

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Louise A Ball
Address:	3773 NW 63 Court Coconut Creek 33073
Phone Number:	9548304709
Alt Phone Number:	9544286805
Email Address:	lafball@comcast.net
Signature:	Louise Ball
Applied Date:	3/1/2021 12:08:00 AM
Boards Selected:	Community Outreach Advisory Education Advisory Parks and Recreation 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?	Y
Community Outreach 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?	N
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?	N
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?	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?	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?	N
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

LOUISE A. BALL, Ed. D.

3773 N.W. 63rd Court

Coconut Creek, Florida 33073

Home (954) 428-6805 Cell (954) 830-4709 Work (754) 321-1870

Louise.ball@browardschools.com or Lafball@comcast.net

EDUCATION:

- 2004 Florida Atlantic University, Boca Raton, Florida: Doctor of Education, Educational Leadership
- 1996 Florida Atlantic University, Boca Raton, Florida: Education Specialist, Educational Leadership
- 1992 Nova Southeastern University, Davie, Florida: Master of Science, Social Studies Secondary Education
- 1989 Universite D'Avignon, France, Study Abroad Program
- 1988 State University College of New York at Buffalo, Buffalo, New York: Bachelor of Science, Social Studies Secondary Education

STATE OF FLORIDA CERTIFICATION:

Education Leadership K-12

Social Science 6-12

Reading Endorsement

ESOL Endorsement

Middle Grades Endorsement

State of Florida Certificate Number: 636138

PROFESSIONAL EXPERIENCE:

2005 – Present 6-12 Social Studies Curriculum Specialist, Broward County Public Schools Broward County, Florida

- Design, plan, develop, implement, evaluate, and monitor middle and high school social studies curriculum for Broward County Public Schools.
- Design, plan, develop, and evaluate professional development for Secondary Social Studies Teachers for Broward County Schools.
- Train and support district team of four Social Studies Instructional Specialists
- Train and support team of Secondary Social Studies classroom teachers who serve as part- time trainers.
- Served as co-facilitator for District Holocaust Committee.
- Conducted teacher survey to determine efficacy of implementation of Holocaust mandate.
- Served as District contact for district for local Holocaust organizations: FAU, Nova Southeastern University, Holocaust Documentation Center
- Collaborate with the Broward County Supervisor of Elections Office to implement bi-annual High School Voter Registration Drive and High School Vote experience.

- Plan and implement district wide Kids Voting Mock Vote.
- Plan and supervise District Social Studies Department Chair meetings.
- Prepare responses to Action Requests for School Board Members or Senior Management.
- Prepare District Status Reports for School Board Members and Senior Management.
- Plan and coordinate social studies competitions for public, private, and charter schools in Broward County.
- Plan and implement Democracy in Action Initiative local Representative.
- Coordinate, plan, implement and provide support for State of Florida mandates.
- Monitor the implementation of adopted Instructional Materials for 6-12 Social Studies for entire district.
- Review Charter School New and Renewal applications.
- Review, evaluate, and approve segments of teacher applications for Certification.
- Review School Board Policy on Academics for accuracy and new information.
- Planned and coordinated the implementation of two one-million dollar United States Department of Education's Teaching American History Grant.
- Serve as liaison to Broward County Supervisor of Elections Office for purpose of coordinating education initiatives.
- Implement High School Financial Literacy initiative through course offerings and professional development for staff.
- Serve as liaison to Nova Southeastern University's Nova Street Law Mock Trial Program.

2018 Broward County Public Schools District Delegate for Chinese Bridge Delegation in Partnership with College Board

- Served as district representative for visit to France and Poland.

2016 Broward County Public Schools District Delegate for Chinese Bridge Delegation in Partnership with College Board

- Served as district representative for visit to China.

2008-2009 Adjunct Instructor, University of Phoenix, Davie, Florida

- Planned and implemented lessons for Undergraduate Elementary and Secondary Social Studies Methods and Introduction to Education classes.

2008, 1999 – 2002 Adjunct Instructor, Florida Atlantic University, Boca Raton, Florida

- Planned and implemented lessons for Undergraduate Elementary and Secondary Social Studies Methods Class.

2006-2008 Florida Association of Social Studies Supervisors

- Served as Secretary Treasurer.

**2006 Special Deputy, Broward County Supervisor of Elections
Office, Ft. Lauderdale, Florida**

- Served as a Special Deputy for the 2006 Primary and General Election.

**1999 – 2005 Magnet Coordinator, Northeast High School,
Oakland Park, Florida**

- Provided support for over 500 Magnet students through Parent Conferences, Scheduling, Transportation, and Administrative referrals.
- Created and coordinated presentations to promote Northeast's Magnet Academies to middle school students, parent groups, and business partners.
- Coordinated Northeast's Magnet Open House, School Magnet Showcase, and Magnet Freshmen Orientation.
- Wrote articles for school newsletter to promote Northeast's Magnet Academies.
- Co-coordinated and co-planned renovations and purchases of new materials and equipment for Magnet Academies.
- Coordinator: U.S. Department of Education Smaller Learning Communities Planning Grant.
- Authored district Mentoring Program reports (SAILS, Take Stock in Children, Women of Tomorrow).
- Authored School to Career Quarterly Reports.
- Authored Coalition of Essential Schools Reports.
- Researched, planned and implemented various purchases to support school renovations or instructional materials to support academic and magnet programs.
- Served as member and Committee Chairperson of School Advisory Council.
- Authored Magnet District school level End-of-Year Report using scholarship data, senior surveys, FCAT scores, SAT and ACT scores, and qualitative data from faculty and staff.
- Served as Learning Community Coach (Grant from Lucent Technologies). Plan, facilitate, and compile data for school, innovation zone, and district level meetings.
- Facilitated Parent Learning Community.
- Hired and trained assistants to Magnet Program at Northeast High.
- Coordinated "Women of Tomorrow" group of students at Northeast High.
- Sponsored SADD (Students Against Destructive Decisions) Club.
- Served as Peer Coach for new Magnet Theme Teacher.
- Planned and facilitated Coalition of Essential Schools and School to Career meetings.
- Served on district Coalition of Essential Schools Advisory Board: District elected position.
- Initiated and sponsored "FIRST" Robotics Club.

