Project Superintendent

Responsible for civil construction performed at the refinery by a 200-man contractual labor force under the company's supervision and several contract projects. Project Engineer on \$23 million, 52 acre, St. Croix "Limetree Container Port" project from design phase through construction until project was turned over to the USVI Government.

Senior Project Engineer

Responsible for the layout of all construction projects, contractual construction of piping and supporting structures, building foundations, soil exploration, earthwork, marine and docking facilities, pile structures and cofferdams, roads, and property surveys.

Government of the U. S. Virgin Islands

Department of Public Works, St. Croix

1967 - 1969

Public Works Project Supervisor

Resident inspector at a 316-house units Residential Housing Project constructed for the V. I. Urban Renewal and Development Agency.

Education:

Graduated from the New York City Community College, Brooklyn, New York with an Associate Degree in Applied Science, Major in Mechanical Technology. Attended Hunter College in New York City and the University of the Virgin Islands, St. Croix Campus.

Military Service:

1954 - 1967

Served thirteen (13) years in the New York Air National Guard [NYANG], a reserve component of the U. S. Air Force. Participated in active duty airlifting cargo flights to Vietnam and other military destinations with the U. S. Air Force as a Panel Flight Engineer on C-97G aircraft. Attained the rank of Master Sergeant (E-7) and received an Honorable Discharge.

Professional License:

Registered Engineer License No. 212E, U. S. Virgin Islands

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Cheryl B Stein
Address:	4701 Martinique Dr C4, unit C4 Coconut creek 33066
Phone Number:	9546753700
Alt Phone Number:	
Email Address:	cherylstein@bellsouth.net
Signature:	Cheryl Stein
Applied Date:	2/12/2021 7:32:00 PM
Boards Selected:	Environmental Advisory Planning & Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
	Currently Serving: BELVEDERE	
All	Have you ever served on a City Board?	Y
	Served Prior: BELVEDERE 2018	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Environmental Advisory Planning & Zoning	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	N
Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	Y
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y

Cheryl Stein
4701 Martinique Dr C4
Coconut Creek Fl 33066
CherylStein@BellSouth.net
954-675-3700

Resident of the U.S. Virgin Islands 1973-1980
Served on the United Way Board of Directors St Thomas & St John 1977-1979
Resident of Coral Springs 1980
In 2003 Became Volunteer for Hospice in the Palm Beaches
Resident of Coconut Creek since 2005
Licensed in Real Estate since 1986
Real Estate Offices was licensed with from 1984-Current;
Handwerker & Thomas Real Estate 1984-1986
Coldwell Banker Real Estate Coral Springs Fl 1986-1991
Volunteer Israeli Army with Sorrel 1992
Prudential Wites Real Estate Coral Springs Fl 1992-
Mirsky Realty Group Jupiter Florida 2000-2003
Exit Team Realty Coral Springs Florida
Wynmoor Real Estate 2005-2012
Re/Max Park Creek Coconut Creek Fl -2012-Current
Wynmoor Village Building Director 2005-President Martinique IIB since 2019
Have volunteered for the City of Coconut Creek with The Charter Review Board and The
Affordable Housing Committee
Would enjoy serving my City once again!
Thank you
Cheryl Stein

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Jack Vesey
Address:	5109 NW 51st Terrace Coconut Creek, FL 33073
Phone Number:	9542985882
Alt Phone Number:	
Email Address:	jmpvesey@gmail.com
Signature:	Jack Vesey
Applied Date:	3/9/2021 5:52:00 PM
Boards Selected:	Education Advisory Environmental Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	Y
	Currently Serving: Environmental Advisory Rydell	
All	Have you ever served on a City Board?	Y
	Served Prior: Rydell 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Environmental Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Education Advisory	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?	N
Education Advisory	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?	Y
Education Advisory	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?	N
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

John (Jack) M. Vesey
President, Facilitative Leadership Consulting. LLC

5109 NW 51st Terrace
Coconut Creek, FL 33073

954 298-5882 (C)

e-mail:jmpvesey@gmail.com

OBJECTIVE: To assist organizations in implementing facilitative leadership skills that I have learned during my 35 years in education specifically in the areas of carbon neutrality.

