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## Richmond Public Schools

Angela C. Lewis  
Clerk of the School Board  
[alewis@rvschools.net](mailto:alewis@rvschools.net)

### **VIA Electronic Mail**

March 2, 2017

Ms. Katherine Evans  
[kevans@timesdispatch.com](mailto:kevans@timesdispatch.com)

Dear Ms. Evans:

RE: Freedom of Information Act Request

Richmond Public Schools is in receipt of your Freedom of Information Act request that was made via electronic mail on February 27, 2017. Your request consisted of the following:

1. List of 3 district applicants.

As provided by Virginia Code §2.2-3704(B)(2), the requested records are being withheld. Specifically the records are being withheld pursuant to Virginia Code §2.2-3705.1(1) "Personnel records containing information concerning identifiable individuals".

As provided by Virginia Code §2.2-3704(B)(2), the requested records are being provided in part and withheld in part. Specifically the portion of the records that are being withheld is pursuant to Virginia Code §2.2-3705.4(1) and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) as the records constitute scholastic records containing information concerning identifiable individuals.

Residency could not be confirmed for the following:

- Melissa Cuba
- Patricia Fishback

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Resilience. Pride. Success

The following individuals did not meet the deadline to submit their letter of interest and resume':

- Angela Cason
- Laura Douglas Frye
- Stephanie Walker

Please contact me at (804) 780-7716 with any questions or concerns.

Sincerely,



Angela C. Lewis

c: Mrs. Dawn Page, School Board Chair  
Dr. Dana Bedden, Superintendent  
Ms. Kenita Bowers, Public Information  
Attorney  
File

February 27, 2017

Dear Ms. Davis,

This letter is to formally request consideration to fill the Richmond City Public Schools' 3rd District School Board seat.

My interest in this position relates to a strong desire to connect and serve in my community with an emphasis on advocacy in a continuance to communicate the needs within this district. As a parent of [REDACTED] and [REDACTED], I believe the decisions made today, can effect the future leaders of tomorrow. For this reason, my goal will be to champion for the disadvantaged and underserved families in this district.

If selected for this position, I will work with school board to create more opportunities within this district while advancing the current school board agenda.

Thank you for this opportunity.

Best regards,

Tanya Arney PhD, MA  
[REDACTED]

# DR. TANYA ARNEY



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## PROFESSIONAL PROFILE

- Goal-driven, dedicated resident of Richmond with a clinical background in anatomic pathology and specialization in autopsy, biomedical research, ethics and health policy.
- Effective, personable team player with unsurpassed interpersonal skills and demonstrated ability to handle challenging tasks and projects.
- Enthusiastic, knowledge-hungry, self-starter with significant exposure to health-care and patient-care related fields; eager to meet challenges.
- Consumer-focused communicator with the ability to understand and convey complex issues, develop rapport, and build strong relationships in order to better serve physicians, patients and communities.
- Energetic contributor with demonstrable detail orientation and multi-tasking/organizational proficiency

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## SKILLS:

- Academic and Clinical lab teaching experience
- Clinical and Organizational ethics consulting experience
- Postmortem examination and dissection (Medico- legal and Clinical Autopsy)
- Medical photography, digital imaging and illustration
- Trained in procuring tissue and/or preparing specimens for histologic processing, microbiological cultures, genetic analysis, flow cytometry
- Lab accreditation, regulatory compliance, and biosafety

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## EDUCATION

Doctorate, Biomedical Science - Bioethics

Loyola University, Chicago  
Neiswanger Institute for Bioethics and Health Policy, Loyola University Stritch School of Medicine

Masters of Arts, Bioethics and Health Policy.

Loyola University, Chicago  
Neiswanger Institute for Bioethics and Health Policy, Loyola University Stritch School of Medicine

Bachelors of Arts, Social Science - Emphasis in Health and Human Services.

Virginia Wesleyan College, Virginia  
Activities: Psychology Club, Tutor: Medical Ethics, Philosophy

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## ACADEMIC/TEACHING EXPERIENCE

Tidewater Community College, Department of Philosophy (Norfolk Campus)

Adjunct Faculty: PHI 226, Social Ethics – Fall 2013 – Present

Virginia Wesleyan College: Department of Sociology & Criminal Justice

Adjunct Faculty: SOC 351, Medical Sociology, Spring 2013 (alternating years)  
Guest Speaker, "Understanding Ethical Reasoning Using the Spangler Assessment," Spring 2011  
Guest Speaker, "Autopsy Procedure: Case Perspectives in Criminal Investigation," Fall 2010

Continued

## DR. TANYA ARNEY



### PRESENTATIONS

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Virginia Psychological Association Spring Convention, Charlottesville, VA 2008  
Poster Presentation: Development of the Rigidity Inventory"

American Society for Bioethics and Humanities Conference: Minneapolis, Minnesota 2011:  
Paper Presentation: Ciceronian Influences: Perspectives of the Moral Obligations and Duties of Physicians.

National Society of Histotechnology Region II Symposium Spring 2012: Williamsburg, Virginia (NSH)  
Presenter: "All Things Dead," – Ethics of Autopsy Practice, Informed Consent and Foundations of Clinical Research.  
Panel Participant in "Facilitating a Loss." (Half-day workshop).

Southern Association for the History of Medicine and Science Conference: Emory University, Atlanta, Georgia 2012  
Presenter: Exploring Leadership and Stratagem in Healthcare: A Sun Tzu Perspective

American Society for Bioethics and Humanities Conference: Washington, DC 2012: R.A.C.E. Affinity Group  
Paper Presentation: Drug Addiction, Pregnancy & Social Injustice.

Popular Culture Association/American Culture Association Annual Conference, Washington DC, 2013  
Presenter/Panel Presentation: Navigating Medical Tourism in the 21<sup>st</sup> Century (Drs. Kathy Merlock – Jackson, Lisa Payne and Kathy Stolley).

27<sup>th</sup> European Conference on Philosophy of Medicine and Healthcare, Basel, Switzerland 2013  
Presenter: "Pampered Patients and Hollywood Style Hospitals"

Southern Association for the History of Medicine and Science Conference: Medical University South Carolina, Charlestown, South Carolina 2013:  
Paper Presentation: Drug Addiction, Pregnancy & Social Injustice.

### INVITED GUEST SPEAKER

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Department of Leadership Studies, Christopher Newport University Fall 2014  
"Ethics, Health Policy and Ebola – Co-presented with Dr. Chris Stolle, VPMA, Riverside Regional Medical Center, Delegate, 83<sup>rd</sup> District, Virginia House of Delegates.

Center for the Study of Religious Freedom Spring 2014 Symposium, Virginia Wesleyan College  
"Biotechnology and Human Experience

Lions Medical Eye Bank & Research Center of Eastern Virginia: Lions Club District 24D Annual Meeting and Dinner  
Keynote Speaker: "Precious Gifts" Spring 2011

Virginia Wesleyan College Department of Sociology & Criminal Justice  
"Understanding Ethical Reasoning Using the Spangler Assessment" – Spring 2011  
"Autopsy Procedure: Case Perspectives in Criminal Investigation" – Fall 2010

Virginia Wesleyan College Fall 2014 Business Conference  
Alum Moderator/Judge- "Shark Tank"

Mid Atlantic Regional Ethics Bowl - Clemson University  
Ethics Bowl Moderator - Fall 2014

## PUBLICATIONS

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The Sigerist Society for the History of Medicine at George Washington University School Medicine;  
Reviewer, Historia Medicinae; 2009- Present

Edwin Mellon Press (currently under contract) "Pampered Patients and Hollywood Style Hospitals"

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## DR. TANYA ARNEY



## PROFESSIONAL EXPERIENCE

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Integrated Pathology Consultant  
Leica Biosystems  
2016-Present

Manufacturer's Representative, Sales & Consulting  
Virginia Territory Porter Creek Instruments  
2013- 2016

Legislative Aide (2012-2013) Legislative Liaison (2013-2016), Virginia House of Delegates  
Office of Delegate Ronald John A. "Ron" Villanueva  
2013-2016

Autopsy Services Coordinator; Laboratory Support Technician, Anatomic Pathology  
Sentara Healthcare, Norfolk General, Virginia Beach General, Obici, Princess Anne, & Careplex Hospitals  
2003- 2013

Review Coordinator, Quality Assurance  
Lifenet Health, Virginia Beach, VA  
2011- 8/2011 (special assignment)

Procurement Technician, Lions Medical Eye Bank & Research Center of Southeastern Virginia - Norfolk, VA  
2006-2010

Pathologist Assistant, Diener; Histotechnologist  
Bon Secours Hampton Roads, Depaul, Maryview, & Mary Immaculate Hospital  
2009-2013

Dental Health Director

The Smile Center - Drs. Scott Parr & Tara Frey  
2001-2003

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VOLUNTEER EXPERIENCE

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Volunteer Emergency Medical Technician - 2003-2011

Virginia Beach Volunteer Rescue Squad, Virginia Beach, Virginia  
Virginia State Certified EMT-B, AHA Certified CPR Instructor, Responsible for providing emergency medical service and hospital transport to residents of Virginia Beach.

Focus Friend - Summer 2007

Eastern State Hospital, Williamsburg, Virginia  
Provided weekly companionship and mentoring to inpatient residents diagnosed with Schizophrenia at Eastern State Hospital's Psychosocial Rehabilitative Unit.

*Continued*

**DR. TANYA ARNEY**



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VOLUNTEER EXPERIENCE – cont'd

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Lee's Friends - Fall 2007 Practicum

Norfolk, Virginia  
Provided assistance in daily operations, planning of yearly volunteer training; provided companionship, support, and resources to Tidewater area cancer patients.

NODA Volunteer "No One Dies Alone" Program - 2013

Sentara Norfolk General Hospital, Norfolk Virginia  
Provides compassionate companionship to actively dying patients.

Rotary International, 2012- 2016

Member: Cape Henry Rotary Club. District 7600. Virginia Beach, Virginia.  
President's Award 2013  
Paul Harris Fellow

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PROFESSIONAL ASSOCIATIONS

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- Member: Sentara Hospital Safety Committee (2010- 2011)
- Member: Sentara Laboratory Safety Committee (2010- 2013)
- Member: Sentara Norfolk General Hospital Ethics Committee (2010-2013)
- Member: Sentara Healthcare Ethics Advisory Council (2010-2013)  
*Committee Chair:* Death of Patient; 2012; System policy review and procedure revision
- Board Member: Montero Medical Missions; Chair Education and Outreach (2012-2015).
- Board Member: Champions for Children "Prevent Child Abuse Hampton Roads" (2013-2015).

- Member: City of Virginia Beach Process Improvement Steering Committee (2012-2016) – Current Vice Chair
- Member: American Society of Quality (ASQ); Tidewater Affiliate
- Member: American Psychological Association (APA) 2007-2013
- Member: Virginia Psychological Association (VPA) 2007-2009
- Member: *American Association for the History of Medicine (AAHM) 2010-Present*
- Member: *American Society for Bioethics and Humanities (ASBH) 2008-Present*
- Member: *American Society for Bioethics and Humanities (ASBH) 2008-Present*

References:

Bobby Melatti: [REDACTED]  
Former Virginia Beach School Board

Ashley McLeod: [REDACTED]  
Current Virginia Beach School Board

Hon. Bobby Dyer: [REDACTED]  
Virginia Beach City Council

Senator Bill Desteph  
[REDACTED]

Del. Ron Villanueva  
[REDACTED]

Dr. Kathy Stolley: [REDACTED]  
Virginia Wesleyan College

Robert Peck

Ms. Angela Lewis  
Clerk of the School Board  
301 North Ninth Street  
Richmond, VA 23219

19 February, 2017

**Re: Interim Appointment, 3<sup>rd</sup> District, Richmond School Board**

Dear Ms. Lewis:

I would like to enter my name for consideration to serve in an interim capacity to fill the vacant seat for the 3<sup>rd</sup> District on the Richmond School Board. As a long-time resident of the Bellevue neighborhood and a proud parent of [REDACTED] I would be pleased to provide whatever support and leadership is necessary to help Richmond Public Schools meet its mission of providing all students an appropriate, challenging, and inspiring education that prepares them to be successful, independent, participative citizens.

My wife and I have lived and voted in the Bellevue neighborhood of Northside since 1998. Our [REDACTED] went to [REDACTED] and now attends [REDACTED]. For many years my wife has been a volunteer at Ginter Park Elementary school, and prior to that we were both regular volunteers at Holton. We love Richmond, have had good experiences with RPS, and would be proud to help the school system grow and provide the best education it can to all of Richmond's families.

For all of my professional career I have been an educator. I taught for five years in Fairfax County, and for the past twenty years in Henrico County at Douglas Freeman High School. In addition to my teaching, I also serve as the Director of the Center for Leadership, Government and Global Economics, one of Henrico County's specialty centers. In that capacity, I am responsible for curriculum development, staffing decisions, and selective admissions to the program.

I have enclosed a resumé, and would be pleased to provide any other information you might need in order to consider me as a candidate to fill the vacant seat for the 3<sup>rd</sup> District.

Respectfully,

Robert Peck

# Robert Peck



## Employment

**Douglas Freeman High School (1998 – Present)**  
**Director, Center for Leadership, Government and Global Economics (2000 to Present)**

### Administrative Responsibilities:

#### **Admissions**

- Recruitment of candidates, primarily through formal presentations at middle schools throughout Henrico County.
- Adjudicate 400+ applications per year from aspiring 8<sup>th</sup> graders seeking admission to the program

#### **Curriculum Development**

- Developed the curriculum and readings for the Center, including courses in Leadership Theory, Sociology, Philosophy and Ethics

#### **Senior Internship Coordinator**

- Students intern in a variety of local non-profit agencies, businesses, and professional firms

#### **Community Service Coordinator**

- 1,700 students, completing nearly 15,000 hours of service every year

### Teaching Coursework:

#### **Advanced Placement United States Government (12<sup>th</sup>)**

- Students participate in the *We the People* program, a nationwide competition of knowledge about American government, history, and constitutional law. The competition simulates a congressional hearing, with students serving as expert witnesses in different unit groups, ranging from civil rights, to governmental philosophy, to modern civic virtue
  - 3<sup>rd</sup> Place, National Championship 2015
  - National Southeast Regional Champions 2013
  - Virginia State Champions 2013
  - Virginia state runners-up, 2009-2012, 2014-2017
- Student aggregate AP score average, lifetime: 4.2

#### **Seminar in Ethics, Philosophy, and Law (11<sup>th</sup>)**

- Socratic style seminar in western philosophy and American jurisprudence

#### **Advanced Placement European History (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>)**

### Activities:

**Coach, Golf Team**

**Advisor, Ecology Club**

**Enthusiast, Scrabble Club**

## **McLean High School (1993 – 1998)**

### **Teaching Coursework:**

**AP European History (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>)**  
**United States History (11<sup>th</sup>)**  
**World History II (9<sup>th</sup> and 10<sup>th</sup>)**  
**Facing History and Ourselves, The Holocaust and Human Behavior (11<sup>th</sup> and 12<sup>th</sup>)**

### **Activities:**

**Director**, Theater Department

*The Mikado; Antigone; La Surprise de l'amour*

**Coach**, Debate and Forensics Teams

**Coach**, Golf Team

## **Center for the Constitution, James Madison's Montpelier (2009 – present)**

**Teacher Mentor and Lecturer**

*We the People* training for teachers from Maryland, Virginia, Washington DC

**Lecturer**, Courts in the Classroom

Federal District Court, Washington DC

- how to use case law in high school classrooms

## Awards

- Virginia Lottery, **SuperTeacher**, 2014
  - Only recipient in the history of the award to have been nominated by a current student
- Sons of the American Revolution, Richmond Chapter, **Teacher of the Year**, 2013
- John Marshall Foundation, **Virginia Teacher of the Year**, 2011
  - Excellence in, and commitment to, teaching of American civics and law
- R.E.B. Foundation, **Excellence in Teaching Award**, 2007
  - \$8,000 grant to hike and study the culture of the Rhine River Valley
- Coca Cola Scholars Foundation, **Whitbread Distinguished Educator Award**, 2006
- Henrico County Public Schools, **Teacher of the Year**, 2005
- Douglas Freeman High School, **Teacher of the Year**, 2005

## Education

- Virginia Commonwealth University, M. T., 1993
  - History and Social Studies certification, state of Virginia
- Colorado College, B.A., 1989
  - *Cum laude*, Phi Beta Kappa

*Patrick R. Hanes*

February 27, 2017

Ms. Angela Lewis  
School Board Clerk  
*alewis@rvschools.net*  
301 North Ninth Street, 17th Floor  
Richmond, Virginia 23219

Re: Interim appointment of the Third District School Board seat

Dear Ms. Lewis:

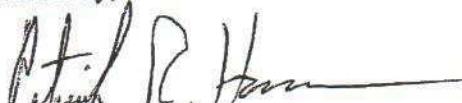
I am submitting my name for consideration to serve as the 3rd District representative for the Richmond City School Board, to succeed Jeffrey Bourne who has been elected to serve in the House of Delegates.