- Served as liaison for City of Oakland Park, Florida Main Street Organization.
- Coordinated Ground Hog Shadowing Day for Northeast High Students. Collaborated with local businesses to place students for career shadowing.
- Co-planned and implemented Northeast High “end-of-the- year retreat.”
- Wrote sections of SACS (Southern Association of Colleges and Schools) Report for Accreditation purposes.
- Co-organized visit of Japanese Educators to Northeast High.
- Planned, designed, and facilitated “Principal’s Protocol” analyzing Broward County’s Summer School Policy.
- Authored or co-authored grants: Perkins, Annenberg Industry Adopted Schools, Artist in Residency, Leadership Development Grant, Citibank Success Grant, and Business Partnership Grant. Total approximate dollar amount received at school: \$250,000.00.

1994 – 2005 Part-Time ESOL, ESOL Testing Facilitator, ABE/GED Lead Teacher, Coral Springs, Instructor: Citizenship Class, Coral Springs and Taravella Community Schools, Coral Springs, Florida

- Planned and implemented lessons for adult non-English speakers.
- Created and facilitated lessons for Citizenship Class.
- Tested (TABE and CASAS), registered, placed, and monitored adult non-English speakers, Adult ABE (Adult Basic Education) and GED (General Educational Diploma) students.
- Created and implemented menu of ESOL (English for Speakers of Other Languages) lessons based on state of Florida ESOL Standards.
- Coached teachers new to ESOL, GED, and ABE by assisting with lesson development and computer assistance.
- Created and implemented procedures for ESOL, GED, and ABE registration process.

2004 – 2005 Middle Grades Social Studies Adjunct Instructor, The Florida Virtual School, Orlando, Florida

- Implemented on-line middle grades social studies curriculum.

2002 School Improvement Plan Evaluator, School Board of Broward County, Florida

- Evaluated School Improvement plans for Broward County Schools, Florida.

2002 Evaluator, SACS (Southern Association of Colleges and Schools)

- Served on SACS Accreditation Team to evaluate high school in Palm Beach County, Florida.

1991 - 1999

**Grade Eight Social Studies Teacher,
Coral Springs Middle School, Coral Springs, Florida**

- Created and implemented social studies lessons for grade eight inclusive classroom (ESOL: English for Speakers of Other Languages, ESE: Exceptional Student Education, At-Risk students).
- Social Studies Department Chairperson: Planned and implemented meetings for department, conducted needs assessment, created and implemented departmental goals, analyzed results of implementation.
- Team Leader: Planned and implemented meetings for team.
- Discipline Committee Chairperson. Co-wrote school discipline plan based on committee input.
- Stoneman Douglas High School Innovation Zone Discipline Committee Representative.
- Served as Peer Teacher, Support Teacher, and Cooperating Teacher for at least four university students.
- Served as Support Teacher for teachers new to Coral Springs Middle School.
- Co-wrote eighth grade Social Studies curriculum to incorporate themes, learning styles, and higher order thinking.
- Served as Assistant Principal Designee. Addressed discipline referrals and parent concerns.
- Served on district level Textbook Adoption Committee.
- Served on district level textbook evaluation committee: Evaluation of Multiculturalism.
- Co-wrote City of Coral Springs, Florida "City Government Unit of Study."
- Conducted school study on implementation and retention of school reform.
- Wrote articles for school newsletter promoting academic eighth grade team and clubs.
- Sponsored Future Educators of America.
- Initiated and sponsored Coral Springs Middle School Dance Team.
- Served on "Partners in Excellence" committee (Community Partners).
- Served on School Improvement Team.
- Served as "demonstration teacher" for Coral Springs Middle Faculty by modeling teaching/learning strategies through staff workshops..
- Coordinated and supervised Nova Law Program with Coral Springs Middle team.
- Organized and supervised middle school field trips to Broward Center for the Performing Arts, Coral Springs City Center, Coral Springs Police Station, Coral Springs City Hall, Miami Seaquarium, Vizcaya, Ft. Lauderdale Historical Museum, IMAX Theatre and Science Museum, Butterfly World, Miami Space Planetarium, Miami Park, Tradewinds Park, Ft. Lauderdale Court House.
- Co-authored "Reaching the MTV Generation" in *In Focus News*.

1991

ESOL Teacher, Florida Language Center, Oakland Park, Florida

- Planned and implemented lessons for adult non-English speakers.

1988 - 1991 **Teacher, Grade 6 Reading & Grade 7 Social Studies, Lauderhill Middle School, Lauderhill, Florida**

- Planned and implemented reading and social studies lessons for grade six and seven.
- Team Leader. Planned and implemented meetings for team.
- Social Studies Department Chairperson: Planned and implemented meetings for Department, ordered materials, conducted needs assessment, implemented department goals.
- Conducted study on content area reading for Master's Thesis.