EDUCATION:

1985-1987 **Florida Atlantic University.**
Master's Degree, Administration and Supervision

1976-1980 **Berklee College of Music.**
Bachelor's Degree, Music Education

CERTIFICATION: I currently hold a Professional Certificate issued by the State of Florida Department of Education in the area of School Principal and music education.

VOLUNTEER ADVOCACY WORK: Volunteer advocate for Solar United Neighbors/ Florida – Assist homeowners with solar energy questions. I do not sell, rather, I advocate by assisting people in making more carbon neutral energy decisions for our planet.

I currently serve on the Coconut Creek Environmental Advisory Board advocating on behalf of our city's Green Plan to move in a more carbon neutral position.

PROFESSIONAL EMPLOYMENT:

October 2016 to present **EXECUTIVE DIRECTOR, CONFIDENTIAL OFFICE PERSONNEL ASSOCIATION.** Responsibilities include labor relations, expanding membership, writing monthly newsletter, assisting members to maneuver through employment issues with supervisors, compensation and medical challenges, representation on Superintendent's Insurance and Wellness Committee.

July 2009 to June, 2016 **PRINCIPAL, WESTGLADES MIDDLE SCHOOL.** Working in the areas of Budget, Plant Management, Professional Orientation Program, School Advisory Committee, Instructional and Non-instructional evaluation, Curriculum development. Our work has centered maintaining high quality instruction while balancing the state and local initiatives as they impact the classroom. Special emphasis centered around a vibrant elective course offering that serves as a mainstay of the work for middle school students.

July 2005 to 2009 **PRINCIPAL, CYPRESS RUN EDUCATION CENTER.** Working in the areas of Budget, Plant Management, Professional Orientation Program, School Advisory Committee, Instructional and Non-instructional evaluation, Curriculum development. Our work has centered around redefining the roles and responsibilities of all personnel to meet the emotional, behavioral and academic needs of our students.

January 2002 to June 2003 **ADJUNCT PROFESSOR, FLORIDA ATLANTIC UNIVERSITY-** Adjunct professor at Florida Atlantic University teaching General Teaching Practices II. Primary discussion and learning centering around school culture and "literate classrooms".

September 1997 to June 2005 **PRINCIPAL, NORCREST ELEMENTARY SCHOOL.** Working in the areas of Budget, Plant Management, Professional Orientation Program, School Advisory Committee, Instructional and Non-instructional evaluation, Curriculum development, and Grant writing. I am also responsible for developing the Five-Year Technology Plan and coordinate the existing assets with future goals. The main focus of my daily work is to foster an environment where teachers are learning from one another and improving their teaching practice. We are a member of the Coalition of Essential Schools and work daily to emulate the ten Common Principles. Fostering this collegial environment is the key to developing quality reading instruction and an atmosphere that teachers

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work as professionals. Tone of Decency is the key to a successful culture in a school.

