

April Wilds-Hassler

From: [REDACTED]
To: [Jennifer Bauer](#)
Subject: Executive Director, State Public Charter Position
Date: Wednesday, September 20, 2023 8:24:09 PM

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Ms. Bauer,

This letter is in regards to an open position with the State Charter Authority. I am applying as I am a highly qualified candidate for your position. With my vast background experience I would be a candidate that can relate to multiple individuals.

I spent over 6 years in the business sector, with 2 years as a manager. Before going into the business sector I worked in the Student Affairs Office as a student and assisted in Freshman Orientation set up, tours, answering phones, and creating student handbooks. This position set me up for knowledge and experience in the education business arena. Now, as a classroom teacher, currently on my 10th year, I have worked with students in all grades from kindergarten to 8th grade. I have taught all area contents plus gifted and talented. In addition to being in the classroom, I have served as a co-lead for specialists and the Chair of the Culture Committee.

As you can see, I have vast knowledge in different areas along with experience. I am an educated individual, Masters in Elementary Education, with a high work ethic that would be beneficial to the State Charter Authority.

Thank you for your time and look forward to hearing from you soon.

Sincerely,
April Wilds-Hassler

[REDACTED]

April Wilds- Hassler

An Elementary Teacher with extensive experience in customer management, public contact, child care, and problem solving. Able to manage multiple functions at once, to efficiency and quality metrics.

Professional Experience

Clark County School District, Walter Bracken

Las Vegas, NV

July 2022 - Present

Gifted and Talented Teacher

July 2023 - Present

Instruct students in grades 3rd through 5th in different areas to promote gifts and talents.

- Chair Culture Committee and monitor community relationships and events.
- Gifted and Talented Endorsement certified
- Monitor and instruct students in Math, Language Arts, Science, Social Studies, Art, Music, and Social/Emotional based lessons for grades 3rd through 5th.
- Create lesson plans in alignment with Gifted and Talented standards for the State of Nevada.
- Communication with parents via email and phone.
- Conduct NNAT and KBIT testing for students interested in joining the GATE program.
- Collaborate with general education teachers daily on lesson plans and students.
- Flexibility on instruction based on student behavior and stress.

2nd Grade Classroom Teacher

Las Vegas, NV

July 2022 - June 2023

Instruct students in Literacy, Reading, Math, Science, and Social Studies area standards in alignment with Common Core.

- Monitor and instruct students in Reading, Language, Writing, Math, Science, and Social Studies
- Create lesson plans weekly in alignment with Common Core Standards
- Communication with parents
- Collaborate with grade level and other staff
- Create and use Canvas
- Create and assign lessons in multiple digital resources
- Assist students to prepare for state standardized testing
- Monitor and administer multiple state required assessments online
- Flexibility with instruction to meet student needs
- Handle progress monitoring on struggling students
- RTI leadership team member
- Participate in IEP parent meetings
- Tutor students after school to improve growth and skills

Legacy Traditional Schools

Las Vegas, NV

December 2020 - May 2022

Gifted and Talented Teacher

December 2020 - May 2022

Instruct students in grades 1st through 8th in different areas to promote use of skills and talents.

- Co-lead Specialist group and monitor lesson plans and grades to verify up to date.
- Gifted and Talented Endorsement certified

- Monitor and instruct students in Math, Language Arts, Science, Social Studies, Art, Music, and Social/Emotional based lessons for grades 1st through 8th.
- Create lesson plans in alignment with Gifted and Talented standards for the State of Nevada.
- Communication with parents via email and phone.
- Conduct CogAt testing for students interested in joining the RISE program.
- Collaborate with my co-teacher daily on lesson plans and students.
- Flexibility on instruction based on student behavior and stress.
- Conduct parent/student conferences twice a year.
- Substitute in multiple grade level classrooms as needed due to sub and teacher shortages.
- Lead and organize a yearly Speech Contest for grades 5th through 8th.
- Collaborate with all Legacy Traditional Schools (Arizona and Nevada) RISE teachers twice a year.
- Create assignments for Jr High students in Schoology for those absent due to Covid-19.