Professional Organizations:

- Florida Association of Social Studies Supervisors
- Florida Council for the Social Studies
- National Council for the Social Studies
- Alpha Sigma Tau Sorority National Alumnus Organization

Awards

1998 **Teacher of the Year, Coral Springs Middle School
Coral Springs, Florida**

2000 **Teacher of the Month, Northeast High School
Oakland Park, Florida**

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Mikkie Belvedere
Address:	3502 Bimini lane apt n-1 Coconut creek 33066
Phone Number:	9548037696
Alt Phone Number:	9549775912
Email Address:	Mbelvedere11@gmail.com
Signature:	Mikkie belvedere
Applied Date:	2/8/2021 9:14:00 PM
Boards Selected:	Community Outreach 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 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	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Marilyn gerber 2006	
All	Have you ever served on a City Board?	Y
	Served Prior: Marilyn gerber 2006	
All	Will you be away from the City for extended periods of time?	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?	Y
All	Have you graduated from the City `s Citizen Academy?	Y
Community Outreach 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?	Y
Community Outreach 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?	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?	Y
Community Outreach	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

MIKKIE BELVEDERE

3502 Bimini Lane · 954-803-7696

mbelvedere11@gmail.com

Seeking appointment to the City of Coconut Creek Community Relations Board where I can utilize my knowledge, skills, and abilities to continue to serve my community.

RELATED EXPERIENCE

- Public Relations Representative for a public relations company handling promotions, assisted with and contributed to businesses and organizations
- Public Relations Director for the Westchester Opera Company
- Fundraising Chair for the St. Thomas, Virgin Islands United Way
- Owned and operated an Insurance Agency for over 20 years
- Represented the City of Coconut Creek Commission as a member of the Broward Metropolitan Planning Organization (MPO)
- Served on City of Coconut Creek boards/committees including:
 - 2004 – 2008 Environmental Advisory Board (Chair)
 - 2008 – 2009 Planning & Zoning Board
 - 2008 – 2009 Affordable Housing Advisory Committee (Planning & Zoning Member)
- 12 years of service as a Coconut Creek City Commissioner (2009 – 2021)
 - Vice Mayor – 2011/2012, 2012/2013, and 2015/2016
 - Mayor – 2016/2017

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Doreen L Chamberlain
Address:	6800 NW 39th Ave. Lot 232 Coconut Creek 33073
Phone Number:	19547981138
Alt Phone Number:	
Email Address:	rschm9@yahoo.com
Signature:	Doreen
Applied Date:	2/18/2021 8:44:00 PM
Boards Selected:	Civil Service Community Outreach 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?	Y
	Served Prior: Mikki Belvedere 2018, 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
Community Outreach Advisory <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
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

Doreen Chamberlain
6800 NW 39 Ave. #232
Coconut Creek, FL 33073
954-798-1138
dschamberlain@gmail.com

Education

Salem Senior High School June 1974
Salem, Ohio 44460

Kaplan University January 2015
Master of Science in Psychology- Applied Behavior Analysis

Kaplan University November 2011
Bachelors of Science in Psychology - Applied Behavior Analysis

Experience

Telcon, Inc.- Pompano Beach, FL
Office Manager 11/2000-/2003

- Handled accounts payable, accounts receivable, payroll, purchasing and clerical
- Scheduled employees for locating underground utility lines
- Created charts, and spreadsheets for billing and estimating purposes

Volunteering

Broward Supervisor of Elections- Ft. Lauderdale, FL
Assistant Clerk 11/2008-11/2018

- Assist clerk with overall running of voting precinct
- Picking up and returning voting materials
- Oversees assigned poll workers

Coconut Creek CERT -Coconut Creek, FL
Team Member 11/2007- Present

- Provide critical support to family, loved ones, neighbors or associates in immediate area until help arrives
- Provide useful information to responders and support their efforts
- Assist with non-emergency projects that improve the safety of the community

Doreen Chamberlain References

Michele Jenkins-Devito

Broward County Supervisor of Elections' Office

115 S. Andrews Ave., Rm 102

Fort Lauderdale, FL 33301

Phone: (954)712-1932

mjenkins-devito@browardsoe.org

Mikkie Belvedere

Vice Mayor - City of Coconut Creek

4800 West Copans Road

Coconut Creek, FL 33063

Phone: 954-973-6770

mbelvedere@coconutcreek.net

Steven Greenbaum

Raye Records

144 Waterford F

Delray Beach, FL 33446

Phone: 305-509-3335

strychnine@juno.com

rayerecords@gmail.com

Lisa K. Aronson

5163 NW 74 Court

Coconut Creek, FL 33073

Phone: 954-980-2896

Lkaronson@bellsouth.net

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Hiram A Diaz
Address:	5346 NW 48 st Coconut Creek 33073
Phone Number:	9546787599
Alt Phone Number:	9546787599
Email Address:	orut321@hotmail.com
Signature:	Hiram Diaz
Applied Date:	2/8/2021 9:45:00 PM
Boards Selected:	Community Outreach 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?	Y
Community Outreach 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
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

HIRAM DIAZ

5346 NW 48 st Coconut Creek FL 33073 | (954)678-7599 | orut321@hotmail.com

OBJECTIVE

Obtain a position with the city board to provide the community with the best service and experiences with new and fresh ideas by working together with other local leaders.