- September 1996 to 1997 **ASSISTANT PRINCIPAL, NORCREST ELEMENTARY SCHOOL.** Working in the areas of budget, Discipline, Plant Management, Professional Orientation Program, Chairman of School Improvement Team, Instructional and Non-instructional evaluation, Curriculum development, and Grant writing. I am also responsible for developing the Five-Year Technology Plan and coordinate the existing assets with future goals.
- August 1989 to September, 1996 **ASSISTANT PRINCIPAL, CORAL SPRINGS MIDDLE SCHOOL.** Worked in the areas of FTE, Budget, FTE and Budget Projections, Student Enrollment Projections, Discipline, Plant Management, Professional Orientation Program, Hiring of personnel, Instructional and Non-instructional evaluation, Professional Development Plan Process with ineffective teachers (2), and Coordinator of all aspects of Summer Term, 1990 to 1995. Also took on responsibilities of facilitating “focus groups” to address faculty issues/vision direction.
- November 1993 to November, 1995 **MIDDLE SCHOOL PRINCIPAL INTERN PROGRAM**
I met all requirements of this program and ran the Summer Term program at Apollo Middle School under the mentorship of Mrs. Jan Holt. I currently hold the certificate of **school principal.**
- January 1989 to August, 1989 **ACTING ASSISTANT PRINCIPAL, OLSEN MIDDLE SCHOOL.**
Worked in the areas of grade level discipline, Instructional and Non-instructional evaluation, FTE, and Summer school.
- August 1988 to December, 1988 **ASSISTANT PRINCIPAL INTERN, MCNICOL MIDDLE SCHOOL.**
Worked in the areas of Scheduling, FTE, Budget, Instructional evaluation, and Grade level discipline.

RELATED EXPERIENCES:

- July 2015 to 2018 **SECRETARY FOR FLORIDA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS** – My main responsibilities center around minutes, serving as the voice for middle schools and lobbying at the state level on behalf of the FASA Legislative platform.
- July 2010 to 2016 **EXECUTIVE BOARD MEMBER – Broward Principals’ and Assistants Association** – My main responsibilities center around participating in monthly meetings with the superintendent and his senior cabinet to present concerns of the membership. I have also completed the financial analyses of expenditures of the organization to better evaluate our annual costs.
- July 2015 to June 2016 **CHAIRPERSON – District Budget Guidelines Committee.** The body of work centered at establishing equity among schools and levels to ensure that schools have the necessary personnel and materials. Additional asst. principals (elementary) and guidance counselors (middle) was one concrete by-product of the work.
- July 2013 to June 2014 **CHAIRPERSON – Middle School Principals Association.** The main responsibilities was to serve as the voice for middle schools at the district and state level. I served on the Superintendent’s ELT as the middle school perspective. I interacted on a daily basis with district personnel, assisted principals in issues that came about from district initiatives.
- July 2012 **PRESIDENT – Broward Principals’ and Assistants Association.** The main

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- to June 2013 challenge we confronted this year centered around the issues of furloughs due to the budget crisis impacting the country. This was the year that Mr. Notter retired and Mr. Runcie was hired. We also began to address the increased number of BTU grievances that led to greater expenditures in legal fees. I set the ground for increases in dues that was necessary for our association's viability. I have also participated in lobbying state legislators on behalf of educational issues.
- July 2007 to June 2008 **REPRESENTATIVE FOR CENTER PRINCIPALS** – Student Code of Conduct Committee / Discipline Matrix Committee
- July 11 through 16 2004 **PARTNERSHIP FOR LEADERS IN EDUCATION**
The Darden Graduate School of Business Administration /Curry School of Education, University of Virginia
Executive Leadership Academy - Part I for Broward and Palm Beach Counties
Issues addressed: Strategic Challenges and Leadership Implications - we discussed district strategic challenges and leadership implications. Work centered around communication, processes and the interrelationships of all stakeholders at every level of the organization.
- July 2003 to June, 2004 **CHARIPERSON – Elementary Principals Association.** Attended and participated in weekly Senior Management meetings. Facilitated monthly elementary principals of over 135 schools. Chaired the executive board meeting monthly. This position served as the liaison between district personnel and initiatives required of all elementary schools.
- May 1999 to August 2000 Participated in the final group of the National School Reform Faculty through the Annenberg Foundation. This work has led to 100% of the Norcrest faculty involved in “critical friends group” and fostered the ongoing analysis of student work and adult collegiality.
- November 1996 to 2013 **“LEAD COACH”** for potential administrative candidates in Broward County. Work involves assisting participants in **portfolio** development/ goal and vision development and facilitating certain segments of the program. Also responsible for program development and modifications.
- Winter 1997 **ZONE VIDEO** for the Deerfield Beach Quality Coalition. Handled all aspects of committee organization, meeting agendas and facilitation, on site filming, and final editing of video for school board presentation.
- December, 1996 My work entitled **“TEAM COLLABORATION LEADS TO A SENSE OF COMMUNITY”** was published in the **NASSP Bulletin**. This work was written during NJWP.
- October, 1996 Coordinated all aspects of **“Net Day ‘96”** event: volunteers, business connections, planning of the Student and Teacher “Showcase” for guests and continuation of goals established by this event.
- September 1996 to present Serving as **chairperson** of the **Norcrest Elementary School Improvement Team**: handling all aspects of meeting agenda and facilitation, coordination of **1997/98 School Improvement Plan**.
- Summer 1996 Completed the **New Jersey Writing Project**, a three week process writing course to establish a positive, non-threatening writing environment in the classroom.
- January 1996 Established the first Middle School Squadron of the **Civil Air Patrol** in the State of Florida. Forty students graduated from the eighteen week curriculum, a bivouac, and a boot camp at Eglin Air Force Base.
- January to June, 1996 Handled all plant aspects of the **CSMS Technology Retrofit**(\$293,000.00 grant) on a day to day basis. Coordinated outside vendors and consultants through final inspection of project.