Clark County School District, Fay Herron

N Las Vegas, NV

August 2014-December 2020

Third Grade Teacher

August 5, 2020 – December 2020

Instruct students in Literacy area standards in alignment with Common Core.

- Monitor and instruct students in Reading, Language, Writing via Canvas
- Create lesson plans weekly in alignment with Common Core Standards
- Communication with parents via Google meet, email, and phone
- Collaborate with grade level and other staff
- Create and use Canvas for all assignments.
- Create and assign videos for Reading and Language lessons
- Assist students to prepare for state standardized testing
- Monitor and administer multiple state required assessments online
- Flexibility with instruction during distant learning environments.
- Lead and attend Google meets to continue connection with students
- Handle progress monitoring on struggling students
- Connect with parents via email and Google meet when a student needs assistance during the school day.

Fourth Grade Teacher

December 2, 2020 – May 21, 2020

Instruct students in Literacy area standards in alignment with Common Core.

- Monitor and instruct students in Reading, Language, Writing
- Create lesson plans weekly in alignment with Common Core Standards
- Communication with parents
- Collaborate with grade level and other staff
- Create and use Google classroom
- Create and assign lessons in multiple digital resources
- Assist students to prepare for state standardized testing
- Monitor and administer multiple state required assessments online
- Flexibility with instruction from in person to distant learning online
- Lead and attend Google meets to continue connection with students
- Handle progress monitoring on struggling students
- Connect with parents via email and text messages during distant learning

Adult Education Teacher

December 2020 – February 2020

- Assist adults working on high school equivalent degree two nights a week
- Provide extra materials to assist in all subject areas
- Substitute at other locations when needed

Kindergarten Teacher**August 2014 – December 2020**

Instruct students in all subjects in alignment with Common Core Standards

- Monitor and instruct students in Reading, Language, Writing, Mathematics, Social Studies, and Science
- Create lesson plans weekly in alignment with Common Core Standards
- Communication with parents
- Collaboration with grade level and other staff
- Assess students on all subject standards
- Handle progress monitoring on struggling students
- Input and monitor grades for all subject areas
- Tutor students in Language Arts and Mathematics
- Assist with after school extracurricular activities
- Attend conferences during breaks to learn new strategies
- Handle donations for fall festival basket raffles

Ombudsman Alternative Education**Las Vegas, NV****March 2014-May 2014****Instructor's Assistant**

Assist the Instructors, Students, and Staff in any way needed throughout the day.

- Monitor and instruct three students in Algebra 2 in order to complete semester course
- Provide assistance to students in various subjects daily
- Contact students or parents via phone regarding absence
- Assist in daily attendance recording
- Make copies as needed
- Scan syllabi and other information as needed
- Enter completion dates online
- Answer phone

Opportunity Village**Las Vegas, NV****December 2013-March 2014****Employment Training Specialist/On-Call**

Assist individuals with intellectual disabilities develop skills in the Employment Resource Center in order to prepare these individuals for future opportunities and goals outside Opportunity Village.

- Recognize productivity challenges
- Assist in overcoming challenges
- Monitor productivity of 9 individuals on a daily basis
- Complete all paperwork accurately and in a timely manner
- Understand and comply with all safety regulations
- Address and log behavior issues, incident reports, and other problems that arise
- Escort individuals as needed
- Perform bus duties: Calling each center at end of day to assure all individuals make bus rides home
- Monitor contract work within area
- Set up equipment needed daily for contract
- Clean work area and materials for contract
- Maintain quality control on performance for each contract
- Assist as needed other employees and individuals being served

Putnam High School Alternative Program**Putnam, CT****Sept 2011-December 2013**

Paraprofessional

Assistant Teacher in all subjects as needed to make sure students understand and comprehend the work. Also establish and handle Internship relations among the community businesses for the students in our program.