EDUCATION

B.S. Industrial Design, Art Institute of Fort Lauderdale

SKILLS PROFILE

- Sales experience
- Restaurant Management
- Budget responsibilities
- Training of new employees
- Extensive knowledge using Microsoft Word, Microsoft Excel, Adobe Photoshop, Sales programs, and others

EMPLOYMENT HISTORY

Edward Don & Company

2012 — Present

- District Sales Manager for the Broward District
- Meeting budgets, presenting new products to customers, keeping track of payment on accounts
- Computer programs such as Poet, Don quotes 360, and others
- Knowledge of food service industry products, services, and regulations
- In charge of bringing new clients, and providing excellent customer service
- Proven track of success records

Elite Pet Distributors

2013 - Present

- Owner, pet supply company providing service to local and online customers
- Branding own products and selling on platforms like Amazon, Walmart, Ebay and own website
- Perform various other duties as needed.

Morton's Steak House

2008 — 2010

- Server at this fine dining steakhouse
- Required to perform at a high level of customer satisfaction and standards

La Marquise Dessert

2008 — 2009

- Sales Director in charge of South Florida operations
- Overseeing sales, delivery, new clients, and building customer relationships
- Product development, marketing

Community Outreach Advisory

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	Ashley L Eubanks
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Email Address:	ashleyeubanks@gmail.com
Signature:	Ashley L Eubanks
Applied Date:	3/16/2021 9:51:00 PM
Boards Selected:	Community Outreach Advisory Education 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
Community Outreach 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?	Y
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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?	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?	Y
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

REDACTED

ASHLEY L. EUBANKS

REDACTED

ashley.eubanks@gmail.com

REDACTED

REDACTED

OBJECTIVE

An able, enthusiastic, skilled, and reliable hard worker seeking a position that reflects my experience, skills, and personal attributes including dedication, meeting goals, creativity, and the ability to follow through. Proficient in TERMS, BASIS, and SAP for over five years. As well as FTE and master scheduling experience.

EXPERIENCE

Broward Schools: H.E.A.R.T. Dept.

November 2017- Present

District Community Liaison ((Homeless Education Assistance Resource Team)

Responsible for assist in organizing, recruiting, and providing support to school organizations and committees that require parent involvement; provide and coordinate activities that will encourage family involvement in the community to benefit students that are homeless and/or in transition. Coordinated social media platforms, special events, and volunteers for activities to benefit students served.

Broward Schools: Northeast High School

December 2015- November 2017

Information Management Specialist ~ Registrar

Responsible for all student registration, enrollments and withdrawals. Administer, navigate, implement and update student and school data demographics in Infinite Campus data base. Compile and generate data reports for school including attendance, scheduling and FTE reporting. Serve as liaison between the building, faculty, staff, students and the public.

Charter Schools USA

June 2014- December 2015

Enrollment Manager

Responsible for all student registration, enrollments and withdrawals. Administer, navigate, implement and update student and school data demographics in Infinite Campus data base. Compile and generate data reports for school including attendance, scheduling and FTE reporting. Serve as liaison between the building, faculty, staff, students and the public.

EDUCATION

Florida A & M University

A.A. Course Requirement obtained 2007

Dillard High School

High School Diploma obtained 2004

References Available Upon Request

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Connie L Finley
Address:	4733 NW 50 COURT COCONUT CREEK 33073
Phone Number:	9542344635
Alt Phone Number:	
Email Address:	confin2010@gmail.com
Signature:	Connie Finley
Applied Date:	4/1/2021 8:12:00 PM
Boards Selected:	Community Outreach 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: Lou Sarbone 2013	
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	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

CONNIE L. FINLEY, CEBS
4733 NW 50 COURT
COCONUT CREEK, FL 33073
954-234-4635

Experience

SOS Children's Villages - Florida

Community and Board Relations Manager

Dates Employed: Feb 2019 — Present

Location: Coconut Creek, Florida

SOS Children's Villages is a foster care neighborhood of 13 homes in Coconut Creek, Florida, housing up to 77 foster children. SOS is unique as it allows brothers and sisters, who are typically separated while in foster care, to reunite and maintain their family connection. SOS also provides a Next Steps program to help our young adults transition out of foster care after they turn 18.

Board Member - SOS Children's Villages - Florida

Dates Employed: May 2012 — Feb 2019

Location: Coconut Creek, Florida

Owner

Company Name: Connie L. Finley, CEBS

Dates Employed: Jun 2003 — Present

Professional Administrative Services/Consulting - Small Business and Professional Individuals

Executive Director

Company Name: Executives' Association of Fort Lauderdale (EAFL)

Dates Employed: Sep 2010— Feb 2018

Landmark Business Services is a Virtual Office Management and Facilitation Company that encompasses the needs of small business owners with administrative support, consultation, planning, and marketing needs. Landmark Business Services also manages professional associations.

Member and Past President of the Board of Directors

Company Name: International Executives Association (IEA)

Dates: Oct 2012 -Jan 2018

I served on the Board of IEA while I was the Executive Director of EAFL.

Education



Wharton School, University of Pennsylvania

Degree Name: Professional Designation

Field of Study: Certified Employee Benefit Specialist

Dates attended and graduated: 1993 — 1997

Licenses & Certifications

Certified Employee Benefit Specialist

Issuing authority International Foundation of Employee Benefit Plans and The Wharton School of The University of Pennsylvania

Skills & Endorsements

- 1 . Served on the City of Coconut Creek Redistricting Board in 2013, Charter Review Board, 2019, Community Outreach Advisory Board, 2020- 2021
2. Event Planning
3. Small Business
4. Fundraising
5. Retirement Planning
6. Executive Benefits

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Amanda Fishman
Address:	3738 Pebblebrook Manor Coconut Creek 33073
Phone Number:	4409490643
Alt Phone Number:	
Email Address:	mandi.r.fishman@gmail.com
Signature:	Amanda Fishman
Applied Date:	2/23/2021 5:11:00 PM
Boards Selected:	Community Outreach 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: Community Outreach Advisory Joshua Rydell	
All	Have you ever served on a City Board?	Y
	Served Prior: Joshua 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?	Y
Community Outreach 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
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