I have lived in the 3<sup>rd</sup> District since 1995. My [redacted] oldest children attended Richmond public school, both graduating from [redacted]. My [redacted] youngest [redacted] children will soon be entering elementary school at [redacted] Elementary School. My wife and I are committed to raising and educating our [redacted] youngest children in Richmond City. As the child and grandchild of elementary school teachers, I am enormously proud that my oldest child will soon be following their lead by entering the teaching profession.

There are other qualified candidates, to be sure, but I bring a unique perspective for the School Board: my twenty-two years of living, working, and raising [redacted] amazing children in the 3rd District and my experience serving with a variety of professional and nonprofit organizations at the board and leadership level. Ensuring the long-term success of the Richmond community requires that we address the manifest needs of our public schools. I am excited about the positive changes I have seen here in Richmond over the past two decades. I am convinced that the current school board is committed to achieving real solutions with the new City leadership. I want to support and join them in that effort.

More information about my experience and service is included on my enclosed resume. Please let me know if you or any member of the School Board have any questions.

Sincerely,

  
Patrick R. Hanes

enclosure

# Patrick R. Hanes



## WORK EXPERIENCE

### **Williams Mullen**

*Partner, Co-Chair of White Collar & Investigations Practice Group*

1995 - present  
Richmond, Virginia

*Partner, Co-Chair of White Collar & Investigations Practice Group, Washington, D.C.*

- Represent individuals and businesses in commercial litigation, criminal cases, and civil/administrative enforcement actions
- Lead attorney in jury and bench trials, motions hearings, and sentencing
- Conduct internal investigations for businesses
- Write and argue appeals before federal and state courts including the Supreme Court of Virginia and the United States Court of Appeals for the Fourth Circuit
- Serve as Deputy Counsel to the firm

### **Washington and Lee School of Law**

*Adjunct Professor, White Collar Criminal Law*

2012 - present  
Lexington, Virginia

- Teach three-credit law school course in Corporate and Government Investigations

### **University of Richmond, School of Law**

*Adjunct Professor, Appellate Advocacy Law Skills*

2006 - 2012  
Richmond, Virginia

### **United States District Court for the Eastern District of Virginia**

*Judicial Clerk to the Honorable Albert V. Bryan, III*

1994 – 1995  
Alexandria, Virginia

- Drafted orders and opinions; participated in management of civil and criminal cases

### **United States House of Representatives**

*Executive Assistant to the Honorable R. Lindsay Thomas*

1989 - 1991  
Washington, D.C.

- Handled all appointments and attended meetings with constituents, interest groups, and other Members of Congress

### **King & Spalding**

*Paralegal, Government Relations Group*

1988 – 1989  
Washington, D.C.

- Attended Congressional hearings and researched legislative matters of interest to firm clients

## EDUCATION

### **University of Virginia School of Law**

*Juris Doctor*

Charlottesville, Virginia  
May 1994

- University of Virginia Law Review, Editorial Board

### **University of Virginia**

*Bachelor of Arts, major in English Literature*

Charlottesville, Virginia  
May 1988

- Echols Scholar

### PROFESSIONAL AFFILIATIONS

**American Bar Association**

**Federal Bar Association**

**American Intellectual Property Law Association**

**Virginia Bar Association**

*Criminal Law Section Council*

*Young Lawyers Division Executive Council*

2016 - present

1997-2000

**Virginia State Bar**

*Antitrust, Franchise, and Trade Regulation Section, Board of Governors*

**Richmond Bar Association**

*Judiciary Committee, Past Member*

*Richmond Bench - Bar Conference Planning Committee*

2004

### BOARD AND COMMUNITY LEADERSHIP

**National Alliance for the Mentally Ill, Virginia Chapter**

1997-2003

*Board of Directors*

**Virginia Bar Association/NAMI-Virginia Model Legal Services Project**

1997-2000

*Co-Chair*

**Lewis Ginter Recreation Association**

*Board of Directors, President in 2006*

2003-2007

**Family Lifeline**

*Board of Directors, Finance and Governance Committees*

2008-2014

**Coastal Canoeists**

*Board of Directors and Treasurer*

2016 - present

### AWARDS AND HONORS

*Best Lawyers® Richmond "Lawyer of the Year" for*

2017

*Criminal Defense: White Collar Law*

2009 - present

*The Best Lawyers in America© - Intellectual Property Litigation,*

2010 - present

*Patent Litigation, Criminal Defense: White Collar*

2008, 2010-2012,

*Virginia Super Lawyers magazine - Intellectual Property Litigation*

2015

*Virginia Business magazine, "Legal Elite"*

Named to the *Richmond Times-Dispatch Readers Choice Lawyers list*

2015

*Emerson G. Spies Award, Virginia Bar Association Young Lawyers Division*

2000

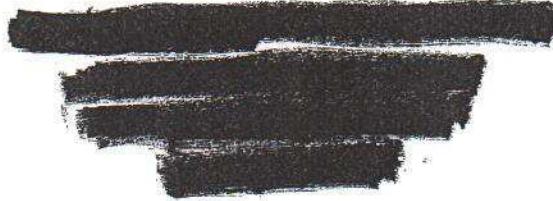
*Outstanding Young Virginian, Virginia Jaycees*

2003

*Hero of the Year, Virginia Alliance for the Mentally Ill*

2001

Dr. Norma Hood Murdoch-Kitt  
Licensed clinical psychologist



February 27, 2017

To the Honorable Members of the Richmond City School Board,

Thank you for the sacrifices that you and your families make in order for you to serve Richmond on the School Board. I have enjoyed speaking with each of you and have been impressed with the intellect and passion that you bring to this complex job.

I do not intend to run for the Richmond School Board, but I would be happy to serve until the November election. I bring with me four years of experience on the Board, 41 years of practice as a licensed clinical psychologist, and forty-three years of civic leadership in Richmond.

I believe that the public school system is the cornerstone of the community. If appointed, I would hope to contribute to increasing our graduation rate, our college admission/completion rates, and our rate of industry certifications. I would like to contribute to making our system more nurturing to help offset the trauma that many of our students experience outside of school.

Please feel free to call me if you have additional questions.

Sincerely,

Dr. Norma Murdoch-Kitt

CURRICULUM VITAE

Norma Hood Murdoch-Kitt, Ph.D.



Degrees

B.S. (cum laude, with high honors in Psychology), Wake Forest University, 1969

M.S. (in clinical psychology) University of Pittsburgh, 1971

Ph.D. (in clinical psychology) University of Pittsburgh, 1975

Positions

1969 - 72 United States Public Health Service Fellow

1972 - 73 Clinical Psychology Intern, specialty in family therapy, Eastern Pennsylvania Psychiatric Institute

1973 - 74 Assistant Professor of Psychology, College of William and Mary, and staff member of the College Counseling Center

1974 - 75 Staff psychologist and family therapist, Child Psychiatry Department, Medical College of Virginia

1975 - 78 Residency in clinical psychology

1978 - Present Independent practice of Clinical Psychology

2009 - 12 Richmond School Board

Professional Organizations

American Psychological Association

Virginia Psychological Association

Virginia Academy of Clinical Psychologists

Richmond Academy of Clinical Psychologists

Licensure

Clinical Psychologist (Virginia, 1978, License #824)

Professional Activities

1977 - 80      Lobbyist to Virginia General Assembly for the Virginia Psychological Association

1981 - 83      Chair, Legislative Committee, Virginia Psychological Association

1982      Chair, Joint Legislative Committee, Virginia Psychological Association and Virginia Academy of Clinical Psychology

1981 - 85      Member, Board of Professional Affairs, Virginia Psychological Association

1982 - 84      Chair, Professional Affairs Committee, Virginia Academy of Clinical Psychology

1986      President, Virginia Psychological Association

1987      Past-President and member of Board of Directors, Virginia Psychological Association

1987 - Present      Member of Board of Directors, Virginia Psychological Foundation

1987 - 91      Planning Committee Member, State Leadership Conference of the American Psychological Association

1990      Chair, Planning Committee for APA State Leadership Conference (let to MOU with American Red Cross for Disaster Mental Health

1993 - 2009      Member, International Society for the Study of Multiple Personality and Dissociation

1993 - 2009      Chair, Red Cross/American Psychological Assoc. Disaster Mental Health Committee of the Disaster Management Team

1995      President, Richmond Academy of Clinical Psychology

2006 President, Richmond Academy of Clinical Psychology  
1978 - Present Member, Virginia Psychological Association  
1978 - Present Virginia Academy of Clinical Psychology;  
1978 - Present American Psychological Association  
1994 - 2009 Adjunct Clinical Professor of Psychology at  
The Medical College of Virginia, Virginia  
Commonwealth University  
2015 President, Richmond Academy of Clinical Psychology  
2016 - Present Legislative Chair, Virginia Academy of Clinical  
Psychology

#### Civic Activities

1977 Steering Committee and founding member, Ginter  
Park Residents Association  
1977 Lobbyist, Virginia Counselor's Association  
1977 - 83 Chair, Governmental Relations Committee, Ginter  
Park Residents Association  
1977 - 98 Education Chair, Richmond First Club  
1980 - 81 Director, Richmond First Club  
1983 - 90 Founder and Coordinator, Crime Prevention  
Network of Ginter Park, Bellevue, Sherwood Park  
and Rosedale  
1985 Member, Chamberlayne Avenue Construction Project  
Task Force  
1985 Spousal Assault Consultant, Richmond Police  
1985 - 86 Research Committee Chair, Richmond Crime Commission  
1986 - 92 Mayor's Committee on Concerns of Women  
1987 Vice-President, Ginter Park Civic Association

1987 Member, Richmond Crusade for Voters

1988 - 89 President, Ginter Park Residents' Association

1998 - 2005

1989 - 1992 Chair, Mayor's Committee on Concerns of Women

1990 Founder, Richmond Child Care Coordinating Council, Mayor's Committee on Concerns of Women

1992 - 2000 Member, Richmond Urban Forum

1993 Member, Ad Hoc Committee on Transitional Assistance for Battered Women

1993 - 2009 Chair, Disaster Mental Health Committee of Disaster Management Team, Richmond Area Chapter of the American Red Cross

1994 - 1995 Co-chair, Selection Committee for Richmond Police Chief

1997 - 2009 Advisory Board Member, North Richmond YMCA

1998 - 2009 Advisory Board Member, Richmond Technical School

2000 - 06 Chair, North Richmond Team of Civic Associations

2001 - 02 Participant, Leadership Metro Richmond

2002 Co-chair, Richmond Schools Facilities Planning Committee

2002 - 09 Board Member, Board of Directors, HOMEWARD (Homeless Services Coordination Group)

2003 - 09 Chair, Richmond Community Criminal Justice Board

2004 Curriculum Committee Member, Leadership Metro Richmond

2009 - 10 Exceptional Education Advisory Board, School Board

2009 - 10 Curriculum Committee Chair, School Board

2009 - 12 Discipline Committee Member, School Board

2009 - 12 Education Committee Member, Greater Richmond Chamber of Commerce

2009 - 11 Health Care Advisory Board Member, School Board  
2009 - 12 Ex Officio Member, Gifted Advisory Board, School Board  
2010 - 11 Strategic Planning Committee Member, School Board  
2011 - 12 Member of Education and Work Force Development Committee, Mayor's Anti-poverty Task Force  
2014 - Present Vice-president, Ginter Park Resident's Association  
2015 - Present Convening member, Northside Strong

### Other Activities

1975 - 78	Chief lobbyist, ERA Ratification Council
1975 - 78	Founder, ERA Political Action Committee
1975 - 87	Member, Grace Covenant Presbyterian Church, Vice-President, Women of the Church
1987 - 91	Member, Ginter Park Presbyterian Church, Service Committee
2003 - 09	
1975 - 84	Member, Richmond City Democratic Committee
1987 - 2005	
1980 - 82	President, Richmond Area Democratic Women's Club
1991 - 96	Member, Congregational Care Committee, Ginter Park Presbyterian Church
1992 - 2009	Member, Long Range Planning Committee, Baptist Theological Seminary of Richmond
1992 - 95	Research Chair, Virginia Breast Cancer Foundation
1994 - 97	Member, American Chronic Fatigue Syndrome Association
2002 - Present	Ruling Elder, Ginter Park Presbyterian Church
2002 - 04	President, Democratic Club of Metro Richmond
2006 - 09	Board Member, Ginter Park Presbyterian Church Foundation

Lathaniel Kirts



To Whom It May Concern:

Given my professional training and public policy experience, I believe I am qualified and well suited to bring added value to the Richmond School Board. As a Deputy Clerk at both the Richmond Circuit Court and Richmond Juvenile Domestic & Relations District Court, I have had great deal of familiarity with the negative and positive aspects of public policies in the Commonwealth of Virginia. Being an active participant in the court's programs, I have contributed in hearings for truancy, behavioral health, and children in need of services and supervision,

As a former Transitional Specialist for Intercept Youth Services I have had the opportunity to work directly with at-risk youths. Working one on one with youths by providing therapeutic mentoring, and transitional services, I served as a positive role model for children to observe and learn positive social behavior, academic excellence, and community involvement. Moreover, I had the privilege to contribute to the formulation and implementation of Individualized Action Plans.

