



CITY OF COCONUT CREEK

CITY CLERK DEPARTMENT
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

APPLICATION FOR THE CITY OF COCONUT CREEK CHARTER REVIEW BOARD

The information requested below is for consideration of appointment to the City's Charter Review Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before **Wednesday, December 18, 2019.**

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

Last Name: UNGARO First Name: LUCIA M.I.:

Home Address: 5441 NW 50TH COURT, COCONUT CREEK, FL 33073

Phone #: 9542605273 Alt. #: E-mail:
LUCIA.UNGARO@BROWARDSCHOOLS.COM

Please select the District in which you reside: A B C D E

The Charter Review Board is convened every five years and is comprised of five electors of the City, one from each district, who are appointed by the City Commission and given the responsibility of reviewing the City's Charter and submitting a report of findings to the City Commission within 120 days after appointment. The board meets on an as-needed basis, and the board and its members' terms expire 120 days from appointment. Appointments will be made at the January 9, 2020, City Commission Meeting.

PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:

Are you a resident of Coconut Creek?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do you hold a public office?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you employed by the City?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you a member of another City Board?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have you ever served on a City Board?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will you be away from the City for extended periods of time January through June, 2020?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have you graduated from the City's Citizen Academy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

SIGNATURE: Lucia Ungaro Date: 12/13/19

Lucia Ungaro

Email: lmorphonios@yahoo.com
(954)260-5273

EDUCATION

2017 University of Notre Dame, Certified Business Administration
2006 University of Phoenix Bachelor in Science Information Technology
2002 Broward Community College – Business Administration

Certifications

- Public Records Management Certification – Florida Atlantic University, Florida Institute of Government
- Florida Certified Records Manager - Florida Records Management Association FRMA
- Certified in Disaster Preparedness – University of Pittsburg

EXPERIENCE

School Board of Broward County Records Retention, Supervisor

2012-Present

Records Management Liaison Officer - Includes activities such as coordinate the timely and accurate preparation and presentation of the District's disposition activities as required by Florida Statutes. establish, coordinate, and schedule the disposal of district records as mandated by state law and School Board policy. Supervisory duties include:

- Archive and retrieve official permanent and non-permanent documents.
- Assist schools and district personnel in the maintenance, storage, retrieval, and disposal of records in accordance with the requirements of the Florida Public Records Law, FERPA, Policy, State, and Federal Laws.
- Preserves the integrity and confidentiality of student records in accordance with privacy rules and regulations.
- Serve as Liaison between the School Board and various government and private agencies working closely to ascertain that requests for student records follow any changes in policy, laws, or statutes.
- Review current literature and technical sources of information related to job responsibilities as it pertains to mandates and policies affecting the archival and disposal of official records.
- Oversees the maintenance and disposition of records created throughout the district as well as manages and coordinates the storage and retrieval of boxed records from the offsite warehouse allocated for long term storage.
- Subpoenas and legal request for student records.

School Board of Broward County Records Retention, Operation Specialist IV

2006-2012

- Assists Supervisor, Records Retention, to establish, coordinate, and schedule the disposal of district records as mandated by state law and School Board policy.

- Ascertain proper functioning and operation of equipment utilized by staff and ensure adherence to good safety procedures.
- Archive and retrieve official student documents including but not limited to signing and affixing a formal seal and furnish all official copies.
- Oversee the Forms Management Program monitoring the creation and collection of official forms used throughout the District in accordance to Policy.

1997-2006 Operation Specialist III

- Responsible for processing all elementary student records transferring out of the Broward County Public Schools over 150 Elementary Schools.
- Work closely with the Data Collection Review Committee making recommendations to the Superintendent regarding procedures for eliminating, reducing, revising, and consolidating employee paperwork requirements.
- Created, designed, and maintain Official e-Forms site for entire District.
- Created, designed, and maintain Records Retention Intranet and Internet websites.
- Work on team designing new systems, preparing, and documenting program specifications for different projects.
- Work with different areas of the district using different communication protocol.
- Assist with on-the-job training and development of staff.

Organizations

ARMA Region Board – Advisor

ARMA Palm Beach Treasure Coast Chapter - Vice President

ARMA Sunshine Conference - Board of Director

FRMA - Member

Special Qualifications

Bilingual – fluent Spanish-English speak, read and write