Amanda Fishman

Phone: 440-949-0643 ■ Email: mandi.r.fishman@gmail.com

Reside: Coconut Creek, Florida

Education

Bachelor of Arts, Business Administration AACSB Accredited

Bachelor of Arts, International Business AACSB Accredited

Minor in Accounting AACSB Accredited

Cleveland State University, Cleveland Ohio- Graduation December 2013

Accomplishments and Skills

- CPA EXAM Eligible – Florida Atlantic University – Government Accounting Fall 2016
- Signature Gives Back: Assistant Treasurer – 2019; Volunteer and Member – 2017-Present
- Citizen's Academy, Coconut Creek, FL- Graduation April 2019
- Tamarac University, Tamarac, FL – Graduation 2016 (City Knowledge Course Certificate)
- Attended the first Cleveland State trip to the Middle East which included a company tour of several companies/government facilities in Abu Dhabi and Dubai.

Experience

Accountant

MotionPoint Corporation: August 2019 – Present

Key Results:

- Implemented new accounting software upon arrival
- Audited 2018 and 2019 data and created new internal controls to complete implementation of new software
- Created Interactive reports to provide to the Board monthly and quarterly
- Prepared tax filings and 1099s
- Oversee the accounts payable associate and review entries
- Assisted the Controller in preparing for the yearly audit
- Audit client contracts and ensure they are compliant with accounting internal controls
- Audit projects and prepare percent complete analysis
- Prepare monthly invoices and bank reconciliations
- Prepare general journal entries and review entries at month end
- Audit employee monthly spending
- Audit all 389 client accounts for proper invoicing and collections controls
- Prepare commission calculations for sales monthly
- Review purchase orders and yearly renewals
- Prepare account receivable bank uploads for revolving line of credit
- Chosen as an inaugural member of the CARE team to boost corporate moral

Senior Accountant

Signature Real Estate Companies: March 2017- August 2019

Key Results:

- Created policies and procedures in the new in-house accounting department since March of 2017
- Prepare training materials for new hires in accounting department
- Prepare consolidated financial statements, month-end and year-end materials of 25 companies for review by the CFO

- Prepare budget analysis of expenses for 25 companies and recommend reductions in unnecessary spending
- Prepare AP and AR schedules; assess outstanding balances and prepare month-end analysis for CFO
- Create collections policies for the collection department
- Collected over 110,000 in termination fees in two years
- Prepare monthly bank reconciliations
- Prepare monthly and year-end general ledger journal entries
- Prepare financial statements, bank reconciliations, and general ledger entries for Signature Gives Back 501-C
- Prepare payroll for 1099 employees
- Prepare Tangible Property Taxes for 17 offices
- Currently aiding in building a proprietary software for commission calculations for the real estate firm
- Aided in implementation of new HR/Payroll software
- Audit employee monthly spending
- Assist commission calculation duties and prepare compliance report for payroll
- Prepare cash advances and loan promissory notes for 1099 agents

Collections Supervisor and Member Services Representative

Benesys Administrators Client: Ohio and Vicinity Carpenter's Union January 2014- June 2016

Key Results:

- Created collections policies and steps to manage the collections of the Ohio Carpenter's Union Fund of over 2 million dollars in delinquent funds, which will be used to train future department employees.
- Performed special duties such as overseeing the contributions department in disbursing dated funds and correcting all previous inaccuracies during the transition period of 2013-2014.
- Collected over \$250,000 of delinquent funds more than 2 years outstanding in the 2015-2016 fiscal year.
- Assigned lead researcher on unallocated funds project of \$900,000 to be disbursed to 451 contractors.
- Worked independently on research for the unallocated funds project; research conducted found that of the \$900,000 of unallocated funds only \$410,000 were actual funds to be disbursed.
- Managed the collections department and created monthly and quarterly reports to provide a snapshot of the current position of collections, and the goals to retrieve delinquent funds and liquidated damages for the Board of Trustees and Plan Managers.
- Aided legal counsel and third-party audit firm in conducting audits and providing information for legal procedures such as promissory notes and mechanical liens.
- Researched audit results when summaries indicated that the scope of the audit required a more in-depth approach; prepared new findings and created complete balance sheets for contractors producing all outstanding balances: liquidated damages, variances, and unallocated amounts.
- Merged the union departments for Collections, Pension, and Annuity to a third-party administrator by implementing and creating new procedures to ensure that the efficiency of these departments could move forward in distribution and collection of funds seamlessly.
- Conducted training sessions for co-workers on computer skills such as excel and company-owned software BenefitDriven
- Audited payroll of members and distributed uncollected pension benefits to retirees
- Access to Key bank corporate account access to assist in distribution of fringe benefits to members.

Internal Fringe Benefits Auditor

Ohio and Vicinity Carpenter's Fringe Benefits Fund –Cleveland, Ohio (Internship – Full-time position)

May 2012 – December 2013

Key Results:

- Implemented a new way to retrieve internal fund benefits to include all members' benefits to reduce time spent out at each audit which reduced costs by \$600 a month in travel expenses and allowed for several audits to be done in one day.
- Brought key changes to the way audits are presented and sent out to union contractors to reduce confusion when discrepancies occur and benefits need to be disbursed to the our office.
- Collected funds and created reliable audit information to allow collection of three accounts in delinquency of over \$150,000 each.
- Reduced the number of outstanding audits, and prepared effective planning to allow auditors more time to work on audits and less time preparing for audits.
- Chosen by the head administrator to create and introduce an improved way to prepare, plan, and execute audits and collections.
- Taught the senior auditor how to efficiently implement computer skills, such as excel, to easily create functions that reduce time spent on audits
- Aided co-workers in implementation and understanding changes to the Collections and Audit department systems.