During my tenure as the Lead Program Coordinator for the Brisbane Institute, a non-profit organization at Morehouse College specializing in political activism and research, I managed programs which included data research and quantitative and qualitative analysis. I also successfully supervised dozens of employees participating in the Georgia Legislative Black Caucus and American Cancer Society (ACS), while simultaneously serving elected officials and advocating for legislative campaigns for the ACS.

As a former intern for the Congressional Black Caucus, I had the privilege to work for Congressman Bobby Scott. Working almost exclusively on his education and criminal justice priorities, I was able to assist with the Youth PROMISE Act, a bipartisan bill designed to prevent youth from participating in criminal activities by providing jobs and resources to urban communities. Additionally, I assisted in crafting memos after meetings with political organization on educational issues affecting Virginia.

I strongly believe that I would make a significant contribution to the continued success of your organization because of my experience analyzing and promoting legislation through the Office of Delegate Delores McQuinn. During this appointment I have had the honor of serving along some of the Commonwealth's brightest minds while crafting ideas to better my local community through pragmatic education policies.

By studying at the University of Virginia's Sorenson Institute for Political Leadership I learned the basics of Virginia state politics. Through this non-partisan organization, I discovered how to craft legislation and formulate and a balanced governmental budget despite party affiliations. I was required to research policy issues and learn pertinent public policies, while learning how to write a powerful op-ed, to pitch stories to the media and hold press conferences, to give effective radio and television interviews, and to personally lobby issues with legislators.

If you have any questions, please feel free to contact me at [REDACTED] or via email at [REDACTED]. Thank you for your review and consideration. I look forward to hearing from you soon.

Respectfully,

A handwritten signature in black ink that appears to read "Lathaniel Kirts".

Lathaniel Kirts

# LATHANIEL KIRTS

## EDUCATION

Virginia Union University • Master of Divinity (2014 - 15)

Regent University • Master of Arts in Government (2012 - 13)

Morehouse College • Bachelor of Arts in Political Science (2006 - 10) • Cum Laude

## EXECUTIVE PROFILE

As a community leader, public policy advocate and scholar, I plan to bring my passion for education to the City of Richmond. I plan to use my vast public policy and criminal justice experience to stop the "school-to-prison pipeline."

## EXPERIENCE

**Richmond Juvenile & Domestic Relations Court** (Richmond, VA) • Post Court Clerk (February 2016 - present)

- Prepare detailed court documents in accordance with established guidelines
- Assist judges (scheduling cases preparing correspondence, and filing court documents)
- Provide support and customer service for criminal justice agencies and the public
- **Highlights/Goal Alignment: Identifying strengths/weaknesses within each court system and assisting in augmenting challenging issues and standards; Goals 3 and 5** (see endnote for alignment with RSB goals)<sup>1</sup>

**Intercept Youth Services** (Richmond, VA) • 360 Transitional Specialist (December 2014- February 2016)

- Provided direct clinical services to children and adolescents with mental illnesses
- Maintained relationships with case managers, social workers, and guardians regarding client progress
- Contributed to the formulation and implementation of Individualized Action Plans (IAP)
- **Goal Alignment: Goals 1, 2, 5, and 6**

**Richmond Circuit Court** (Richmond, VA) • Deputy Clerk (September 2013 - January 2015)

- Spearheaded restoration of rights services for ex-offenders in the Commonwealth
- Updated and documented interest on court cost and fines for released offenders
- Informed attorney and administrators of proper filing procedures within the court system
- **Highlights/Goal Alignment: Identifying strengths/weaknesses within each court system and assisting in augmenting challenging issues and standards; Goals 3 and 5**

**Norfolk Public Library** (Norfolk, VA) • Library Assistant II (September 2012 - August 2013)

- Balanced and managed financial payments and fines of patrons.
- Opened and closed library for general operations while supervising subordinates and volunteers
- Assisted in facilitating special programs designed to enrich the proximate communities
- **Highlights/Goal Alignment: focused on childhood/adolescent literacy (urban community); Goals 1, 3, and 4**

**Norfolk Circuit Court** (Norfolk, VA) • Deputy Clerk (September 2010 - August 2012)

- Provided effective customer-service to citizens, judicial officers, attorneys and staff
- Provided clerical support in court to ensure court's instructions are executed with accuracy
- Created new Financial Management System accounts for defendants
- **Highlights/Goal Alignment: Identifying strengths/weaknesses within each court system and assisting in augmenting challenging issues and standards; Goals 3, 5**

**The Brisbane Institute** (Atlanta, GA) • Program Coordinator (August 2009 - May 2010)

- Managed and supervised interns working Georgia legislature, U.S. Census Bureau, and local organizations
- Assisted in drafting, writing, and editing correspondence on issues of legislators
- Attended and coordinated meetings with legislators, lobbyists, and prominent officials
- **Highlights/Goal Alignment: Program management (U.S. Census, voter protection, exit polling, phone data research); Goals 3, 5, and 6**

# LATHANIEL KIRTS

## EXPERIENCE – CIVIC, COMMUNITY & PUBLIC POLICY

**Delegate Delores McQuinn** (Richmond, VA) • Special Legislative Advocate/Assistant (January 2017 - present)

- Write speeches and correspondence for special engagements
- Assist with issue advocacy for legislation (Special Education and Preservation of History)
- **Goal Alignment: Goals 3, 5 and 6**

**New Generation Community Outreach Center** (Richmond, VA) • Community Leader (December 2013 - present)

- Assist families in the Northside - 3rd District in solving socioeconomic issues
- Provide homeless feedings and youth mentoring programs
- Currently developing an affordable and curriculum based childcare center and GED program
- **Goal Alignment: Goals 1, 2, 5 and 6**

**Chesapeake Community Criminal Justice Board** (Chesapeake, VA) • Board Member (January 2014 - present)

- Advise on the development /operation of pretrial services and community-based probation programs
- Assist community agencies in establishing and modifying programs and services for offenders
- Facilitate local involvement and flexibility in responding to the problem of crime in their communities
- **Highlights/Goal Alignment: Serving along bright minds while crafting ideas to better my local community through pragmatic criminal justice policies; Goals 2 and 5**

**Sorenson Institute for Political Leadership** (Charlottesville, VA) • Program Graduate (Summer 2013)

- Participated in selective, Virginia-focused, public policy leadership program
- Examined public policy challenges facing Virginia while formulating legislation
- **Highlights/Goal Alignment: Researched policy issues, became familiar with pertinent public policies, learned the essentials of political leadership (writing a powerful op-ed, pitching stories to the media, holding press conferences, giving effective radio and television interviews, and personally lobbying issues with legislators); budget management training for government institutions, drafting education legislation, and intensive study of public education reform within the Commonwealth of Virginia. Goals 5 and 6**

**Georgia Legislative Black Caucus** (Atlanta, GA) • Lead Program Coordinator (August 2008 – May 2010)

- Assisted in drafting, writing, and editing correspondence on issues of legislators
- Assisted legislative office staff with various task and assignments
- Prepared session and committee calendars for State Representative Ernest Williams
- **Highlights/Goal Alignment: Successful supervision of employees participating in the Georgia Legislative Black Caucus (GLBC); Goals 3, 5, and 6**

**American Cancer Society** (Atlanta, GA) • Government Relations Program Coordinator (August 2009 - April 2010)

- Tracked Assembly Committee meetings pertinent to ACS legislative policy issues
- Engaged advocates in an issue campaign while performing legislative searches using Capitol resources
- Organized seminar for prospective student lobbyist and public servants
- **Highlights/Goal Alignment: Successful advocating for legislative campaigns for the American Cancer Society (ACS); Goals 5 and 6**

**Office of Congressman Bobby Scott** (Washington, DC) • Legislative Intern (June 2009 – August 2009)

- Responded to 3rd Congressional district constituent inquiries by telephone, email, and in person.
- Attended pertinent meetings for education legislation with legislators, lobbyists, and prominent officials
- Provided legislative recommendations through research/memorandums for Congressman Robert C. Scott
- **Highlights/Goal Alignment: Assisted with Youth PROMISE Act (bipartisan bill focused on prevention of at-risk/urban youth participation in crime through provision jobs/resources); crafted memos after meetings with lobbyists on issues affecting the Commonwealth of VA; Goals 5 and 6**

### RSB Goals:

Goal 1: To Improve Academic Performance; Goal 2: To Maintain Safe and Secure Schools; Goal 3: To Maintain a Strong and Accountable Fiscal Environment; Goal 4: To Maintain Attractive and Clean Schools; Goal 5: To Enhance the Image of Richmond Public Schools and to Engage the Community; Goal 6: Increase Parent and Community Satisfaction

February 22, 2017

The School Board of the City of Richmond  
Attention: Ms. Angela Lewis, School Board Clerk  
301 North Ninth Street, 17th Floor  
Richmond, Virginia 23219

To the Board of Richmond Public Schools,

I am writing to express my interest in serving as interim Third District School Board representative to fill the current vacancy after the resignation of Jeffrey Bourne.

I am a champion of public education, a parent of [REDACTED] students in Richmond Public Schools and Vice President of the Parent Teacher Association at [REDACTED] School. My advocacy efforts stem from my own positive experiences attending public schools in both high-poverty and highly affluent neighborhoods. I am passionate about the value of school integration and have been active in local efforts to increase funding for city schools.

My professional experience has focused on marketing communications for healthcare systems nationwide. Like education, healthcare is a highly-regulated, data-driven industry facing unprecedented change. This is a critical time for public schools. New laws, tests and technology have not yet closed achievement gaps. As a healthcare marketer or candidate for the school board, I know there are no silver bullets.

What I do bring is an appreciation for the system's complexities and an eye on long term goals. As a parent and advocate, I've done my homework. I've read the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, poured through SOL data and submitted Freedom of Information Act requests to become informed. I thrive in the company of others who share my passion for education policy and would embrace the opportunity to collaborate with the board to change student equity in the city.

Thank you for your time and consideration. This is an exciting time for our city, and I look forward to your decision.

Sincerely,

*Kenya*

Kenya Gibson  
[REDACTED]





kenya  
gibson

## SUMMARY

Public education advocate and marketing leader adept at strategic planning and brand development.

## COMMUNITY

### School PTA, Vice President, 2015 - Present

#### Member, 2010 - Present

- Ongoing governance including development of PTA goals, organization structure and standing rules
- Organize school-wide programs with community groups, elected officials and RPS leadership
- Outreach to PTA groups throughout the city to build awareness of school advocacy opportunities
- Attend Virginia PTA State Conferences

### School Board Candidate Forum Moderator, 2016

Acted as moderator for event sponsored by A Philip Randolph Institute, Advocates for Equity in Schools, Alliance for a Progressive Virginia, Brown Virginia, Diversity Richmond, Latinos and Amigos, Mothers and Others of Va, Senior Center of Greater Richmond, Sierra Club- Fall of the James, Virginia Organizing, Virginia Sexual and Domestic Violence Action Alliance, Women-Matter.org and WRIR.

### First Unitarian Universalist Church, Member, 2009 - Present

- Volunteer efforts include religious education, membership committee and stewardship
- Attended Southern Universalist Unitarian Leadership Experience

## PROFESSIONAL

### HTK Marketing Communications, Senior Strategist, 2017 - Present

Guide strategy and account management for integrated marketing agency serving clients navigating a new healthcare landscape. Agency work includes rebranding initiatives, service line marketing, and physician promotion for hospital systems throughout the country.

### ByteJam, Marketing Strategy Director, 2014 - 2016

Led strategic planning, business development and account management for an established interactive studio. Clients included healthcare providers, consumer product companies, financial firms, creative agencies, and manufacturers.

- Translated client business goals into website user experience, content strategy and digital marketing plans
- Launch an inbound marketing practice within the studio, and oversee strategy for SEO optimization, social media, email marketing, CRM integration and ongoing analytics.

### Franklin Street Marketing, Director of Client Services, 2009 - 2014

Oversaw the account management department for national healthcare marketing agency.

- Guided agency/client relationships for all accounts with team of account managers from new client onboarding through day to day service delivery
- Designed research methodology and oversee business assessments pulling from financial metrics, market intelligence, service audits, and futurecasting.
- Steered and presented positioning, messaging strategy and tactical marketing plans for each account
- Established business partnerships with industry leaders to bring enhanced services to our clients
- Directed digital, traditional, and social media teams on campaign placement and ROI tracking through customer relationship management systems such as SalesForce.
- Mentored staff, maximize strengths, create educational opportunities, and establish team goals.
- Presented at the Virginia and Illinois Society of Healthcare Strategy Market Development conferences.

**PowerPact, Account Supervisor, 2007 - 2009**

Managed development of promotional advertising campaigns for consumer marketing services firm. Oversaw development of corporate and retail-specific programs for the Sony Electronics account across all product divisions including televisions, cameras, computers, and navigation.

- Served as agency point person for key Sony retail accounts including Circuit City, Costco, and Sam's Club.
- Partnered with Sony's corporate marketing, sales account, and product development and supply chain teams to ensure client satisfaction, on-time delivery, and brand consistency.
- Presented strategy, 2009 budget needs and an overview of retail best practices to the Sony team.
- Led innovative projects including the launch of Sony's first full frame DSLR camera.

**Circuit City Stores, Manager of Store Environments, 2006 - 2007**

Direct team of in-house designers along with consultant agencies to create promotional displays and category wide presentations for national consumer electronics retail chain. Partnered with major Circuit City vendors including Sony, Bose, and Verizon to develop in-store merchandising programs to best showcase new products while maintaining Circuit City branding. Key participant in strategic planning and design for the new Circuit City prototype completed in June 2007.

**MGA Entertainment, Manager/Director of Advertising and Merchandising, 2003 - 2006**

Managed retail marketing and advertising initiatives for children's consumer product company. Innovative product lines included Bratz, a popular fashion doll brand for girls and tweens. Responsible for the development of trade and consumer advertisement, channel-specific promotions, point-of-purchase signage and displays, and trade show exhibits.

- Created business-building product launches, promotions and advertising programs to increase sell-through velocities at all retail channels including mass, department stores, and specialty stores.
- Strategized with sales, supply chain and brand management to triple shelf space over three years in the toy aisle, grow category presence, and establish new retail outlets.
- Established partnerships with marketing and merchandising leaders at Walmart, Toys R Us and other retailers to develop and execute signage programs, product displays, circular promotions, and contests.
- Led event design and management for all trade show presentations including toy fair events, in-house showroom set up, the Licensing Show, Comic-Con, and account-specific expos.

**The Disney Store, Designer, Store Planning & Design, 2001 - 2003**

Develop a new Disney Store prototype to create a fun and modern shopping experience true to the history of the Disney brand.

- Collaborated with merchants, field staff, and other Disney Store teams to establish a benchmark for current store operations and identify opportunities for efficiencies and new ways to sell.
- Integrated new retail marketing strategies into graphic system, merchandising methods, fixture design, and overall store layout.