- Answer phone as needed to assist Teacher
- Make copies as needed
- Develop and establish Internship relations with local businesses
- Work with students to develop resume
- Prepare students for job interviews via mock interviews and review of questions
- Work with students one-on-one to search for employment
- Contact parents and students regarding absences/tardiness
- Set up appointments for guest speakers
- Assist teacher with Calendar and meetings
- Research for move to Big Picture Learning
- Contact Big Picture via e-mail and phone for information
- Create spreadsheet for absence information for one year
- Handle and record Community Service hours
- Record and handle Graduation Competencies
- Set up field trip for students
- Assist students during after hours if needed
- Teach and lead discussions during teacher absence
- Assist students who struggle learning one on one
- Lead and discuss Current Events daily with students
- Monitor computer use during research
- Tutor six students in the afternoon to recover credits
- Create and monitor lesson plans for the six students
- Create tests to monitor recovery skills
- Lead the recovery courses for six students

LUNGING TIGER KARATE

Ashford, CT

May 2011-April 2012

Assistant Instructor/Assistant Director- Part-time

Supervise school age children after school and during vacations.

- Obtained Red Cross First Aid and CPR certification
- Clean and organize dojo to keep up to State standards on safety and health codes
- Supervise Children of school age – Pre-School and up
- Instruct children in Karate – teaching new forms/combinations and coaching on existing material
- Answer/Return phone calls to current and prospective students/parents
- Handle issues and disruptions
- Cover hours for other employees when needed

LINCOLN FINANCIAL GROUP

Hartford, CT

2004 – March 2011

Personal History Interview Team Manager

May 2007 – March 2011

Led team of associates to obtain and verify information on life insurance application while promoting and maintaining high customer service experience.

- Managed team in meeting Service Level Agreements, scheduling all vacation/time off for all five associates, recruiting – hired two employees. Made sure all work was completed within 48 hours of receipt
- Leveraged two systems to create, modify, and submit interview forms to maintain high customer experience
- Handled concerns/issues brought forth by internal and external customers through problem solving

- Trained new associates leveraging new system and changes, also trained existing employees of change in process after teaching the process to myself.

Senior Phone History Interviewer

Dec 2006 – May 2007

Assist team in verifying personal information of potential clients via phone interviews.

- Promoted to Team Lead after five months
- Obtaining information for completing a life insurance application via a telephone interview with clients.
- Creating interview forms through two separate programs
- Daily contact with potential clients
- Constant use of Microsoft Outlook and Fax

Registered Representative/Client Call Center

Nov 2004 - Dec 2006

Worked with my team to assist current clients with policies either through financial or non-financial transactions.

- Process Financial transactions, non-fund sensitive and fund sensitive
- Recovery of overpayments to clients through daily use of excel spreadsheets
- Phone interaction with clients and agents, being one of the top employees to keep policies with company through offering options other than surrendering to clients
- Update client accounts using multiple computer screens
- Assist Accounting area for 6 weeks part-time after finishing my assigned work

Licensing: Series 6 through Lincoln Financial, LOMA 281

Gorin's Furniture

Norwich, CT

Dec 2003 – Nov 2004

Office Assistant/Front Desk

Worked with the office and sales team to assist customers with furniture orders.

- Handle cash transactions
- Answer phones
- Create delivery schedules
- Contact customers for delivery
- Assist as needed with office work
- Handle furniture damage calls

Ruby Tuesday Restaurant

Lisbon, CT

Oct 2003 – Dec 2003

Salad Bar Attendant/Line Cook

Handle and set up the salad bar and train as a line cook in the kitchen.