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- 1995 to 1996 Served on the steering committee/design team for the **South Florida Consortium** which began in August of 1996.
- October 1995 Presenter at the **First Annual Safe School's Conference** - workshop addressed techniques to bring together community and city leaders to foster the necessary results in establishing a Suspension Abeyance Program within an Innovation Zone.
- Spring, 1995 **Assisting Change in Education - 11**
Department of Education, State of Florida
- 1993 to 1995 Served on the **School Improvement Team** of Winston Park Elementary School.
- 1992 to 1996 Served on the **School Improvement Team** of Coral Springs Middle School.
- 1993 to 1996 Established and co -chaired the **Parent Technical Advisory Committee** of Coral Springs Middle School.
- 1992 to 1995 **South Florida Center for Executive Educators**
"Accept the Challenge" program. This involves ongoing collegial sharing and learning with colleagues throughout Region V. Collegial experiences with **Roland Barth, Carl Glickman, and Carole Rollheiser Bennet**
- Fall, 1993 Attended the **League of Professional Schools Conference** in Savannah, GA as a delegate for the South Florida Center for Executive Educators to evaluate their school reform efforts and report back to the SFCEE membership
- February, 1992 Coordinated a **Ethnic Awareness Month** hosting a variety of activities to celebrate the cultural diversity that surrounded us at Coral Springs Middle School. The month's activities culminated in a "Cultural Extravaganza" of ethnic foods, a student produced play on diversity, and an exposition of cultural dress, customs and artifacts.
- Fall, 1992 Piloted the first interrelational **discipline data base** allowing for reports to be generated by incident, teacher, team, etc. This allowed for the first disaggregated evaluation of data at the middle school level and the first data base to be shared by an administrative/guidance team.
- Summer, 1991 **Summer Institute, Coalition of Essential Schools**
Brown University, Providence, RI - to reach an understanding of the Nine Common Principles and assist CSMS through the pending Study Year

GRANT WRITING/RELATED WRITING ACTIVITIES

- 1999 – 2001 **Annenberg Grant award** - Served on the committee formulating the zone Annenberg initiative resulting in the awarding of a \$600,000.00 three year grant centering around adult and student literacy.
- Spring, 1999 **State of Florida Learn and Serve grant** – This \$20,000.00 grant allowed 35 fourth through sixth grade children to perform environmental community service activities at Exchange Club Park, increasing civic mindedness as well as the need for community involvement.
- Spring, 1997 Developed the **School Safety/Security Plan** for Norcrest.
- November, 1996 **Bell South "Showcase" Grant** submitted to extend connectivity from the school's LAN to the school board WAN