**Saks Fifth Avenue, Project Manager, Store Planning & Design, 1999 - 2001**

Oversaw the installation of luxury brand shops from design development through construction. Project scopes ranged from three walled "store within a store" to small vendor branded installations in all merchandise groups for domestic stores and Saks Fifth Avenue's first international venture in Riyadh Saudi Arabia.

**EDUCATION**

The College of William & Mary, Williamsburg, VA  
Bachelor of Arts, Double Concentration: Economics & Fine Art

Yale University, New Haven, CT  
Master of Architecture

February 13, 2017

Attention Ms. Angela Lewis  
School Board Members  
Richmond Public Schools  
301 North Ninth Street  
Richmond, VA 23219



Dear Board members:

My name is Joann Henry, and I am interested in filling the vacancy on the Richmond School Board. I believe that I can assist you in making our schools excellent so when our students leave our school system they will have the kind of education that will enable them to achieve in the community, in the workplace, in the military or in colleges and universities.

Plus when new companies and people move into the city of Richmond, they will want to send their children to RPS.

Richmond Public Schools has many resources to educate our students, but it needs leadership from a strong board that cares about our children and works together as a team to make things happen in the school system. When the new board took the oath to serve our children, I felt excited because it seems as if you too, care about RPS.

I am a 30 year veteran with Richmond Public Schools; I retired early and started a nonprofit adult high school to give dropouts a second chance at securing a high school diploma. The adults that attend are primarily parents of children in RPS.

My previous experience with RPS includes serving as an office administrator, grant writer and administrative assistant to executives, teaching business classes and heading a department, serving as Armstrong's CTE coordinator and Future Business Leaders of America Advisor and as an assistant principal.

As an assistant principal at Armstrong, I implemented the first remediation program to raise students SOL scores. I also put in place the after-school program called Twilight Academy to allow students who were grades behind to gain needed credits to get on right grade level. The program continues today.

Page 2

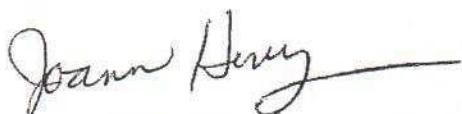
During my time as an office administrator, I also was involved in opening the first public military high school in the nation, Franklin Military. I mention these items to show that I have the knowledge and experience of RPS that would be beneficial to the board.

I understand the policy and procedures for Richmond Public Schools, budgets and the overall operation of the school system, and I have worked with administrators, teachers, parents and community residents whenever they have needed my assistance.

I am a graduate of Virginia State University; I also hold master's degree in Administration & Supervision and a doctoral degree from Nova Southern University in Education Leadership.

I am thanking you in advance if you would consider me to temporarily fill the vacancy in the 3<sup>rd</sup> District where I live until the election in November. I would be happy to answer any questions you might have or to respond to any concerns.

Sincerely,



Joann Henry, Ed.D.

*Joann Henry, Ed.D.*



**EXPERIENCE**

**DREAM ACADEMY ADULT NON PROFIT EDUCATION CENTER** *Richmond, VA*

**2012-Present**

*Director*

- *Responsible for planning, coordinating and supervising the day-to-day business operations of the school.*
- *Direct and shape the curriculum and teaching processes.*
- *Provide training in the use of educational materials and techniques.*
- *Advise educators on how to comply with local, state and national standards.*
- *Work with Dream Academy's board.*
- *Work with educational committees and advisory groups within the community to come up with the most appropriate curriculum to meet the needs of students.*

**ARMSTRONG HIGH SCHOOL**

*Richmond, VA*

**2004 – 2009**

*Assistant Principal*

- *Served as principal in the absence of the regular principal.*
- *Created Twilight Academy, a program for grades 9-12 that allows retained students to earn extra credits toward appropriate grade level or timely graduation.*
- *Created, implemented and managed an effective remediation program which led to the school accreditation.*
- *Collected, tracked and reported data on bi-weekly assessments of student achievement.*
- *Analyzed, interpreted and summarized student achievement data in preparation for Standards of Learning Tests.*
- *Managed student attendance program and oversaw foreign language, physical education, math and Career Technology Education departments.*
- *Established and maintained successful relationships with community partners and PTSAs.*
- *Assisted the principal in developing and maintaining an effective education program consistent with state and federal guidelines and the philosophy, policy and goals of the School Board and administration.*
- *Assisted the principal in the reporting and monitoring of student attendance and the maintenance of student discipline.*
- *Interpreted and enforced school district policies and regulations.*
- *Supervised, evaluated and motivated designated teachers and departments.*
- *Proposed and developed schedules for courses and extracurricular activities.*
- *Worked with department heads and faculty to compile annual budget requests.*
- *Maintained a variety of files and prepares special reports as required.*
- *Identified the special needs of students on a regular basis, seeking the assistance of the school district specialists as required.*

**Page 2**  
**Joann Henry's Resume**

- Explained and interpreted district-wide curriculum/instructional goals and objectives to teachers, parents, students, and the community and business partners/representatives.
- Assisted the principal in planning and implementation of a systematic method of administration of the instructional program through the use of observation, documentation, and follow-up conferences.
- Assisted teachers in evaluating methods and materials and developing effective lesson plans.

**VIRGINIA STATE UNIVERSITY**

**2008-2010**

**Adjunct Assistant Associate Professor – Administrative Systems Management**

- Taught Administrative Systems & Procedures – Undergraduate Course - online
- Taught Business Subjects – Administrative System Management – Graduate Course
- Taught Improving Instructional Business Subjects – CTST Graduate
- Taught Database Microsoft Office 7
- Taught Curriculum Development in Vocational and Technical Education

**ARMSTRONG HIGH SCHOOL**

**Richmond, VA**

**1999-2004**

**Department Chair for Career Technology Education**

- Planned, coordinated, and monitored all CTE programs to ensure that they met or exceeded School Board, state, and national requirements.
- Supervised and maintained computer equipment.
- Supervised effective training for instructional and certified staff and students.
- Maintained an inventory of computer equipment and software.
- Promoted the CTE program through posters, flyers, brochures, announcements, activities of counselors, open house participation, new student orientations, and parent meetings.
- Promoted effective CTE student organizations with teachers.
- Prepared class schedules and proposed curriculum changes.
- Observed and evaluated teachers, reviewed lessons and bi-weekly instructional assessments.
- Attended regularly scheduled Richmond Public Schools CTE department chair meetings and disseminated information to CTE teachers and administrators.
- Made sure that each CTE teacher was aware of the current instructional blueprint, curriculum and pacing guide.
- Attended scheduled school-based department chair meetings, and shared information in CTE department meetings.

**Career and Technology Education Teacher**

**1992-1999**

- Used a variety of methodologies, focusing on different approaches to learning, critical and reflective thinking for students.
- Exposed students to a number of different teaching styles, such as formal teaching instruction, whole class activities, individual and group projects, oral presentations and work-based learning activities using the latest technology and software.
- Prepared course outlines and developed curriculum.
- Spent additional time after regular class hours to attend meetings, student competition events, recruitment projects, workshops, staff development activities and CTE training.

Page 3

*Joann Henry's resume*

- Maintained high standards for self and students and presented instruction in an interesting, creative and encouraging manner.
- Taught more than one grade level and worked in a cooperative and collaborative manner with administrators, cluster leaders and work-based learning coordinator, teachers, parents, and students.
- Shared knowledge and resources with other team members, especially in technology.

**VIRGINIA STATE UNIVERSITY**

*Ettrick, VA*

**2002-2005**

*Part-time Adjunct Instructor, Vocational Education Department*

- Taught keyboarding and business management classes on the undergraduate level.
- Conducted after hour meeting with students.

**RICHMOND TECHNICAL CENTER INSTRUCTOR**

*Ettrick, VA*

**1994-2000**

*Part-time Night Instructor, Richmond Public Schools*

- Taught keyboarding and word processing to school administrators, teachers and staff.

**EDUCATION**

**NOVA SOUTHEASTERN UNIVERSITY, Ft. Lauderdale, FL**  
Ed.D. Education Leadership, June 2008

**VIRGINIA STATE UNIVERSITY, Ettrick, VA**  
M.Ed., Vocational Education, May 2001

**VIRGINIA STATE UNIVERSITY, Ettrick, VA**  
B.S., Vocational Education, May 1992

**CERTIFICATION & ENDORSEMENTS**

*Teacher Certificate and Administration & Supervision Endorsement-Pre-K-12 (June 2017)*

**PROFESSIONAL ORGANIZATIONS**

*National Association of Secondary Administrators, National Business Education Association, Richmond Alumnae Chapter Delta Sigma Theta Sorority, Pi Lambda Theta International Honor Society*

**AWARDS**

*Dominion Grant - \$4,000 for science program (2003-2004)*

*Armstrong High School Teacher of the Year (2001)*

*Cooperative Office Education Coordinator of the Year (COE) (2002)*

*Cooperative Office Education Coordinator of the Year (COE) (1998)*

*Who's who Among American Teachers (1994 and 1998)*

*Who's who Among American Teachers (2003-2004)*

*Allen & Allen Law Firm Community Service Award (2013-14)*

*Valentine Museum History Makers Award (2016-2017)*

Hilary C Scribner

Ms. Angela Lewis  
School Board Clerk  
301 North Ninth Street  
17th Floor  
Richmond, VA 23219

Dear Ms. Lewis,

My name is Hilary Scribner, I am a community member, small business owner, former classroom teacher, and parent, and I am applying for the open position on the Richmond City School Board.

My husband and I returned to Richmond in 2012 after having lived away from our shared hometown for years. We love the uniqueness of our city and the community we have found here since settling on the Northside. We are committed to raising our young children within the city limits and I view our commitment to public schools as part of that journey. As I prepare to send [REDACTED] to [REDACTED] next year, I am personally driven to work to improve Richmond's school, not only for my family, but for all of Richmond's families and children.

I am particularly passionate about encouraging other families to stay enrolled in public school from Kindergarten through high school graduation. It is far too common and dismaying that neighbors and community members are committed to public school for elementary yet move onto to private options for middle school and high school years. I see the negative impact this abandonment has on the school system and I want to work to change this trend, but in addition to changing parents' mind, I want to work to aggressively improve Richmond's schools.

Though I am now a small business owner in Richmond, my first love was teaching elementary school. I received my Masters of Education while teaching full-time in Los Angeles. I have taught first and second grades in both a private and public school setting. Through my experiences working for the Los Angeles Unified School District, I am attuned to the challenges facing city school districts and the value of providing students with various learning environments.

I know I am the right candidate for this opportunity. I bring the perspective of an experienced teacher with the objectivity of someone not currently in the classroom. As the owner of two small business, I am experienced making tough financial decisions with both immediate and long-term planning goals in mind. I want to bring my

perspective, experience, and commitment to Richmond to my service on the Richmond City School Board.

I look forward to the opportunity to interview in March.

Sincerely,

Hilary Scribner

# Hilary C Scribner

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## Education

Loyola Marymount University      Masters of Education      2007-2009

    Kappa Delta Phi Education Honors Society

Pennsylvania State University      B.A. Intl. Communications & Spanish      2000-2004

Universidad de Valencia      Study Abroad      2001-2002

OmPowered Birth, LLC      Owner      2012-Present

Provide birth education, information and support to expectant families. Develop and maintain relationships of trust through pregnancy, birth and the postpartum period. Exclusive contract to develop and teach comprehensive yoga program at a local studio, including prenatal classes, postpartum classes with babies, and couples birth preparation classes.

ScribNet, LLC      Partner      2006-Present

Strategic and logistical planning to grow the business and navigate long term planning goals. Oversaw the two-year transition in moving the business from Los Angeles, CA to Richmond, VA. Client development.

Goethe International Charter School (LAUSD)      2010-2012

Integrating an International Baccalaureate curriculum into an immersion setting in Kindergarten and First Grade classrooms. Worked closely with other team teachers, as students spent one week with English teacher and one week with immersion teacher. Collaborated with parents in the unique charter school environment and served on the committee to establish charter with LAUSD and the State of California.

Saint Mark's School      2006-2010

Served as lower elementary team leader. Consulted on new Language Arts and Math curriculum selection. Primary teacher in self-contained first and second grade classrooms. Integrated yoga curriculum into all classes, K-8.

School Board Clerk Ms. Angela Lewis,

I, Hassan Fountain Sr. am submitting my letter of interest for the Third District School Board. I strongly believe that with my passion and drive for the community, I will be a valuable aspect to the School Board.

My involvement in Richmond Public Schools started in 1982 as a student at E.S.H. Greene Elementary School, Swansboro Elementary and later Mosby Middle School in Richmond Virginia. As a teenager my family relocated to Halifax County Virginia where there, I graduated High School from Halifax County High School. As a current residence of the Third District in Richmond Virginia, I have a strong interest in our schools and educational system. I was fortunate to have a mother who is a school teacher for many years and this is why I understand the importance of education for all. I have a desire to serve and be a valued member of the school board in Richmond, Virginia.

The Third District School Board deserves an individual that can communicate, listen, and be accountable for the children in our schools and communities to build a future in education. I will work diligently to uphold all of the responsibilities of a School Board Member. My attributions are to work as a team, help build strategic plans, help implement more sources to improve our school systems.

I, Hassan Fountain Sr. is the founder of "Fountain For Youth". Fountain For Youth installs communities children libraries to help establish and push for literacy throughout Richmond, Virginia. Fountain For Youth has many supporters from residents within the community, local business, local and state leaders that contributes to help Fountain For Youth spread the on-going need for literacy. I would also like to bring my ideas and resources to help expand the educational growth in our schools in Richmond, Virginia.

Currently, I am involved with the "Communities In Schools" at J.E.B Stuart Elementary School. I strongly support the teachers and students by participating in programs, events and being a successful role model for the youth. Within the last year I have spoke to the youth at three high schools in the city to understand what are some of the issues that concerned the students within our communities. Through hearing these concerns it prompted me to run for City Council last year.

In closing, I am highly recommended by various residents and business owners in Richmond Virginia for my good work and dedication to our youth. I am capable of working towards decisions that support establishing goals and objectives for education. I know that to be a ultimate School Board Member our students and children must come first. I will not let our students or schools down if chosen for the Third District School Board.

Thank You for your time and consideration. I look forward to your decision about this exciting opportunity.

Sincerely,

Hassan J. Fountain Sr.

[REDACTED]

Hassan J. Fountain Sr



**Objectives:**

Ambitious community and youth leader seeking for an opportunity to serve as Third District School Broad Trustee. I will bring motivation and dedication to provided the highest level of hands-on educational balance.

**Employment:**

I currently employed at **Coca Cola Consolidated** as a **logistic lead operator**. I work as a team with manufacturing operators to ensure the best quality and productivity of product. Using technical devices and mechanical machines to provide inventory in a time manner. I have worked for the company of Coca Cola for five years.

I previously worked for **Rose's Adult Care Services** as a **Property Supervisor**. My primary responsibility was to up keep the maintenance of home. I also helped the nurses with daily duties for sustaining cleanliness, laundry and home securities.