- Set up salad bar
- Clean and put away food on salad bar when closing
- Cover shifts when short handed
- Assist kitchen staff with clean-up of kitchen at closing
- Train as Cook
- Process parts of orders by customers

Fairfield Inn

Liberty, MO

Aug 2003 – Oct 2003

Front Desk

Assist customers with reservations and rooms upon arrival at the hotel.

- Handle cash and credit transactions for check out
- Clean and organize front desk area
- Set up and take down breakfast during breakfast hours
- Answer incoming calls for reservations

- Set up room assignments based on room availability using hotel system
- Count and close cash register during closing

William Jewell College

Liberty MO

May 2000 – Aug 2003

Work Study/Administrative Assistant for Student Affairs

Assist Student Affairs staff as needed by answering phones or creating documents for students

- Answer phones
- Access calendar of Dean and Housing to verify appointments
- Revise and correct Student Information book for incoming Freshman
- Use copier
- Organize and create summer packets for all returning and new students
- Label and mail summer packets
- Handle mail for students over the summer
- Assist and organize Truman Week
- Assist with shopping for different events
- Work as a Resident Assistant over the summer
- Handle disciplinary issues in dorm for summer students
- Be available during evening hours to assist summer students in dorm
- Assist staff as needed in all areas of the office

Education

William Jewell College - Liberty, MO (1999 – 2003)

Bachelor of Arts in Economics

UMASS-Lowell – Online/Lowell MA (2009)

National University – Online/San Diego, CA (2015 -2016)

Master of Education in Elementary Education

Awards

RAVE Review award from Clark County School District (2015)

John W. Boatwright Scholarship for Economics

Motor Board Honor Society for College Seniors

Dean's List: 1999, 2000, 2001, 2002

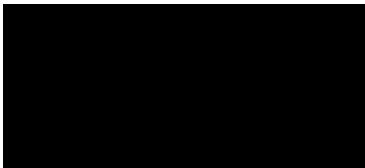
Dennis Holmes

Dennis Holmes

Associate Superintendent of Instructional Support

—

Dennis Holmes



15 September 2023

Employment at State of Nevada Charter School Department

Dear Recruiter,

My name is Dennis Holmes. I am contacting you regarding employment with the State of Nevada. During the past five years I have worked as the Associate Superintendent for Instructional Support. The main stay of my role was managing a \$138 million-dollar general fund and \$210 million-dollar overall budget.

I have a deep understanding of what it takes to be successful in any leadership and/or support role. Currently, I have recently retired as the Associate Superintendent for Instructional Support in Gillette, WY. I have served in this role for five years and as a building principal for twelve years prior. I worked closely with and provided oversight for the Finance Department, Transportation, Buildings and Grounds (Maintenance), IT, Nutrition, Accounting, Warehouse, Legal Issues, Legislative Issues and coordinated our District SRO's and Crisis Plan for our district of 8,700 students.

While working for Campbell County School District #1, I obtained funding for building a new aquatic center for \$39 million dollars. The eighteen-month project is currently underway. I also secured funding for a dated rural elementary school and that project is currently in the design phase. Prior to my current position I was a high school principal for 12 years. I have a good understanding of financial management. Our general fund budget was \$138 million and the overall budget was near \$210 million including grants and non-guaranteed funds.

Over my 30 plus years in education, I have developed sound leadership skills in many areas due to the vast and diverse nature of my current and past responsibilities. I have taught elementary Health Enhancement and opened a new high school with eleven-hundred students. Throughout my career I have had numerous opportunities to support student learning by supporting classroom teachers, building leadership and district level leadership. I believe in a shared leadership style and feel it has been effective for me throughout my career.

My wife and I have relocated to Las Vegas in June of 2023. We love it here and look to contribute to the growth and development of the State of Nevada through the Charter School Department.

I look forward to hearing from you and discussing employment. Please reach out to me at your convenience.