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	omar glenn
Address:	4041 Carambola Circle N Coconut Creek 33066
Phone Number:	9542984332
Alt Phone Number:	
Email Address:	Omarwilliamglenn@gmail.com
Signature:	omar glenn
Applied Date:	2/24/2021 12:41:00 PM
Boards Selected:	Community Outreach 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: 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?	Y
Community Outreach 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
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

OMAR W. GLENN

CREATE WEALTH FROM WISDOM.

CONTACT

Mobile: (954) 298-4332
E-mail: omarwilliamglenn@gmail.com
Location: Coconut Creek, Florida

EXPERIENCE

Palm-Aire Realty Group
REALTOR®
Lic. Number SL-344-8946

Omni Wav Global LLC
CEO / Digital Marketing + Mgmt
L18000162164

CITY RELATED

Coconut Creek
Citizen's Academy Graduate (2018)
Monarch High School Graduate (2005)

PROFILE

A dedicated and effective individual who excels at using proven methods and cutting-edge technology to successfully streamline operations, and increase productivity. Assertive, enthusiastic and detail-oriented, with an unsurpassed work ethic.

TO WHOM IT MAY CONCERN:

I have lived in Coconut Creek since 2004. I attended Monarch High and was apart of the first graduating class. I have studied Business and Digital Marketing and currently work in the Real Estate Industry. Over the last 15 years I have watched the City of Coconut Creek develop into where we are now and it would be an honor to serve as the Community Outreach Board Member.

“In order to make reasoned decisions about the future, we need to be cognizant of where we have come from.” - George Santayana

SKILLS

- Market Research + Strategic Planning
- SugarCRM Backend Admin Specialist
- Digital Marketing; Social Media Marketing
- Adobe Creative; Wordpress, WooComerce

Community Outreach 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

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Stacey M Miller
Address:	4440 NW 42 Terrace Coconut Creek 33073
Phone Number:	9542953312
Alt Phone Number:	9549754304
Email Address:	BSMLR@comcast.net
Signature:	Stacey M. Miller
Applied Date:	2/21/2021 5:03:00 PM
Boards Selected:	Community Outreach Advisory Education 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
Community Outreach 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
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
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

Stacey M. Miller

Cell 954-295-3312 BSMLR@comcast.net

Career Objective

Business owner / entrepreneur with 15 years' executive directorship and virtual office management experience. Advocate for education in local trades and executive leadership.

Summary of Qualifications

- Owner / entrepreneur
- Team Leader
- Time management / multi-task orientated
- Proficient in MS Office applications
- Proficient in Social Media marketing
- Event Planning

Professional Experience

LANDMARK BUSINESS SERVICES, CORAL SPRINGS, FL

President, August 2006 – Present

- Launched a successful business and trade association management company
- Manage a team of consultants to provide daily services to multiple associations
- Coordination and management of:
 - o Events: golf tournaments, galas, conferences, webinars, strategic planning retreats
 - All event logistics
 - Contract negotiations
 - Onsite facilitation
 - o Tradeshows
 - o Financial management of operating accounts
 - o Marketing of meetings and special events
 - Social media promotions
 - Flyers
 - Analysis of promotion/marketing strategies
 - E-Campaign creation (Constant Contact, MailChimp)
 - Website updates for blogs, calendar, event pages (WordPress)
 - o Programming development
 - o Membership Recruitment & Retention
 - o Sponsorships and advertising sales
 - o Business development and promotion via leads and referrals
 - o Professional liaison for local and national affiliates
 - o Facilitate remote/virtual meetings via Webex, Zoom, GoToMyMeeting
 - o Develop and maintain strong relationships with community resources
 - o Blog writer

Education

MOLLOY COLLEGE, ROCKVILLE CENTRE, NY

Bachelor of Science in Psychology / Education, May 1994

Certified Special Needs & Elementary Education teacher

Awards & Affiliations

- 2016 Recipient – 1 of 100 Outstanding Women in Broward County (Boys & Girls Club Broward County)
- Board Member – Cameras For Kids Foundation
- Board Member – Construction Recruiters Network
- Member – Circle of Wise Women, Junior Achievement of South Florida

References and Portfolio Available Upon Request

Community Outreach 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.

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Diane Smith
Address:	4575 Cedarhill Road Coconut Creek 33066
Phone Number:	9548255225
Alt Phone Number:	9549741182
Email Address:	Diane1182@aol.com
Signature:	Diane Smith
Applied Date:	3/31/2021 8:25:00 AM
Boards Selected:	Community Outreach Advisory Education 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
Community Outreach 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
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
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

To whom it may concern,

March 31,2021

My name is Diane Guptill Smith and I have been in Coconut Creek for 50 years. I work for the Broward County School board and have been for 25 years.

I started as a star Volunteer with Coconut Creek Elementary School before I was hired at Lyons Creek Middle School and was there for 11 years and am now with Psychological Services Administrative building as A Clerk Specialist III and handle all the confidential record for the county.

I have been involved in the CERT program in the past and I am CPR Certified.

I am a 30-year involved member of First United Methodist Church of Coral Springs and the choirs Treasurer.

I feel I can be a great service in our Community and love to serve where needed and want to be more involved with a community that I love.