**Skills:**

- Team based leadership
- Industrial experience
- Literacy focused
- Public relations
- Event coordinating

**Accomplishments:**

I am a strong supporter of literacy and **Founder of "Fountain For Youth"**. Fountain For Youth has opened two children libraries in Richmond with plans for three more. Our first library Gilpin Court had its Grand Opening on January 10<sup>th</sup> with our second to open on March 10<sup>th</sup> in Fairfield Court. I donate books to the children in our local elementary schools to ensure all students have and maintain a diverse skill set. I ran for City Council with a grass root campaign and became know as a Hands-On leader for the people in 2016.

**Education:**

Bryant and Stratton Community Collage

Business Management

8141 Hull Street Rd.

Richmond, Va 23235

Halifax County High School

1 High School Circle

South Boston, Va 24592

Clerk for the School Board

900 East Broad Street

Richmond, Va. 23220

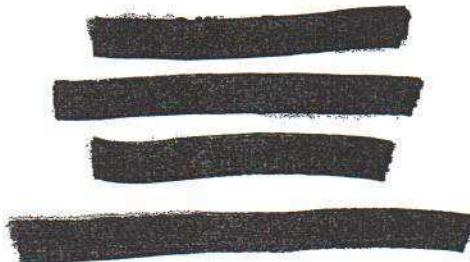
Greetings members of the School Board and Clerk of the School Board my name is David Lambert and I am sending this letter of interest for the appointment for the vacant 3rd district School Board seat. I am seeking this appointment to fulfill all duties until the special election is held. I have attached my resume for your evaluation. Thank you for your time.

Sincerely,

David Lambert



## David M. Lambert



### CAREER SUMMARY

Seeking the appointment for the interim 3rd District School Board seat

### AREAS OF EXPERTISE

- Business and marketing management
- Economic development
- Real estate management/investments
- Strong experience working with elected officials
- Event planning
- Project development and implementation
- Facility Management and business operations
- Youth development/tutoring/coaching 15 years
- Community Development director for Conexus Vision student vision screening programs for RPS
- Substitute teacher for RPS
- Vision Care expert
- Policy development

### PROFESSIONAL EXPERIENCE

#### Optical Director, American Eye Center/Optical Sensations

December 2016 - present

Office management, manage dispensing of patient eyewear, business development, product management and inventory control, ophthalmic medical device technician, patient relations and marketing manager.

#### Director of Business Development, Ziontown Properties/BCL Holdings

Richmond, Virginia.

January 2013 - Present.

Analyzes and makes strategic recommendations for potential investments; negotiates and executes lease agreements, oversees office space renovations. Project manager for 814 apartments (814 West Grace St.) and 904 North 1<sup>st</sup> street development

#### Title I Math & Reading Tutor, Richmond Public Schools,

Richmond, Virginia.

October 2005 to May 2016.

Tutored middle school students in math and reading, helping them prepare for Standard of Learning tests; coordinated with and assisted teachers with students; classroom management, small group coach, coordinated academic performance programs.

**Owner, Director of Business Development, and Facility Manager, Hyperlink Café LLC, Richmond, Virginia.**

**March 2004 to December 2012.**

Acquired and redeveloped commercial property, managed facility and business operations (Hyperlink Café), creating trainings, trained employees, coordinated community service programs and brand awareness campaigns.

**Marketing Manager, Virginia Economic Development Partnership, Richmond, Virginia.**

**January 2002 to March 2004**

Managed and coordinated marketing programs for commercial and industrial spaces; created marketing programs for corporate visits and site studies; coordinated with local, regional and state economic development groups to bring new businesses and assist existing businesses; worked closely with local & state economic development corporations on site studies.

**Deputy Campaign Manager, Victory 2001 Democratic Party Coordinated Campaign Richmond, Virginia.**

**February 2001 to February 2002**

Managed the Richmond and Petersburg offices; provided support to operations manager, campaign manager, and field operations team; facilitated effective Get Out the Vote Campaign and Election Day strategies.

**Territory Sales Manager, Philip Morris USA/Altria, Washington, D C.**

**November 1997 to January 2001**

Managed, coordinated \$4 million sales territory, handled customer relations, managed \$1 million marketing and promotions budget, supervised merchandising team.

**Territory Sales Manager, Associated Distributors, Richmond, Virginia.**

**July 1995 to October 1997**

Managed, developed sales territory, managed client relations, brand awareness programs, developed category management programs for clients. Coordinated and implemented merchandising programs for clients.

**Buyer/Medical Supply Sales, Owens Minor Incorporated, Atlanta, Georgia.**

**January 1992 to June 1995**

Managed sales operations, inventory management, facility /logistical management, coordinated hospital merchandising programs for Atlanta hospital emergency and operating rooms.

## **EDUCATION**

Associates Allied Health – Opticianry  
J. Sargeant Reynolds, Richmond, Va. May 2017

Bachelor of Business Administration in Marketing  
Howard University, Washington D.C. December 1992.

Fellowship in Political Leadership  
University of Virginia - Sorenson Institute for Political Leadership  
Charlottesville, Virginia. May 2004.

Benedictine High School, Richmond, Va. June 1987

February 27, 2017

Dear School Board members,

I am writing to express my interest in the school board seat in the third district. I have significant experience and a passion for public education that I believe will be an asset to Richmond Public Schools.

I have spent my career working for equality and justice in public schools and in low income communities. I led two non-profits in New York City where my responsibilities included budget management, program evaluation, fundraising and staff oversight.

At CFY, we partnered with the New York City Department of Education and the New York City Department of Information Technology and Telecommunication to win and implement a \$23 million-dollar stimulus grant to deliver services in nearly 100 Title I middle and high schools. Our focus was to increase access to technology and improve skills of parents and teachers to ensure that students were supported in their learning. Our program exceeded the goals of the federal grant and was one of the most successful in the federal Broadband Technology Opportunities Program.

LIFT provides support for families with young children to help them stabilize financially and otherwise. We knew that when parents and families had their basic needs met they would be better equipped to be the best parents possible including supporting kids' development and learning.

In a school district where 75% of families qualify for free/reduced lunch, the challenges are significant and vast. There is a deep need to ensure that each school has the resources to support kids academically but also has capacity to address the myriad of needs that kids living in poverty bring into the school building. Involving families and parents in the education of their children is vital. Community schools can and should be a beacon of strength, support and hope for the future.

As a member of the school board, I would strive to ensure that RPS has the resources necessary with the most appropriate allocations to support students' development and learning. I would seek out innovative solutions to complex problems from within RPS, looking to what other successful schools and districts are doing across VA and the country.

I would bring experience working across sectors and with multiple stakeholders to solve multifaceted challenges. I am also a parent of [REDACTED] who will be attending school in Richmond's 3<sup>rd</sup> District soon. I am collaborative and creative and most importantly, I have a deep belief that all children deserve a high-quality education that equips them to be healthy, happy successful adults.

Thank you for your consideration.

Sincerely,

Cindy Menz-Erb

A large rectangular area of the page has been completely blacked out with a redaction marker, obscuring a handwritten signature.

**EMPLOYMENT**

LIFT, New York, NY

JULY 2013-JUNE 2016

**EXECUTIVE DIRECTOR**

- Provided leadership for LIFT's New York City office which included strategic and program oversight, team management, budget management and fundraising.
- Fundraised between \$600,000- \$950,000 per fiscal year through foundation, corporate and individual gifts.
- Created and grew local board to 10 board members whose contributions provided about 30% toward annual budget.
- In partnership with the board, created a 3-year strategic plan that included a programmatic shift and new office space, both of which were accomplished prior to my departure.
- Secured new office space that fit the specifications laid out in our strategic plan and successfully relocated our office. This included securing an in-kind donation of \$90,000 of free rent and securing a 0% loan for office construction.

CFY, New York, NY

OCTOBER 2007-MAY 2013

**EXECUTIVE DIRECTOR**

MARCH 2011-MAY 2013

- Created and maintained strategic partnerships with government departments (Department of Information Technology and Telecommunications, Department of Education), local foundations, corporations and individuals to build financial sustainability for CFY's NYC operations.
- In partnership with CFY's National development team, raised over \$450,000 in fiscal year 2012 and over \$800,000 in fiscal year 2013 which included over \$100,000 from the NYC City Council (30% increase from the previous year), an increase from the Robin Hood Foundation, an increase from the Deutsche Bank America's Foundation and a new grant from the Carnegie Foundation.
- Built and maintained a local Board of Directors; recruited five new board members during fiscal year 2013.
- Lead strategic planning process with the support of McKinsey and Company and the Robin Hood Foundation resulting in a three year strategic plan for CFY-NYC.
- Oversaw major program innovation, adding instructional consulting model (funded by the Robin Hood Foundation) while increasing our research capacity to track results.
- Lead and inspired NYC team, which included 35 full-time and 90 part-time staff, to execute high quality programming and continually innovate; implemented a weekly staff professional development series, yearly staff training and retreat, and oversaw the creation of team values.
- Managed expenses of nine million dollar budget in partnership with CFY's National office to ensure spending was within approved budget and in accordance with federal spending timelines and guidelines.

**MANAGING DIRECTOR**

MARCH 2010-MARCH 2011

Provided consultation to CFY's National Team on two proposals for two large Department of Commerce grants which resulted in an award of over \$23 million for significant program expansion. As Managing Director, I was responsible for expanding New York City's operations and preparing for implementation over the course of six months, which included:

- Hired and trained an additional 40 full time staff and 80 part time staff from seven and 20 respectively.
- Scaled operations of CFY's program model from serving 2,000 families to 9,000 families annually, which included expansion of school and partner relations, operations and logistics, curriculum and training, volunteer management as well as program development, evaluation and improvement.
- In conjunction with New York City's Department of Education, selected 72 partner schools and ensured successful partnerships with school principals and staff.

#### DIRECTOR

SEPTEMBER 2007-MARCH 2010

- Oversaw all NYC programs, warehouse and technical operations to serve 2000 families per year.
- Initiated and oversaw staffing restructure to improve effectiveness, quality and impact of staff members and programming.

#### Center for Student Missions

*Brooklyn, NY*

#### CITY DIRECTOR, NEW YORK CITY SITE

2004-2007

- Researched and developed a new program site in New York as well as implemented a strategy for growth.
- Oversaw all aspects of programming for up to 120 student volunteers per week and management for New York site, including team management.
- Cultivated partnerships with over 20 non-profit organizations including after-school programs, soup kitchens, ESL centers, community gardening programs and donation distribution centers.
- Responsible for accounting and budgeting for site expenditures up to \$40,000 per month.

#### ASSOCIATE DIRECTOR/CITY DIRECTOR, CHICAGO SITE

1998-2003

- Promoted from Associate Director to City Director for the Chicago site in 2000.
- Responsibilities similar to NYC Director Position.

#### EDUCATION

##### MA COMMUNITY DEVELOPMENT

2002

*North Park University*

*Chicago, IL*

GPA 3.9

##### BA COMMUNICATIONS

1997

*Messiah College*

*Grantham, PA*

#### VOLUNTEER EXPERIENCE

- Mentor of a high school student through iMentor.
- Volunteered at God's Love We Deliver.
- Volunteered as an adult staff for the Youth to Youth International yearly conference.
- Served as board member of local women's homeless shelter in Chicago, IL.

#### OTHER SKILLS AND TRAINING:

- Coro Leadership New York 2011-2012
- Passionate advocate for justice issues especially in education, poverty, racism, sexism and gender equality.
- Proficient in MSOffice, Quicken, Salesforce and comfortable with networked databases.

#### REFERENCES AVAILABLE UPON REQUEST

# E

# Eric Spivack

Wednesday, February 15, 2017

I am writing you to submit my interest in the vacant 3rd District School Board position. Please find my resume attached.

In short, I'm in a position in my life where I'd like to give back to the community. I am interested in working on the school board to represent the community and strengthen RPS during this critical period of time.

A little about myself, I first moved to Richmond in 2005 (having left briefly from 2007-11) and settled in the Fan. During this second period I first interacted with Richmond Public Schools, enrolling my kids at [REDACTED] Elementary. During the first couple years, I didn't think much about RPS, being relatively satisfied with our experience. It wasn't until years later, when my [REDACTED] was in 5th grade and I was considering options for Middle School, that I developed a heightened awareness of how the school system was functioning. Specifically, the future of Binford was being considered, including an option for its closure. This was the first time that I felt that I needed to be involved with RPS to shape its future.

Since that time, we moved to the Northside, driven by our decision to buy a home. Our kids are now in [REDACTED] and [REDACTED] grades, and I've continued to stay engaged with shaping the future of RPS. The presidential election and its outcome inspired me to be more involved. I considered where I could have the most impact and decided to focus on the children of Richmond. We're at a pivotal time for RPS, with strong political capital from the mayor, alignment with City Council and a more cohesive school board. While the potential for success is high, this is the time to strike as a year from now we may not enjoy as much popular support, depending on how we proceed.

My profession has enabled me the luxury of having flexibility in my schedule to give back. I was exploring what the next chapter of my professional life would be and was excited to see a vacancy on the board. I believe that my background in marketing and personnel management, as well as my most recent entrepreneurial experience make me a unique fit for this position.

I look forward to meeting everyone during the public interviews next month and answering any questions you may have for me.

 @espivack  
eric.d.spivack  
@espivack

## Education

UNIVERSITY OF MINNESOTA  
B.S.B. in Marketing  
2000

AMERICAN BARISTA SCHOOL  
New Coffee Business Program  
2012

UNIVERSITY OF RICHMOND  
Culinary Arts Certificate  
2012

## Skills

Personnel Management  
Brand Strategy  
Data Analysis  
Sales Planning

Foreign Languages  
French (Native)  
Spanish

## Interests

Cooking  
Cycling  
Soccer  
Ice Hockey  
Tennis  
Travel

# E



 @espivack  
 eric.d.spivack  
 @espivack

## Education

UNIVERSITY OF MINNESOTA  
B.S.B. in Marketing  
2000

AMERICAN BARISTA SCHOOL  
New Coffee Business Program  
2012

UNIVERSITY OF RICHMOND  
Culinary Arts Certificate  
2012

## Skills

Personnel Management  
Brand Strategy  
Data Analysis  
Sales Planning

## Foreign Languages

French (Native)  
Spanish

## Interests

Cooking  
Cycling  
Soccer  
Ice Hockey  
Tennis  
Travel

# Eric Spivack

## Profile

Proficient marketer with experience both in a corporate environment and entrepreneurial setting. Balanced combination of people skills and quantitative decision making. Having launched and grown my passion project I am looking for the next chapter in my professional career.