Sincerely,

Dennis Holmes

Dennis Holmes

OBJECTIVE: Meaningful Educational Employment

Education

MONTANA STATE UNIVERSITY: EDUCATIONAL LEADERSHIP (5-12)

MONTANA STATE UNIVERSITY BILLINGS: MASTERS IN HEALTH AND PHYSICAL EDUCATION

EASTERN MONTANA COLLEGE: BS HEALTH AND PHYSICAL EDUCATION, COACHING OPTION

Skills & Abilities

LEADERSHIP

- Served as the Associate Superintendent for Instructional Support
- Financial leader and Transportation Department oversight
- Shared leadership with Administrative Team and Staff
- Oversight of all Buildings and Grounds
- Knowledge of HR Laws, School Law, SPED, Title I, Title IX, FERPA, FAPE
- Command a collaborative work environment to serve students educational needs
- Understand school culture/diversity and CCSD practices and policies
- Ensure school climate is clean, safe, supports academics, and is relationship based
- Created and implemented District Wide Crisis Plan

COMMUNICATION

- Speak and/or write well and get my ideas across to others easily
- Strengths in building and sustaining relationships
- Work with District Leadership collaboratively
- Strong alliance with CCSD Department Leaders
- Strong alliance with Cabinet

MANAGEMENT

- Responsible for evaluation and supervision of 9 staff who oversee several hundred employees
- Oversee Finance, Transportation, Food Services, Purchasing and Warehouse, Maintenance and Facilities, Accounting, Print Shop, Government Relations and Legislation, Federal Grants, the Finance Technology Department and the District Crisis Team

ORGANIZE

- Arrange/plan events/put agendas in order so that they run smoothly
- Develop strategies/best practices to facilitate optimal learning
- Complete tasks and mandated requirements
- Staff building needs with certified/qualified professionals
- Design Profession Learning Community goals

DECISION MAKING

- Make good judgments about what to do in a difficult situation
- Build Master Schedule and implement for 1050 plus students
- Problem Solver

FLEXIBLE

- Can carry out many different responsibilities, sometimes with very little advanced notice
- Ability to adjust schedule and plans as needed

Experience

ASSOCIATE SUPERINTENDENT FOR INSTRUCTIONAL SUPPORT – GILLETTE, WY; CAMPBELL COUNTY SCHOOL DISTRICT #1 - JULY 2018-JULY 2023

PRINCIPAL THUNDER BASIN HIGH SCHOOL JULY 2016-July 2018

- Leadership of 130 staff members and 1050 students
- Creating the culture and establishing the climate of a new 9-12 comprehensive high school
- Strong Academic leadership skills

PRINCIPAL BILLINGS SENIOR HIGH SCHOOL AUGUST 2006-2016, BILLINGS, MT; BILLINGS PUBLIC SCHOOLS

- Leadership of 150 staff members and 1850 students
- Title I School

ASSOCIATE PRINCIPAL BILLINGS SENIOR HIGH SCHOOL AUGUST 2004-2006

- Scheduling classes for the students/teachers and worked cooperatively with the principal
- Leader for building Guidance Counselors
- Oversee graduation requirements

ASSISTANT PRINCIPAL BILLINGS SENIOR HIGH SCHOOL AUGUST 2002-2004

- Responsible for student conduct, test scheduling, event coordinator, evaluations

BILLINGS WEST HIGH SCHOOL AND ROSE PARK ELEMENTARY SCHOOL AUGUST 2000-2002

- Administrative Intern and 9-12 Health Enhancement, Assistant Varsity Softball Coach (Strength Coach)
- Taught grades Kindergarten – Sophomore Health and PE

BILLINGS SENIOR HIGH SCHOOL AUGUST 1999-2000

- Health Enhancement Teacher grades 9-12, Assistant Varsity Softball Coach (Strength Coach), Assistant Varsity Football Coach (Strength Coach)

LEWIS AND CLARK MIDDLE SCHOOL AUGUST 1991-1999

- 7th grade Health Enhancement, Assistant Softball Coach, Head Football Coach, Head Boys Basketball Coach, Assistant Girls Basketball Coach