Sincerely,

A handwritten signature in black ink that reads "Diane Smith". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Diane Smith

References:

Becky Tooley

John Dicintio

Anthony Mancuso

Mike Zombek

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Christina G Valencia
Address:	4921 Cypress Lane Coconut Creek 33073
Phone Number:	9547290848
Alt Phone Number:	
Email Address:	cgregoire06@gmail.com
Signature:	Christina G. Valencia
Applied Date:	4/1/2021 1:20:00 PM
Boards Selected:	Community Outreach Advisory Education 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?	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 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
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?	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
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

Christina Gregoire Valencia, Esq.

4921 Cypress Lane, Coconut Creek, Florida 33073
Tel.: (954) 729-0848; Email: CGregoire06@gmail.com

EDUCATION

FLORIDA COASTAL SCHOOL OF LAW

Jacksonville, Florida

Juris Doctor, May 2013

Honors: 2012 Moot Court Competition Quarterfinalist; 2012 Internal Competition Semi-Finalist; Pro Bono Honors; Advanced Legal Research, Writing, and Drafting Certificate.

Activities: Translator, Immigration Law Clinic and Jacksonville Area Legal Aid

Bar Admission: Admitted to Florida Bar, September 2013.

FLORIDA STATE UNIVERSITY

Tallahassee, Florida

Bachelor of Science in Political Science, May 2010

Activities: Brehon Family Services volunteer; Rotary Club of Fort Lauderdale Scholarship Recipient and President of Zeta Phi Beta Sorority, Inc., Rho Kappa Chapter.

EXPERIENCE

KENNY LEIGH & ASSOCIATES

West Palm Beach, Florida

Senior Associate

December 2013—Present

- Resolve family law issues, to include paternity, dissolution of marriage, enforcement/contempt proceedings, and child support by completing settlement agreements and through trial.
- Execute and perform duties such as filing and drafting of petitions and motions, discovery, organization and presentation of arguments and counter-arguments, and finalizing retirement account distributions through Qualified Domestic Relations Orders.
- Maintain family law cost standards by monitoring and addressing client fee schedules.
- Update legal knowledge by tracking case law and the development of legal theories.
- Perform extensive contract drafting, negotiating, and interpretation.

STATE ATTORNEY'S OFFICE, FOURTH JUDICIAL CIRCUIT

Jacksonville, Florida

Certified Legal Intern

August 2012—April 2013

- Assigned to the Sexually Violent Predator Division ("Jimmy Ryce Act").
- Reviewed and drafted release stipulation contracts for sexual predators to be released into the community.
- Prepared memorandum of law regarding mental evaluations and disciplinary reports on predators with sexually violent criminal backgrounds.
- Prepared evidence for trial, including but not limited to, opening and closing statements, legal arguments, and proposed questions for direct and cross examination.

ZISSER, BROWN, NOWLIS, & CABREY, P.A.

Jacksonville, Florida

Law Clerk

May 2012—May 2013

- Conducted research and prepare memorandum of law for a full service firm specializing in family law, personal injury, criminal law, medical malpractice, and aviation law.
- Assisted attorneys when conducting preliminary client interviews, summarized facts, and prepared memoranda on potential legal issues.

GUARDIAN AD LITEM, FOURTH JUDICIAL CIRCUIT

Jacksonville, Florida

Child Advocate

May 2011—December 2016

- Monitored and researched pertinent information about the child's family, foster parents, teachers, and other persons involved in the child's abuse, abandonment, or neglect case.
- Addressed whether the child's best interest is being met and aid the children's transition into adoption or reunification.

SKILLS AND PROFESSIONAL INVOLVEMENT

- Associate member of Jacksonville's Florida Family Law American Inn of Court from July 2015 to April 2018.
- Associate member of the Palm Beach County Family Law American Inn of Court from May 2019 to present.
- Advanced proficiency in Lexis and Westlaw legal research, ProDoc®, and Microsoft Office.
- Fluent in Haitian Creole.

Community Outreach Advisory

APPLICANT INFORMATION

Applicant Name:	Steven Valentine
Address:	4953 Cypress Lane Coconut Creek 33073
Phone Number:	9547783579
Alt Phone Number:	
Email Address:	steven.valentine@mantech.com
Signature:	Steven Valentine
Applied Date:	2/23/2021 11:34:00 AM
Boards Selected:	Civil Service Community Outreach 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
	Currently Serving: Valentine	
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 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?	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?	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

STEVEN VALENTINE

Coconut Creek, FL 33073

954-778-3579

valentine.steven@gmail.com

[linkedin.com/in/stevenvalentine1](https://www.linkedin.com/in/stevenvalentine1)

PROFESSIONAL SUMMARY

Recruiting/Talent Acquisition, Account Management; and Business Development. Possess an extensive talent acquisition/recruiting background. Motivated full cycle recruiting team member; interprets recruiting flow trend data to exceed expectations. Production analyst; evaluates, identifies, recommends, and implements solutions to improve sales, staff training, and production levels. Leverages phone, email, and web to contact and qualify candidates; analyzes candidate information, refers job order leads to account/hiring managers. Practitioner of Achieve Global Professional Sales; excels in fast paced dynamic environments where agility and teamwork results in filling time critical staffing demands. Areas of Expertise:

- Marketing and Sales
 - Sales Training
 - Lean Six Sigma Green Belt
 - Full cycle recruiting
 - Technical Recruiting
 - Strategic Planning
 - Veteran Recruiting
 - ATS/CRM Software
 - Healthcare Care Recruiting
 - Lead Generation
 - Social Media Sourcing
 - Sales Closing
-