\*\*\*\*\*

## Experience

ALCHEMY COFFEE LLC	Richmond, VA	2012 - Present
<b>Chief Coffee Peddler (Founder &amp; Sole Member)</b>		
Founder and Sole Member, responsible for brand strategy, staffing and daily operations.		
* Launched mobile trailer with unique format to generate awareness, sales and determine fixed location.		
* Opened brick & mortar location, expanding the brand's reach and breadth of offerings.		
* Created sufficient operational and staffing infrastructure to enable relative daily autonomy.		
ALTRIA	Various Cities	2000 - 2012
<b>National Manager - Sales Operations</b>		
Created, allocated and communicated Altria's field sales resources with the goal of servicing operating companies' tobacco brands in an efficient manner.		
<b>District Manager - Western Pennsylvania</b>		
Responsible for tobacco sales representing \$355mm in annual revenue. Developed and implemented plans to address business and organizational opportunities that efficiently delivered expected results.		
<b>Associate Brand Manager - Marlboro</b>		
Build stronger one-to-one relationships with adult smokers through introductory "Welcome" mailings and contest/sweepstakes programs.		
<b>Assistant Brand Manager - Marlboro</b>		
Build stronger relationships between Marlboro and adult smokers through the retail environment using product-based promotions, packaging, and collateral.		
<b>Region Analyst - Western Region</b>		
Support Regional Vice President and Section Directors through interpretation of consumer and marketplace information to help drive insights and inform decision making related to sales strategies and execution in the Western Sales Region.		

## Stephanie Walker



### Ms. Angela Lewis

School Board Clerk  
301 North Ninth Street  
Richmond, VA 23219

Dear Ms. Lewis and fellow Richmond School Members,

I have worked within the field of higher education for the last 8 years. I've worked individually with students in the capacity of tutor, writing coach, and mentor in addition to working with students collectively as an instructor and Coordinator of Tutoring Services. I've worked with students who find it easy to excel and those who do not. I've seen the educational system buoy students up, allowing them to achieve their greatest potential as they move to accept Fulbright Fellowships, medical school appointments, and graduate fellowship. I've also seen it fail students, passing them from one teacher to the next without ever really giving them the tools needed to succeed. The students that I have worked with have taught me many things: the importance of preparedness, improve, and a sense of humor to name a few. Most importantly, they've taught me to listen and to be humble.

My work within higher education, and specifically within the field of learning support, requires that I stay abreast of the latest conversations and developments within the field of education. In my current job, I have interacted first-hand with the push for greater incorporation of technology in the classroom, setting milestones for student learning, and developing curriculum and trainings aimed at improving the services being offered to students in VCU's learning support program. While these experiences may be in the postsecondary setting, my position has provided an important vantage point for understanding the role that education policy and practices in the K-12 setting have in preparing students to enter and succeed in college.

Bringing this perspective to the Richmond Public School's School Board will complement the esteemed skills and insight of the Board's current members. Working together to make data-informed but experience driven policy will help guide Richmond's education system forward. My goals for the Board would be to lend my postsecondary expertise to conversations with school administrators and teachers, who serve the students in our schools on a daily basis. During my time at VCU, I had the great fortune of being able to develop similar avenues for communication between tutors working with students and the staff formulating the curriculum, and through the feedback we received able to develop a semester-long training seminar on working with students who have English as a second language. I hope to use this prior experiences to formulate successful and productive communication strategies to develop a pipeline of knowledge from individuals on the front-lines of our education system (e.g., teachers and administrators) to the Board to provide ample information in our decision making.

Serving as a member of the Richmond Public School School Board would be an honor, in working alongside the current members, as well as collaborating and working together to benefit our students, teachers, administrators, and members of the Richmond community more broadly. Education is the best way to ensure active and engaged citizens for our future, and I hope to have the chance to join you in working to invest in Richmond's today and tomorrow.

Sincerely,  
Stephanie Walker

# Stephanie Walker

## Education

**Master of Arts**, English Literature  
*Virginia Commonwealth University: Richmond, VA*

*August 2012*

Graduate Teaching Fellowship  
Thesis: "Seeking Freedom Through Self Love in Toni Morrison's *A Mercy* and *Beloved*"

**Bachelor of Arts**, English  
*James Madison University: Harrisonburg, VA*

*May 2009*

## Learning Support

*Virginia Commonwealth University*

Fall 2013 -  
Present

**Coordinator of Tutoring Services**, The Campus Learning Center (CLC)  
Assists in maintaining, managing, and further developing campus-wide tutorial program available to Virginia Commonwealth University students. Program provides tutorial support in the form of individual appointment tutoring, small group tutoring, and drop-in tutoring for over 150 different courses.

- Develop and lead weekly training workshops for peer tutors that highlight learner-centered approaches encouraging active and independent learning
- Collaborate with fellow professional staff of the Campus Learning Center to develop and provide comprehensive learning support services to the university's cohort with particular focus on the first and second year student experience and retention
- Research and test educational technology tools, platforms, and applications that foster student and tutor learning and organizational skills
- Hire and manage staff of approximately 80-90 undergraduate tutors
- Research best practices in learning support, tutor training, learning innovation, and student development
- Evaluate and assess program effectiveness through regular observations
- Track and monitor program usage
- Oversee student tutor projects and resource development

Fall 2012 -  
Fall 2013

**Student Athlete Tutor Coordinator**, Student Athlete Support Services (SASS)  
Facilitated academic support for student athletes in a variety of subjects through hiring, training, maintaining, and evaluating undergraduate and graduate tutors to enhance and supplement student athlete learning.

- Created and implemented improvement plan to develop tutorial program and services offered
- Developed training program and materials compliant with the College Reading and Learning Association (CRLA) and NCAA standards
- Developed learning and instructional resources for both student and tutor use
- Collaborated with student athlete advisors in assessing tutorial and support needs of at-risk student athletes
- Hired and managed staff of approximately 30-40 graduate, undergraduate, and post-graduate tutors focusing in content area tutoring, writing, and study skills support
- Evaluated and assessed tutorial program effectiveness

- Developed and maintained weekly schedule of tutorial appointments
- Tracked and monitored usage and hours for tutorial program
- Taught and revised course curriculum for Peer Mentoring course (UNIV 291/391)
- Developed course proposal for University Undergraduate Curriculum Committee to establish Peer Mentoring course as a regular and set University College course offering
- Consulted research on successful reading and study strategies, student learning, and mentoring practices to create a mentor and mentee reading and study skills "playbook"

Fall 2009 – Fall 2012	<p><b>Student Athlete Tutor, Student Athlete Support Services (SASS)</b> Supported student athletes through content area tutoring, writing tutoring, and study skill support.</p> <ul style="list-style-type: none"> <li>Assigned to assist at-risk student-athletes with study and organizational skills necessary for collegiate success</li> <li>Assisted student athletes with the development of proper research, writing, and rhetorical skills for writing and speech intensive courses</li> <li>Provided specific content-area support in various subjects like History, Sociology, Anthropology, English lit, Composition, and Women and Gender Studies</li> </ul>
Fall 2010 – Spring 2012	<p><b>Writing Center Consultant, The Writing Center</b> Held positions as Lead Consultant (Fall 2011 – Spring 2012), Writing Center Workshop Leader, and Writing Center Representative for Student Athlete Support Services (Spring 2011 – Spring 2012).</p> <ul style="list-style-type: none"> <li>Assisted writers of all skill-levels in multiple disciplines during various stages of the writing process</li> <li>Guided students through the brain-storming stage, composition stage, and final editing stage of writing with the goal of helping them develop better organizational, rhetorical, and research skills</li> <li>Mentored incoming Writing Center consultants</li> <li>Led weekly consulting meetings that discussed good consulting practices, reviewed weekly reading material from the Writing Center handbook</li> <li>Developed instructional and promotional material for the Writing Center when appropriate</li> <li>Acted as a liaison between both the Writing Center and Student Athlete Support Services (SASS)</li> <li>Designed promotional materials that highlighted the differences between SASS tutoring and Writing Center consulting</li> <li>Updated Writing Center and SASS supervisors on utilization of Writing Center services by student athletes</li> <li>Worked specifically with student-athletes on various writing projects</li> </ul>
	<p><b>Writing Center Workshops</b></p> <ul style="list-style-type: none"> <li>“Marketing Yourself: How to Stand out in a Personal Statement” – Fall 2010 Three week fifty minute workshops on crafting and developing strong personal statements</li> <li>“Take Aim on Your Research Project: Developing Research That Bring Your Question Into the Crosshairs” – Spring 2011 Three week fifty minute workshops on developing effective and strong research questions</li> </ul>
<i>James Madison University</i>	
Fall 2007 – Spring 2009	<p><b>Student Athlete Tutor, Student Athlete Services</b> Tutored student athletes in content areas like English, Critical Thinking, Philosophy, Art History, and History.</p>
	<p><b>Student Athlete Mentor, Student Athlete Services</b> Supported at-risk student athletes by helping them develop organization, study, composition, time-management, test taking, and note-taking skills necessary for collegiate success</p>
Summer 2008	<p><b>Learning Specialist Assistant, Student Athlete Services</b> Worked alongside and assisted Student Athlete Services Learning Specialist. The Learning Specialist supervised the Student Athlete Student Tutor and Mentor programs and met individually with at-risk student athletes.</p>
	<ul style="list-style-type: none"> <li>Assisted Learning Specialist with day-to-day management of Tutor and Mentor Programs</li> <li>Developed handbooks for the student tutors and mentors</li> <li>Copy-edited handbook for the Athletic Department</li> <li>Developed data-sheets that gathered information to compare student athlete GPAs to hours of learning support services received</li> <li>Conducted research on learning programs available at other NCAA institutions, graduation success rates of student athletes at NCAA institutions and other institutions, and struggles faced by minority students and minority student athletes</li> </ul>

## Instructional Experience

*Virginia Commonwealth University*

Spring 2013    **Instructor**, University College, Department of Student Athlete Support Services

- Peer-Mentoring, (UNIV 291/391) – 1 section

Course Description: UNIV 291/391 is a peer mentoring course that pairs at-risk freshmen and sophomore student athletes with junior and senior student athletes in good academic standing. The central goal is to help provide a smooth transition to new members of the VCU student body, increasing odds of academic success and degree completion. The mentoring course is based off of a learning-centered model that encourages reciprocal and facilitative learning and development on the part of both mentors and mentees. Throughout the course mentors are provided with various instructional tools to help their mentees with time management, academic planning, goal setting, and study, reading, and test-taking strategies.

Fall 2011 –    **Adjunct Instructor**, University College, Department of Focused Inquiry

Fall 2012

- Inquiry and the Craft of Argument, (UNIV 200) – 5 sections

Course Description: UNIV 200 is a sophomore level inquiry-based research and writing intensive course. It asks students to select a single research topic in a chosen discipline as their point of inquiry for the semester. By the end of the course, students should be able to competently navigate subject-specific library databases; determine validity, biases, and usefulness of selected academic sources; write detailed and accurate summaries of sources; and successfully organize thoughts and research into a persuasive academic argument appropriate for their chosen field.

Fall 2010 –    **Graduate Teaching Assistant**, Department of English

Spring 2011

- Graduate Instructor for Inquiry and the Craft of Argument (UNIV 200), Department of Focused Inquiry – Spring 2011

Course Description: See above description.

- Teaching Assistant to Dr. David Latané for ENGL 321, British Literature in the Romantic Era, Department of English – Fall 2010

Course Description: ENGL 391 is an intermediate level undergraduate course that covers the literature and cultural phenomenon of Romanticism in late 18<sup>th</sup> and 19<sup>th</sup> century Britain. The course centered on close readings of poetry and two novels from the time period. Students were asked to complete three papers of medium length along with a midterm and final.

Fall 2009    **Teaching Assistant**, School of Arts, Sculpture Department

- Writing consultant and teaching assistant during Sculpture Senior Seminar (SCPT 491).

Course Description: SCPT 491 is a senior seminar course designed to equip senior undergraduate sculpture students with the tools for future success in their field. The course covered CV and portfolio development, guidelines on creating professional and appropriate artist's statements, and an overview of graduate admission opportunities along with other internship and career opportunities.

The teaching assistant sits in all course meetings; assists section of twenty students with developing competitive and creative artist's statements and personal statements; meets individually with each student multiple times throughout the semester to discuss statement progress and future aspirations; and helps students further develop prose and composition styles and skills.

## Internships and Fellowships

*Virginia Commonwealth University*

Fall 2010-    **Graduate Teaching Assistantship**, Department of English

Spring 2011

- Fellowship provided opportunities to work as a consultant in The Writing Center, a graduate teaching assistant to an English Department faculty member, and an opportunity to teach a section of UNIV 200 independently.

*James Madison University*

Fall 2009    **Internship with Dr. Mark Rankin, Professor of English Literature**, English Department

- Internship provided the opportunity to learn more about the Academic Publishing process. Read through chapters and provided feedback and editing suggestions for the collection *Henry VIII and his Afterlives: Literature, Politics, and Art* (Cambridge University Press, December 2009).

## Academic Service

*Virginia Commonwealth University*

Fall 2016 - **Undergraduate Academic Advising Board**

Present • Equity and Inclusiveness Committee

Committee focused on promoting equity and inclusion initiatives within university academic advising.

Fall 2016 - **Division of Strategic Enrollment Management**

Present • #SEMserve

Committee designed toward organizing service opportunities for faculty and staff working within the Division of Strategic Enrollment Management.

Spring 2015 - **National Scholarship Office**

Present • Fulbright Scholarship panel

Panels review scholarship applications for applicants and provide feedback about their application, essays, and areas of interest and study.

• Critical Language Scholarship panel

Panels review scholarship applications for applicants and provide feedback about their application, essays, and areas of interest and study.

Fall 2011 – **Department of Focused Inquiry**

Fall 2012 • Focused Inquiry Assessment Committee

Committee discussed and improved assessment practices and rubrics for both the introductory freshman writing composition courses (UNIV 111 & 112) and sophomore composition course (UNIV 200).

Fall 2010- **Department of English**

Spring 2011 • Graduate Student Representative

Graduate student representatives sit in on monthly faculty meetings and are an acting liaison between graduate students and the faculty of the Department of English.

## Professional Development

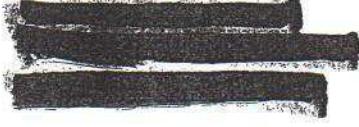
*Virginia Commonwealth University*

- **Institute on Inclusive Teaching**, May 2016

## Professional Affiliations

- **American Association of University Women**, Spring 2009 – present
- **Sigma Tau Delta**, International English Honors Fraternity
- **CRLA**, College Reading and Learning Association, Fall 2012 – Fall 2013
- **NCLCA**, National College Learning Center Association, Spring 2013 – Spring 2014
- **N4A**, National Association for Athletic Advisors, Spring 2013 – Fall 2013

February 27<sup>th</sup>, 2017  
Laurie Douglas Frye



To Whom it May Concern:

It is with great interest that I apply for the Interim Third District School Board post with Richmond City Schools. I am currently the technology facilitator at Trinity Episcopal School in Richmond, Virginia and have been a resident of the third district since I moved to Richmond in August of 2014. I believe that I have a strong background in education and that my previous experience as a classroom teacher, technology facilitator, data specialist, director of testing, and as a technology administrator will prove to be an asset for this position.

I am excited about the opportunity to serve my community as a member of the school board and I care deeply about public education as a citizen and as a future parent. I fully believe in the possibilities of the Richmond City school system and am willing to be an effective communicator, strong leader, and a good listener so that I can work with other board members to create a shared vision for the future. I understand that serving on a school board provides a unique opportunity for me to make a real difference in my community- not only for the students from the third district that are now in school but also for the many other students who will follow in their footsteps in the future.