Supplementary Information

- Assisted in development of PLC's, a Professional Learning Community for my staff at Senior High School
- Worked closely with Successful Practices Network, Bill Daggett and Ray McNulty (Next Network) 2007-2014
- Member of MHSA; President 2012-2013; AA Principals; Vice President Rimrock Foundation Executive Board (2007-2015); Attended numerous professional conferences, including NHFS conferences in Philadelphia and Nashville, NASSP, MASSP, Successful Practices Network
- Partners in Excellence Award MSU-Billings 2010, Coffee with the Principal (parent and community outreach), Supported Advanced Ed. implementation

References – Attached or upon request

Jessica Hoban

September 14, 2023

To Whom it May Concern:

Please accept this letter as my request for consideration of the current recruitment for Executive Director, State Public Charter School Authority (SPCSA). As the former Director of Finance and Operations with the SPCSA, I do have direct experience with this agency and would welcome the opportunity to again be part of the important work and service provided to ensuring quality education to the youth of Nevada.

Based on my direct experience with leadership, policy development, internal control procedures, grant management, commitment to accountability and problem solving with the State of Nevada, my capabilities directly align with responsibilities outlined for this recruitment.

During my tenure with the State of Nevada, I have held several positions of administrative/operations management. In these roles I have developed and administered multiple complex agency budgets, coordinated with various stakeholders/governmental entities, and provided leadership for professional staff working in multiple operational and programmatic units. I have also developed and implemented policies, evaluated program operations, conducted research, applied methods for business process improvement, formulated strategic plans along with change management practices, and organized various projects to ensure conformity with state and federal regulations. My responsibilities in these positions have also required me to present proposals and testify before various Boards, Committees, and Legislative bodies.

Additionally, I have been a member of the State Grant Workgroup, presented at the National Grant Management Association Annual Conference, and participated as a guest speaker at George Washington University, Trachtenberg School of Public Policy and Public Administration. My participation with George Washington University was subsequently published as recommendations for policy change and regulatory compliance on a federal level.

With both private and public sector executive/administrative leadership, along with designations as a Certified Public Manager and Organizational Change Ambassador, I possess a broad spectrum of competencies which allows me to incorporate multiple business techniques. This unique combination fosters an entrepreneurial spirit with commitment to regulatory compliance and transparency.

Additional detail regarding my employment history can be found in the attached resume. Letters of recommendation and professional references can be provided upon request.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica L. Hoban". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Jessica L. Hoban

Achievements

My efforts in various positions have resulted in office culture improvement; employee satisfaction with increased retention/reduced turnover; reduction of staff time and effort while also improving compliance and confidence in accuracy; increased transparency and accountability; improved ability for executive and management leadership to make business decisions; high level of customer satisfaction – internal and external; achieve goals while remaining agile in process and outcomes; and demonstrated ability to remain calm in the face of multiple challenges.

Experience

State of Nevada

March 2009 – present (14 years, 6 months)

Executive Level Positions

Chief Financial Officer - Office of the Attorney General	February 2020 – present
Chief of Policy & Communications - Enterprise IT Services	August 2018 – February 2020
Chief of Budget, Statistics & Accounting - Welfare & Supportive Services	February 2017 – August 2018
Director of Finance & Operations - Charter School Authority	December 2014 – February 2017

Duties Performed

- Prepare presentations and testify before Legislative committees, boards, and commissions
- Establish communications, branding, and statewide policy from the Office of the State Chief Information Officer
- Manage allocation of resources and organizational structure, including process improvements
- Facilities management and procurement
- Regulatory processes: develop, revise, and implement compliance requirements
- Plan, develop, and administer department biennial budgets including preparation of Bill Draft Requests, Budget Amendments, Fiscal Notes, Priority & Performance Based Budgeting, etc.
- Manage professional level staff responsible for grants, contracts, fiscal monitoring/audits, system maintenance, human resources, policy, and governmental accounts maintenance
- Work collaboratively with program staff, board members, other State/Federal agencies, national associations, regulatory committees, vendors, community organizations, etc.
- Create, review, revise, and implement internal controls, administrative policies, and procedures