EDUCATION

Bachelor of Sciences Liberal Studies Degree, Excelsior College, Albany, NY
Associates of Applied Science, Human Resources Management, Air University, Montgomery, AL
Six Sigma Green Belt, Villanova University, Philadelphia, PA
Professional Selling Skills, Achieve Global
Professional Sales Coach, Achieve Global
Certified Internet Recruiter, AIRS powered by ADP

PROFESSIONAL EXPERIENCE

ManTech International Corporation
Technical Recruiter, Senior (Remote)

Aug 2017- Present

- Championed sound Full Cycle Recruiting processes; placed candidates for in demand technical/non-technical roles. Negotiated time sensitive TACNET positions; filled 100% positions prior to end of contract year; set the stage for approval of additional option years.
- Collaborated with Hiring Managers to fill high value positions at Defense Threat Reduction Agency; ensured hiring costs did not exceed P&L limits.
- Executed on the spot and over the horizon metrics driven decisions; identified data anomalies and drew correlations between critical to quality data points derived from Reporting and Analysis of Metric Data to drive production.
- Recruit in demand technical candidates to meet domestic and international client contract expectations.
- Communicate cross functionally inside and outside the enterprise to drive production, filling time sensitive roles expected by client contract. Ensure client staffing needs are aligned with business model and revenue generating expectations.
- Innovate creative social media, branding, and professional network; increased production by over 150%, catapulted fill rate 20%, first time in over 2.5 years the contact has seen an increase of this proportion.
- Network with business partners at career fairs and strategic marketing opportunities.
- Leveraged LMI; identified hiring and salary flow/trends; assisted leadership with sound business decisions.
- Collaborate with hiring managers; projected new business opportunities; projections yielded 10% revenue growth.
- Promote enterprise employee retention tools to retain talent and provide opportunities for existing employees, reducing new candidate sourcing costs and time to fill rate.

Veteran Success Coach
Career Source Broward, Ft Lauderdale, FL

May 2017- Aug 2017

Provided a wide range of workforce services to veterans and eligible persons with primary focus on identifying candidates with specialized skills and background. Full desk recruiting model; source qualified candidates, qualify and credential per job order, assist in onboarding, and follow up. Collaborate with account managers and business partners.

Recruiting Consultant II

Jul 2016 - May 2017

TIVA Healthcare, Sunrise, FL

- Developed business plan to drive recruiting of the right candidate, at the right time, for the right job; directly contributed to exceeding revenue goal by over 60% of goal to \$116M.
- Source anesthesia clinicians to fill time sensitive client needs; leverage existing Bull Horn ATS, LinkedIn, and referrals; sell opportunities and qualify prospective candidates.
- Utilized low cost physician specific job boards to increase awareness, establish and maintain contact; presented 4 high value clinicians ahead of schedule; saved valuable resources.
- Collaborated with recruiting team; supported strategies to capitalize on individual strengths and contributions to consistently exceed business and organization goals/vision.
- Build lasting relationships with individuals at levels of organization; seamlessly communicated cross functionally; known for trust and accountability within work center.
- Championed a comprehensive list of clinicians sorted by specialty and location; made per diem candidates public to open new business opportunities with parent company Amsurg.

Recruiting Business Development

Promoted (see below)– Jul 2016

Career Source Broward, Ft Lauderdale, FL

- Focused on placing the right applicant at the right time; teamed with onsite Account Manager. Increased Difficult to Fill placements by 50% 3rd Quarter 2015
- Forged long term relationships with local business employers to fill vacancies with highly qualified candidates.
- Maintained business accounts and ensured data was accurate and timely; created job orders based on client needs; leveraged Labor Market Information (LMI)
- Conducted outreach to employers; engaged in advocacy efforts decision makers; increased hiring opportunities.
- Conducted seminars for employers; facilitate priority of service for “in demand” candidates.
- Coordinated and attends career fairs and other events to generate qualified leads and create awareness

Recruiting Success Coach

Aug 2015 Promoted 2016 (see above)

Career Source Broward, Ft Lauderdale, FL

Facilitate services through the case management approach to veterans with barriers to employment and with special workforce needs.

- Job counseled veterans, disabled veterans, etc., matched to employment opportunities.
- Maintenance of an up-to-date Network ATS Guide for veteran customers and One-Stop associates.

Aerospace Science Instructor

Jan 2013 - Aug 2015

Palm Beach School District, Lake Worth, FL

Planned, organized, and instructed aerospace science and leadership education courses. Organized a curriculum model to complement the local school curriculum plan and determined the number of hours for each course of instruction.

Territory Manager

Oct 2012 – Jan 2013

HI-LINE Industrial Sales, Fort Lauderdale, FL

- Maintained existing clients of Hi-Line products and services and generated new business; increased sales and reach \$10K in sales the second month in business.
- Tracked sales account data to identify strengths and weaknesses; utilized continuous improvement model to ensure seamless responses to changes in customer demand.

Recruiting Manager

Dec 2004 - Nov 2012

U.S. Air Force, Montgomery, AL and Fort Lauderdale, FL

Managed, trained, and led Technical Recruiting Operations team in accordance with cross-functional directives. Developed new accounts and maintained relationships by calling and meeting new candidates to promote enlistment into the Air Force. Organized and conducted processes to recruit in demand job orders at the right time, for the right person, for the right job.

- Motivated team of 10 recruiters to accurately source and review candidates; reduced program losses by 50% and maintained processing rate above 80% in a fast-paced dynamic working environment.
- Tracked and managed the sales management system with the Air Force Recruiting Information Support System to increase productivity, interpreted monthly and quarterly performance goals.