One of the things that attracts me the most to serving on the school board is the ability to make a real difference in my community. I am a strong consensus-builder and am comfortable reaching out and strengthening the dialogue with my surrounding community. I am capable of working towards decisions that support established goals and objectives and am willing to be supportive of board colleagues, community leaders, and city staff members to sustain the school division's progress through continuous improvement.

I believe that my background in teaching and education allows me to have a unique perspective on the role the school board plays in reviewing educational programs, providing for proper staffing, adopting textbooks and courses of study, developing and adopting budgets, setting standards, and adopting and enforcing rules, policies, and regulations regarding everything from school activities and publications to student achievement and school facilities. I understand that children are our ultimate focus and will work hard to balance the needs of many constituencies while fulfilling my responsibilities to provide a high-quality education to all children.

I look forward to talking with you more about my qualifications for and interest in this position.

Thank you,  
Laurie Douglas Frye

## Laurie Douglas Frye

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### Work Experience:

#### **Technology Facilitator · Trinity Episcopal School · Richmond, V.A. · August 2014 to present**

Spearheaded the research and implementation of a one-to-one MacBook laptop program, assist teachers with locating new technologies and creating engaging and innovative lessons with technology, provide ongoing classroom support through modeling lessons and providing technology training and coaching, created technology resource website for teachers and students, facilitate technology-related professional development, recommend and purchase hardware, software, and related resources, implemented bi-monthly technology professional training for teachers, Cinematography Instructor, IB ITGS Instructor, Robotics Coach, head Technology Leaders Committee, 1:1 MacBook Training Group Leader

#### **Media Specialist · Middlesex Elementary School · Locust Hill, V.A. · August 2013 to August 2014**

Developed library, media, and technology curriculum and scope and sequence for and instructed K-5 students in online and library-based research and media studies, word processing, presentation software, graphic design, photography, videography, and SMART systems. Maintained 20,000+ resource media center and created new system for cataloging all inventory.

Created and taught professional development lessons on SMARTboards, SMART Notebook, SMART Exchange, SMART Response, Accelerated Reader, and iPads. Assisted teachers with technology usage and on-demand support as needed.

#### **Adjunct Instructor · Rappahannock Community College · Glens, V.A. · October 2013 to present**

Created and taught technology lessons on social media, Microsoft Excel, Microsoft PowerPoint, and iPads for RCC's Workforce and Community Development program. Created customized training and taught individuals hands-on-skills for immediate application in the workplace for RCC and Canon, Inc..

#### **Data Specialist, Director of Testing, and Instructional Technologist · Middlesex County Schools ·**

**Saluda, V.A. · July 2012 to August 2013**

*Data Specialist*- Ensured all data and records for the school division were accurately and consistently maintained; troubleshoot and obtained resolutions for student data systems software and hardware issues; researched, created, inputted, formatted, organized, and edited relevant data as needed or requested into a usable format and pulled data for state and federal reporting; maintained access to data systems software for all users; and assisted with report cards and scheduling.

*Director of Testing*-Served as the testing coordinator for the district and facilitated the administration of testing including the acquisition of testing materials and coordination with school sites regarding preparation in the testing procedures; inputted, filed, and accurately tracked testing data, ensured all student information was entered and accurately recorded for each test; ordered, received, inspected, inventoried, and distributed test materials to site test coordinators according to established schedules and regulations, prepared testing training materials and delivered training to site testing coordinators; maintained security over testing materials; and implemented and provided training on new NWEA MAP testing.

*Instructional Technologist*-provided resources to teachers in curriculum and instruction related to instructional technology; provide ongoing classroom support such as modeling lessons, coaching, conferencing, and training teachers; disseminated information regarding technology resources, emerging technologies, best-practices, and professional development opportunities; assessed levels of teacher and student technology use and skills and assisted teachers in TSIP portfolios and certification; facilitated technology-related professional development; assisted with the planning and implementation of a one-to-one iPad pilot at the elementary school, and delivered content, support, and training to students and teachers; and recommended hardware, software, and related resources to administrators

**Technology Ed. Teacher · Middlesex Elementary School · Locust Hill, V.A. · Aug. 2011 to June 2012**

Developed media and technology curriculum and scope and sequence for and instructed K-5 students in online and library-based research and media studies, word processing, presentation software, graphic design, photography, and videography..

Created and taught professional development lessons on SMARTboards, SMART Notebook, SMART Exchange, SMART Response, Prezis, PhotoStory 3 and digital storytelling, Windows MovieMaker, Microsoft Office 2007, Gmail, digital cameras, Flip cameras, document cameras, iPads, Google Docs, and other Web 2.0 tools. Assisted teachers with technology usage and on-demand support.

Instituted "Tech Tuesdays" for weekly technology professional development for faculty and staff division-wide for recertification credit. Taught weekly SMART class for faculty and staff for recertification and college credit. Division-wide elective department chair, member of the Fine Arts Festival committee, and sponsor of Great Computer Challenge teams. Researched 1-to-1 initiative for adoption division-wide.

**Director of Technology and Technology Education Teacher · Cayman International School · Grand Cayman Island · August 2009 to July 2011**

Developed media and technology curriculum and scope and sequence for and instructed K-12 students in keyboarding, word processing, spreadsheets, databases, presentation software, graphic design, animation, digital photography, videography, broadcasting, web development, media studies, advertising, marketing, public relations, technical design, and aeronautics.

Created and taught professional development lessons on SMARTboards, Notebook, Response, and Exchange, Prezis, Audacity, PhotoStory 3, Adobe Creative Suite, MovieMaker, MS Office, Edline, Atlas Rubicon, digital, Flip, and document cameras, laptops, and Web 2.0 tools. Assisted teachers with technology usage and on-demand support and created and implemented cross-curricular worksheets. Chair of the Media and Tech and member of Action Plan and Talent Show committees.

Wrote and secured three different grants for the purchase of Flip and digital still cameras, document cameras, laptop carts, broadcasting equipment, netbooks, United Streaming, SMARTboards, and SMART Tables. Coordinated the funding and purchasing to ensure that there was a SMARTboard in every K-12 teacher's classroom. Researched and implemented a one-to-one pilot laptop program. Assisted in the design and development of CIS's website. Set up a production studio and began a daily morning broadcasting class.

Assisted in the operation and maintenance of five servers running operating systems from Microsoft Server 2003-2008. Managed and maintained Active Directory and file sharing and print servers, managed mailboxes and hub transport service for Microsoft Exchange 2007, set up and maintained shared network resources and Destiny server, planned and oversaw the implementation of VM Ware virtualization of all of the servers and upgrade to two lines of internet service (fiber optics), implemented new gigabyte switches, and implemented new wireless network at the school. Set up VPNs for administration.

**Research Assistant · My Teaching Partner- Math/Science at the Center for Advanced Study of Teaching and Learning (CASTL) · Charlottesville, VA · December 2008 to July 2009**

Developed and revised curricular and teaching supports and CLASS coded videos for My Teaching Partner-Math/Science, a program that emphasizes Pre-K math and science thinking and language development and provides support for teaching practices with evidence-based strategies. Observed and assessed the quality of interactions between teachers and students in Pre-K classrooms and made recommendations to assess and improve classroom quality.

**Research Assistant · National Social Norms Institute · Charlottesville, VA · Aug. 2007 to July 2009**

Conducted analysis and research on social norms, wrote literature reviews, compiled research studies into a database, created promotional materials, and assisted in updating and editing content on the Institute's website. Co-authored journal-accepted paper on social norms and alcohol abuse.

**Technology Education Teacher · Shelburne Middle School · Staunton, VA · Aug. 2004 to Aug. 2007**

Developed curriculum for and instructed students in Computer Concepts (keyboarding, word



**Training and Certifications:**

\*CLASS (Classroom Assessment Scoring System) Reliability Trained · 2009  
\*IRB Certification, University of Virginia, Social and Behavioral Sciences · 2008  
\*National Teacher Training Institute (NTTI) Trained \*National Educational Technology Standards (NETS\*T) Trained and certified \*Virginia Society for Technology in Education (VSTE) member

**Publications:**

Keller, A., Frye, L., Bauerle, J., and Turner, J. (2009). Legal Ages for Purchase and Consumption of Alcohol and Heavy Drinking Among College Students in Canada, Europe, and the United States. *Substance Abuse*.

**Accepted Conference Proceedings:**

Frye, Laurie. (2011). *Tired of Static Bullet Point Presentations? Present with Prezis!* Presentation, Cutting Edge Technologies. Virginia Society for Technology in Education (VSTE) State Technology Conference. Roanoke, VA

Frye, Laurie. (2009). *A Video Camera to 'Flip' Over.* Presentation, Cutting Edge Technologies. Virginia Society for Technology in Education (VSTE) State Technology Conference. Virginia Beach, VA

Frye, Laurie and Dunkel, Steven. (2009). *Clickers in the Classroom.* Presentation, 21<sup>st</sup> Century Teaching and Learning. Virginia Society for Technology in Education (VSTE) State Technology Conference. Virginia Beach, VA

**Angela D. Simmons-Cason, CAM, HCCP, AHM**  
Property Operations and Community Development Professional  
[REDACTED]

Re: **Interim RPS School Board Representative – Third District**

Attn: School Board Members

Please find attached my summary of qualifications for your review and consideration, as I am interested in serving the community by filling the seat of Jeff Bourne in the interim.

My name is Angela Cason. I am a Property Operations and Community Development Professional. Serving the capacity of Assistant Vice President, I am intricately involved in the successful operations of low income housing communities and family self-sufficiency programs. I am a Licensed Realtor in the Commonwealth of Virginia, *Certified Apartment Manager (CAM), Housing Credit Certified Professional (HCCP), National Apartment Association Educational Instructor (NAAEI-CAI), and Assisted Housing Manager (AHM)*, I have gained a vast wealth of knowledge in the property management industry. Marketing and Retention are intricate parts of this field and I am proud of my ability to identify the diversity necessary in various housing programs. It is my passion and purpose to lead and encourage housing participants to self-sufficiency programs to assist them in their efforts to be more independent, if that is their desire. Community Development is yet another intricate part of successful, viable housing programs. Relocation is a sensitive and difficult change for many of our customers and I understand the necessity to make this transition as smooth as possible, while following UCRA - HUD guidelines.

I am proud of my successful track record of high occupancy standards and controlled expenses and collections. I am responsible for the creation and management of multiple budgets for properties exceeding \$50 million. New construction, rehabilitation and property transitions are areas I am very comfortable. Turn-around of troubled properties and stabilizing operations are among my strengths. I feel my extensive background in Property Management will serve as an asset to growth and development of your organization.

My minimum *base-salary history* has been between \$85k and \$114k coupled with comparable benefits and bonus structure. It is my duty and pleasure to serve our community. As a graduate of RPS – John Marshall High School, I would consider it an honor to offer my skillsets to the growth and development of this District. My energetic personality, yet analytical abilities assert my confidence to recommend myself for your consideration. Thank you for your time. I look forward to speaking with you soon.

Sincerely,  
**Angela Simmons-Cason, CAM, HCCP, AHM**  
[REDACTED]

Angela D. Simmons-Cason, CAM, HCCP, AHM, CAI

**Objective:** To sustain the integrity of housing initiatives, build viable, sustainable neighborhoods, offer quality housing, exceptional service, and positive opportunities for enhanced life experiences.

**DESIGNATIONS:** Certified Apartment Manager (CAM), 1997  
Accredited Housing Manager (AHM), 2002  
Housing Credit Certified Professional (HCCP), 2002  
Licensed Realtor, Agent, Long and Foster – inactive  
Certified Advanced Instructor, NAAEI (2009)  
Rent Calculation Specialist, HCV/LIPH (2010)  
Notary Public to the Commonwealth of Virginia  
VHDA Certified Housing Trainer  
Virginia Commonwealth Certified SWaM/MBE Owner  
CVAA Trainer -- *Laws of Federal & State Fair Housing*  
*Virginia Residential Landlord/Tenant Laws*  
*Diverse/Target Marketing Strategies*  
*Tax Credit Compliance Regulations*  
*Budget Control / Preparations*  
Former Board of Directors, North Richmond YMCA  
Former Board of Directors, Elder Homes  
Heart of Virginia-Boy Scout Council, Scout-reach Coordinator

**EDUCATION:** J. Sargeant Reynolds Community College, Administration of Justice  
Mary Baldwin College – Education and Human Resources  
Academy of Health Sciences, San Antonio, Texas US-ARMY– Patient Administration Specialist  
NAA, TheoPro, NanMcKay & Quadel:-CAM, HCCP, AHM, NAAEI

**AFFILIATIONS:** Member of Phi Theta Kappa  
Member of the Central VA Apartment Management Assoc  
Member of Richmond Association of Realtors  
Affiliated with National Education of Apartment Management  
Member of Greater Richmond Chamber of Commerce  
Member of Northern Virginia PMA, CAI and NAA

**SKILLS:** Rent Roll / One-Site, In-Site Tax Credits, HUD-Mgr, Jenark, Yardi, EIV

**WORK EXPERIENCE:**

2012 - Current : **Edgewood Management**  
**Assistant Vice President – Property Operations**

Property Operations and Community development partnerships.  
Provide Quality services, Education and Training Opportunities  
Maintain budget and Compliance Requirements

2010-2012 **Richmond Redevelopment and Housing**  
**Assistant Vice President- Prop Management**

Property management and operations, to include Development, Central Maintenance, Vacancy Team, Call Center, Contractors and Vendors, Contract Specialist and Admin for approx 3896 multi-family, single-family, and senior apartment homes. Upon hire of Director of Maintenance I provided guidance and orientation and oversight of management.

- Provide quality services through resident service collaboration to promote family programs; Stay abreast of modernization/revitalization projects to improve neighborhoods and offer housing interior upgrades and exterior improvements;
- Monitor Competitive Grant and Operating Budget; monitor 5 year Capital budget. Ensure 5-year plan has been identified, allocated, obligated and committed in accordance with company regulations; Provide explanations for monthly variance/financial reporting, KPIs, and Board/Executive Office requests.
- Strive to meet and/or exceed expected performance guidelines; ensure reporting data is accurate to maximize revenue; Ensure indicators are realized by team to meet management goals in the areas of Physical Appearance, Financial Accountability, Management Operations (occupancy, rent collections, work order completion, vacancy turnover, compliance audits) and Operating funds.
- Conduct training and on-site inspections to maximize property potential. Execute best practices relating to bed-bug protocol, leadership development, business training, and marketing/customer relations.
- Stay abreast of modernization and relocation process for affected AMPs.

2007- 2009

**Wedgewood Management, LLC**  
**Director of Property Management**

Manage operations of approx 1500 units of market rate, tax credit multi-family, senior, and scattered site communities.