Management Analyst/Budget Analyst – prior non-executive level positions 2009-2014

- Plan, develop and administer division biennial budget including preparation of Bill Draft Requests and Budget Amendments as well as budget submission
- Fiscal management of multiple, complex funding sources
- Management of program fiscal needs including work program planning and implementation
- Train, supervise, and evaluate performance of professional level staff
- Research and analyze business processes; devise strategic plans to improve systems
- Project management and implementation of proposed systems to streamline processes
- Manage contracts, leases, intralocal, and other cooperative agreements

BarWench/Café 1-2-1 North Bend, Oregon 2007 – 2009

Honest Products/ Steel-Unreal Whittier, California and Oregon 2001 - 2007

Owner/ Operator

- Planned and organized all aspects required for creating a new business entity
- Managed all administrative and fiscal operations including Human Resources
- Collaborated with various state and local government agencies for licensing requirements and regulation compliance
- Developed policy and implemented systems for staff performance/customer service delivery
- Measured outcomes and analyzed effectiveness of business process systems
- Trained, supervised, and evaluated performance of staff

Red Lion Tavern Los Angeles, California 1996 - 2004

Business Manager

- Managed established business processes including inventory control, accounts payable, accounts receivable and personnel
- Trained, supervised and evaluated performance of staff
- Planned and coordinated special events
- Organized staff and resources for multiple venues

Additional Items

Certified Public Manager (CPM)

Certified Medical Revenue Manager (CMRM)

Certified Contract Manager (CCM)

Organizational Change Ambassador

Degrees in Psychology and Business Administration

Business Management, U. S. Small Business Administration

Advanced Microsoft Excel

Kave Carr

From: [REDACTED]
To: [Jennifer Bauer](#)
Subject: Executive Director Position - NSPCSA
Date: Friday, September 15, 2023 8:29:25 AM
Attachments: [REDACTED]

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Hiring Manager,

I am writing to express my interest in the Executive Director position at Nevada State Public Charter School Authority. I have been working in the education industry for over 15 years, and I have a proven track record of success in leading and managing teams, developing and implementing strategic enrollment plans, and ensuring compliance with federal and state regulations.

In my current role as Regional Enrollment Operations Manager at National Heritage Academies, I am responsible for leading a team of over 43 administrative team members supporting 27 schools regionally. I have a strong track record of budgeting, setting, and achieving annual enrollment goals, and I have developed and implemented a number of successful strategies to increase enrollment, including data-driven decision-making, process mapping and improvement, and matrices and planning. I am also committed to ensuring compliance with federal and state regulations, and I have a strong understanding of the enrollment management process.

In addition to my experience in enrollment management, I have also held a variety of other leadership positions in the education industry, including Assistant Director of Admissions at Western Michigan University and Advisor/Coordinator of Student Services at The College of Education & Human Development TRiO. In these roles, I have demonstrated my ability to lead and manage teams, develop and implement strategic plans, and provide excellent customer service.

I am confident that I have the skills and experience necessary to be successful in the Executive Director position at Nevada State Public Charter School Authority. I am a highly motivated and results-oriented individual with a passion for education. I am also a strong communicator and team player, and I am confident that I can build and maintain strong relationships with students, families, and staff.

I am particularly interested in Nevada State Public Charter School Authority's commitment to diversity, equity, and inclusion. I believe that a welcoming, inclusive, and equitable campus climate is essential for student success. I am also committed to recruiting and retaining underrepresented student groups and faculty and staff. I believe that diversity enriches the learning environment and prepares students for a globalized world.

I am eager to learn more about the Executive Director position at Nevada State Public Charter School Authority and to discuss how my skills and experience can benefit your organization. Thank you for your time and consideration.