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- September, 1996 **Blue Ribbon Application** - handled organization of committee assignments, editing and final draft of application - this was forwarded by the State of Florida to the Federal Department of Education in December, 1996
- July, 1996 **Safe School's Grant** awarded for \$87,000.00 to maintain the Suspension Abeyance Program in Coral Springs.
- November, 1996 **Juvenile Justice Grant** awarded for \$49,000.00 to establish a business mentoring/ apprenticeship program in conjunction with the City of Coral Springs and area businesses.
- June, 1995 I wrote the **CSMS School Safety Plan** establishing in writing emergency procedures to be followed in the event of a serious incident on campus as outlined through School Board Policies and Procedures.
- July, 1995 **Safe School's Grant** awarded for \$98,000.00 to establish the first Suspension Abeyance Program in the City of Coral Springs.
- July, 1994 **Retrofit for Technology Grant** awarded \$293,000.00 to Coral Springs Middle School to retrofit the building to meet the technological challenges of the 21st century.

COMPUTER EXPERTISE

I have extensive experience in the software programs Microsoft Word, Microsoft Excel, Filemaker Pro, and Powerpoint. I have created a variety of **Powerpoint presentations**. One effort entitled "**Another Viewpoint**" was developed for the pending **bond issue**. This will be used by schools to address the challenges facing Broward County Schools. Information was taken from Dr. Petruzielo's editorial, "Another Viewpoint", and the related position papers developed by staff. I have made presentations for the PTA and school staffs.

I also have experience in troubleshooting "local talk" and "ethernet" local area networks, having served as "network manager". Along with the Technology Committee the first comprehensive Technology plan has been established at Norcrest, determining the capability of all assets and needed upgrades to allow for their functionality on the LANs.

ACTIVITIES: Bicycling, Running, Tennis, Rollerblading, Music, Reading, and Gardening.

References will be furnished upon request.

Environmental Advisory

APPLICANT INFORMATION

Applicant Name:	Dawn Walkowski
Address:	1101 Coconut Creek Blvd Coconut Creek 33066
Phone Number:	9542406245
Alt Phone Number:	9549726460
Email Address:	walkowski3@aol.com
Signature:	Dawn Walkowski
Applied Date:	3/1/2021 10:09:00 AM
Boards Selected:	Environmental Advisory Parks and Recreation Advisory Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Environmental Advisory Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

DAWN WALKOWSKI

Accounting Specialist

Accounting professional with a human resource background. Experience with accounts payable, receivables and payroll.

Work History

- 2018 – 2019 Accounting Specialist**
INTERMEDIX, Fort Lauderdale, FL
- Completing all functions of accounts payable and accounts receivable for multiple entities using NetSuite software.
- 2015 – 2018 Administrative Assistant**
FLORIDA TURNPIKE SERVICES, Pompano Beach, FL
- Reporting to the president of company, various administrative duties including accounts payable, background checks and IT liaison.
- 2013 – 2015 Accounting Specialist**
ALPHASTAFF INC, Fort Lauderdale, FL
- Responsible for payroll functions and new hire set-up using HRP software.
 - Process commission payments using Great Plains & Excel.
- 2006 – 2012 Project Cost Administrator**
CURRENT BUILDERS, Pompano Beach, FL
- Job costing for construction shell projects. Working knowledge of release of lien process and AIA G702 Application for Payment Form.
 - Accounts payable for company expenses, vendor set-up, high volume invoice batching and check process using Timberline & Great Plains software.

Education

Mott Community College, Flint Michigan-Business

Contact

Address

Coconut Creek, FL, 33066

Phone

954-240-6245

E-mail

walkowski3@aol.com

Skills

Customer service



Job costing



Audit support



Statement reviewing



Invoice and payment processing



Great Plains



NetSuite



Timberline