- Implemented marketing strategies to ensure profitability, compliance, and maintain high occupancy and positive positioning within community.
- Established housing policies and procedures; Created applicable housing lease and addenda to ensure compliance; Budget Formulation; Financial Reporting
- Established Standard Operations Procedures for community and office staff. Coordinated modernization and relocation process.
- Establish mutual marketing strategy to maintain stable occupancy and increase waiting list; Property/Unit inspections; Meetings with county supervisors; Coordinate Property Improvements; Successful Audits and Inspections;
- Create partnerships and develop programming to encourage Community Development and Resident Retention

2005- 2007

**Arlington Housing Corporation LLC**  
**Regional Portfolio Property Manager**

Responsible for portfolio consisting of approx 1100 units of mixed-use multi-family, and 62+older aged-restricted 100% tax credit properties, and two commercial sites; Involved in major multi-million dollar historical tax credit renovation with Arlington County;

- Oversight of all operations pertinent to successful property management, compliance, relocation, construction scheduling, and financial accountability.
- Implemented marketing plans for lease-up;
- Assisted with Coordinating construction schedules with developers;
- Attended regular meetings with county members, neighborhood associations and advocates; Safe Neighborhoods Initiative- zero tolerance
- Weekly marketing reports; Monthly Variance reports; TAF for long-term residents. Conduct file compliance audits;
- Ensure relocation guidelines are adhered. Improve occupancy of troubled sites; Oversee relocation of residents to ensure timely revitalization/rehab projects.
- Ensure file compliance by training staff and auditing files. Conduct property assessments to prepare for inspections; Aggressive rent collections and revenue building strategies.
- Staff development and training; Customer focus and community involvement.

2001 – 2005

Hercules Real Estate Services  
**Regional Property Manager**

Responsible for Maryland, Northern Virginia, Tidewater and Central Virginia properties consisting of approximately 1800 units of Conventional and Affordable properties within the portfolio.

- Responsible for the on-going compliance of residential records;
- Preparation and Implementation of Budgets and tracking targeted performance;
- Training and development of staff;
- Maintain strong market positioning through pricing and appearance of conventional sites;
- Ensure proper knowledge of compliance guidelines; Identify target marketing demographics; Determine Market positioning through City Planning Office; Establish mutual marketing strategy to maintain high-stable occupancy and increase waiting list;
- Property/Unit inspections; Conduct Investor Meetings and Inspections; Successful Audits and Inspections;
- Create partnerships and develop programming to encourage Community Development and Resident Retention; Protect the Owners' interest and Assets.

1998-2001

Boston Financial Real Estate Services  
**Senior Property Manager**

Responsible for approximately 700 units located in Charlottesville, Central and Northern Virginia regions, to include conventional (new construction and lease-up), tax credit and SRO transient housing;

- Community marketing relationships, VIP programs, Employer incentives;
- Maintain file organization & compliance;
- Process certifications; Approve & Audit Files; Conduct Property Inspections, Contract Negotiations;
- Budget Preparation, Financial Reporting, Property Projections and Performance Standards, Office Administration and collections; Court Filing and Representation;
- Aggressive Marketing Strategies to increase occupancy results

1994-1998

Allen & Rocks, Inc.  
**Property Manager**

Overall property management of a 200 unit total conventional property.

- Contract negotiations; Unit inspections and upgrades;
- Market Analysis and Comparatives; Create, implement, and measure marketing plans; Active resident retention program, to include monthly newsletter and monthly activities for residents of all ages;
- Maintained Budget adherence by controlling expenses and constantly finding ways to increase revenue.
- Coordinated renovations projects with contractors; Established rapport with area businesses and designed a mutual marketing program.
- Conducted marketing training for troubled properties, using our site as "model" for successful leasing operations.

1992 - 1994

Interstate General Company  
**Resident Relations Representative**

Responsible for the compliance aspect of 496 total Project-Based Section 8 units.

- Consult/advise residents on rules and regulations of Lease Agreement;
- Conduct unit inspections in accordance with HUD guidelines;
- Social service consultations to address social issues compromising the terms of the lease; Home visits prior to move-ins and screenings;
- Assist with application processing and initial certifications; Schedule re-certifications for annual recerts. Conduct informal hearings resulting from Non-compliance Notices; Court appearances for Owner representation

February 27, 2017

School Board  
Richmond Public Schools  
301 North Ninth Street  
Richmond, VA 23219

Dear School Board Member:

I am requesting consideration for the role of provisional School Board Member for the Third District in Richmond City. Please find enclosed my curriculum vitae. Currently, I am a Ph.D. student in the School of Education's Curriculum, Culture, and Change Program at Virginia Commonwealth University (VCU) and a graduate research assistant who supports a STEM teacher retention program at VCU.

Before starting my doctoral studies in the fall of 2016, I was a teacher of English for Speakers of Other Languages (also known as ESOL) in Arlington Public Schools (APS), where I helped develop a program that serves English learners with disabilities. My expertise as an educator not only encompasses the field of language acquisition—I am also trained and experienced in the areas of special education and Spanish. With over eleven years of teaching experience, I have published on reading strategies to improve reading outcomes and have written division-wide materials and curriculum for APS and DC Public Schools.

My goal is to advocate for underrepresented and marginalized student groups and empower our teachers as education professionals. As an experienced researcher, I have the knowledge base of evidence-based practice to help inform community and public policy on issues that are timely and important for the people of Richmond. My background, work experience, bilingualism, and education have provided me with valuable tools to work with a diverse student and community body, and bring both a global and a local perspective.

Ultimately, my professional and personal drive revolves around finding opportunities to develop equity and agency for students and teachers. I bring a wealth of experience from my involvement with immigrant community groups across Virginia and hope to contribute to efforts with underserved populations here as part of the Richmond School Board. As new homeowners in Bellevue, my fiancée (also a Ph.D. student and faculty member at VCU) and I look forward to forging relationships with community groups and members.

You will find my contact information below and on my curriculum vitae. Please feel free to contact me, and I look forward to meeting you in person.

Respectfully,

Melissa Cuba

A horizontal black redaction mark, likely representing a handwritten signature.

Curriculum Vitae

**Melissa Cuba**

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**Education**

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<b>Doctor of Philosophy (Ph.D.), Virginia Commonwealth Univ.</b> School of Education, Curriculum, Culture, and Change Program	<b>Richmond, VA, 2016- Present</b>
<b>Master's Degree in Education (M.Ed.), George Mason University</b> Curriculum and Instruction English as a Second Language PK-12, Licensure in Spanish	<b>Fairfax, VA, 2012</b>
<b>Bachelor of Arts (B.A.), Catholic University of America</b> World Politics, Minors in Philosophy and Spanish Literature	<b>Washington, D.C., 2002</b>

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**Professional Experience**

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<b>Virginia Commonwealth University</b> <i>Graduate Research Assistant, Noyce Initiative</i>	<b>Richmond, VA, 2016- Present</b>
<ul style="list-style-type: none"><li>Coordinate an induction program for beginning STEM teachers in local high-needs schools by facilitating monthly meetings, maintaining a book and supplies loan system, and providing ongoing program support</li><li>Conduct quarterly research interviews with pre-service STEM teachers using protocols, transcribe the interviews, and analyze the data</li><li>Disseminate quarterly surveys to pre-service teachers using REDCap and support ongoing program evaluation efforts</li><li>Promote the Noyce Scholarship by organizing events and creating publicity materials</li><li>Maintain program records and compile annual report data</li><li>Support principal investigators with literature collection and grant writing</li></ul>	

<b>Arlington Public Schools</b> <i>High Intensity Language Training (HILT) Resource Teacher, Washington-Lee High School</i>	<b>Arlington, VA, 2011- 2016</b>
<ul style="list-style-type: none"><li>Supported, collaborated, and co-taught with content and special education teachers, planning curriculum and creating lesson plans that include SIOP and other research-based strategies</li><li>Differentiated and scaffolded content-specific materials and assessments for English learners with disabilities</li><li>Advised content teachers, special education monitors, and specialists in designing comprehensive IEP language goals and accommodations</li><li>Ensured language accommodations are provided with fidelity in the classroom by general and special education teachers</li><li>Coordinated and administered the WIDA ACCESS to dually identified students with testing accommodations</li><li>Developed curricula and wrote grant proposals to create visual aids and other instructional tools</li></ul>	

**DC Public Schools**

*World Languages and Cultures Teacher, Anacostia High School*

**Washington, D.C., 2011- 2012**

- Designed a “World Languages and Cultures” course for students in the Evening Credit Recovery Program to attain a foreign language credit
- Wrote the course curriculum related to foreign language development, encompassing four themes: personal development, cultural awareness, educational growth, and economic opportunities
- Utilized authentic texts, multimedia, and online discussion boards for this independent study course
- Implemented formative assessments and performance-based projects centered on discovery and technology-based learning

**Arlington Public Schools, Patrick Henry Elementary School**

**Arlington, VA, 2008**

*Special Education Assistant*

- Delivered differentiated instruction and adapted materials for students with hearing and auditory processing disorders in the Total Communications Program

**Self-Employed & LexiTrans**

**Cuzco, Peru, 2006- 2008**

*Language Teacher & Translator*

- Translated legal and political documents from Lima, and taught basic medical Spanish and English to serve international clients from North American and European countries

**King's International School & GDA Academy**

**Bundang, South Korea, 2004- 2005**

*English Teacher*

- Taught English using the direct immersion method to children ages 3-14 in private language schools

**Casa de Guias, Centro de Idiomas (Language Center)**

**Huaraz, Peru, 2003**

*English Teacher*

- Taught beginner-intermediate level English to children and adults in a private language center

**Strategies for International Development**

**Cuzco, Peru, 2002- 2003**

*Grant Writer*

- Produced grant proposals and suggestions for other funding opportunities to an international rural development non-governmental organization

**Council on Foreign Relations, Latin American Studies**

**Washington, D.C., 2001**

*Research Assistant*

- Located and translated articles from Spanish to English for a Research Fellow on Cuban-American relations pre-Castro, and researched topics related to Latin American politics

**AFL-CIO, Labor Council for Latin American Advancement****Washington, D.C., 2000*****Policy Intern***

- Researched labor policy and collaborated in a monthly newsletter for a grassroots organization directed by Latino labor leaders

**AmeriCorps, Heads Up: A University Neighborhood Initiative****Washington, D.C., 1999- 2001*****Literacy Tutor***

- Provided after school and summer academic enrichment by mentoring children in the city's most underfunded neighborhoods

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**Projects & Committees****Dream Project****Arlington, VA, 2015- 2016****Mentoring Program and Student Support Committee*****Committee Chair and Board Member***

- Oversaw committee and reported to Board on progress of goals, budgetary needs and suggestions

**Arlington Public Schools****Arlington, VA, 2014- 2016****Teachers' Council on Instruction*****Liaison***

- Represented Washington-Lee High School in an advisory group of teachers that advises the administration and School Board on instructional issues

**Arlington Public Schools****Arlington, VA, 2012- 2016****Bridge Team, APS Special Education and ESOL/HILT Departments*****Liaison***

- Collaborated in a school-based team of special education and ESOL/HILT professionals on issues related to dually identified students

**International Child Empowerment Network (ICEN)****Washington, D.C., 2010- Present*****Board Member***

- Consult with ICEN Director and other Board Members about developing self-determination and self-advocacy curriculum to implement in school programs in Ghana

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**Presentations & Trainings****Minority Student Achievement Network Conference****Madison, WI, April 27, 2015****"Creating Educational Equity for English Learners with Disabilities"**

- Presented on academic and social language, and HILT Resource supporting inclusion for dually identified students by providing services and resources

Arlington, VA, June 10, 2013

**APS Administrative Council Meeting**

“HILT Resource Teachers: Collaborative Teaching”

- Presented on the role of HILT Resource Teacher in serving the dually identified and collaborating with all stakeholders

**APS Annual Multicultural Parent Conference**

Arlington, VA, March 16, 2013

“How High School Affects Your Child’s Future: What’s Important for Parents to Know”

- Presented on what parents need to know to best support their child’s needs in high school in Spanish and English

**Southeastern Women Studies Association Conference**

Fairfax, VA, March 30, 2012

“Can You Hear Me? Hispanic Women’s Struggle for Voice and Equity - Implications for Education”

- Presented on how Hispanic women are affected by normed stereotypes and social injustices within the education paradigm

**APS Annual Multicultural Parent Conference**

Arlington, VA, March 24, 2012

“How High School Affects Your Child’s Future: What’s Important for Parents to Know”

- Presented on what parents need to know to best support their child’s needs in high school in Spanish

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**Publications**

Campbell, E., & Cuba, M. (2015). Analyzing the role of visual cues in developing prediction-making skills of third- and ninth-grade English language learners. *The CATESOL Journal*, 27(1), 53- 93. Retrieved from [http://www.catesoljournal.org/wp-content/uploads/2015/05/CJ27.1\\_campbell.pdf](http://www.catesoljournal.org/wp-content/uploads/2015/05/CJ27.1_campbell.pdf)

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**Research Interests**

- English learners with disabilities, culturally and linguistically diverse students, language acquisition and cognitive development, capacity building, bilingualism/multilingualism, culturally responsive practices, disproportionality of English learners in special education

February 24, 2017



Patricia D. Fishback

[REDACTED]

Ms. Angela Lewis  
Clerk of the School Board  
Richmond Public Schools  
301 N. Ninth Street  
Richmond, VA 23219

Dear Ms. Lewis,

Please accept this letter and enclosed resume as an indicator of my interest in fulfilling the unexpired term of school board member, Jeff Bourne. I have been a resident of Richmond for 45 years. I was educated in public schools and am a strong advocate of public schools. My resume provides details of my experience as an educator and my life-long dedication to education. I am eager to use whatever capabilities I have to assist RPS in fulfilling its goals.

I look forward to hearing from you.

Sincerely,

*Pat Fishback*  
Pat Fishback

Patricia D. Fishback

[REDACTED]  
[REDACTED]

Schools Attended:

1957 - Levittown Memorial High School, Honor Society, PTA Scholarship

1957 - 61 Madison College: Teacher Certification in Physics, Mathematics, General Science), Who's Who Among Students

1969 - 74 University of Virginia: Master of Education

1997 - Virginia Commonwealth University: Doctor of Urban Services (Education); Certification as Teacher, Principal, and Superintendent; Education Honor Society

Teaching Experience:

1961 - 62 Gifted and Talented Elementary Science, Long Island, NY

1963 - 65 Physics, Mathematics and General Science, Henrico County Schools

1975 - 83 General Science and Physical Science, Collegiate School

2006 - 15 Adjunct Professor, Undergrad, Physical Science, Virginia Commonwealth University; Adjunct Professor, Graduate, Science Teaching Methods, Mary Baldwin University

Administrative Experience:

1983 - 97 Specialist for Outreach Programs, Mathematics and Science Center

1998 - 2006 Director of Science Education, Science Museum of Virginia

Other:

2008 - 14 Member of the Board of the Richmond Public Schools Education Foundation

1975 – 2010 Virginia Association of Science Teachers, Winner of Outstanding Science Educator in Virginia, 2005

League of Women Voters, American Association of University Women, (leader of women's rights initiatives)

Married to Jim Fishback, 1962 – 2016 (now widowed). Two children, both adult residents of Richmond.

Always an advocate of public schools, having proudly attended public schools in Arizona, Virginia, and New York, K-12.