Sincerely,

Kave Carr



Profile

Results-oriented professional with a strong background in regional, national, and international enrollment and operations management. Demonstrated expertise in overseeing and optimizing enrollment processes, managing a high-performing team, and driving enrollment and operational efficiency using data analysis and CRM. Proven track record of achieving and exceeding enrollment targets while ensuring exceptional customer satisfaction. A strategic thinker with excellent communication and leadership skills. Seeking a challenging role where I can contribute my skills and drive business growth.

Education

Organizational Leadership | PhD Liberty University

📅 06/2022 – present 📍 LYNCHBURG, UNITED STATES

Secondary Education | Masters of Arts in Education University of Phoenix

📅 06/2009 – 12/2012 📍 PHOENIX, UNITED STATES

English & Communication | BA - English and Communication University of Phoenix

📅 06/2006 – 06/2009 📍 PHOENIX, UNITED STATES

Work Experience

Regional Enrollment and Operations Manager National Heritage Academy

📅 09/2017 – present 📍 GRAND RAPIDS, UNITED STATES

- Successfully managed a team of 10 enrollment specialists, leading to a 40% increase in student enrollment within the region.
- Implemented a streamlined operations system, reducing administrative errors by 35% and improving overall efficiency.
- Developed and executed strategic enrollment plans for new and existing schools.
- Developed and executed a comprehensive training program for new enrollment advisors, resulting in a 33% decrease in onboarding time.
- Collaborated with cross-functional teams to develop and implement marketing strategies, leading to a 25% increase in brand awareness and student inquiries.

Assistant Director of Admissions Western Michigan University

📅 03/2012 – 06/2017 📍 KALAMAZOO, UNITED STATES

- Streamlined the admissions process by implementing a new online application system, resulting in a 30% reduction in application processing time and a 20% increase in applicant satisfaction.
- Developed and executed targeted recruitment strategies, resulting in a 45% increase in the number of qualified applicants and a 20% increase in student enrollment.
- Led a team of admissions counselors, providing mentorship and training, resulting in a 25% improvement in productivity and a 13% decrease in staff turnover.
- Collaborated with academic departments to develop and implement new scholarship programs, resulting in a 50% increase in scholarship applications and a 45% increase in awarded scholarships.

Work Experience

TRiO- Academic Advisor Western Michigan University

📅 03/2000 – 03/2012 📍 KALAMAZOO, UNITED STATES

- Advised and guided a caseload of 75+ students annually, providing personalized academic support and assisting in goal-setting to ensure successful program completion.
- Developed and implemented a comprehensive academic success workshop series, equipping students with essential skills such as time management, study strategies, and goal planning.
- Collaborated with faculty and staff to identify and address students' academic needs, resulting in a 15% increase in student retention and graduation rates within the TRiO program.
- Developed, taught, and led a study abroad program in 4 countries.
- Conducted regular evaluations of students' progress and provided timely interventions and referrals to campus resources, resulting in a 20% improvement in students' overall GPA within the TRiO program.

Educator KRESA

📅 09/2000 – 03/2010 📍 KALAMAZOO, UNITED STATES

- Developed and implemented dynamic lesson plans that catered to diverse learning styles, resulting in a significant increase in student engagement and achievement.
- Collaborated with colleagues to design and lead professional development workshops, fostering a culture of continuous learning and enhancing teaching methodologies within the school.
- Utilized data-driven instructional strategies to assess student progress and identify areas for improvement, resulting in a 20% increase in overall student performance.
- Established a positive and inclusive classroom environment through effective classroom management techniques, facilitating a conducive learning atmosphere for all students.

Strengths

Leadership # Communication # Strategic Planning # Team Building
Problem Solving # Analytical Skills # Adaptable # Networking # Responsible

Skills

📌 OPERATIONAL EFFICIENCY

Leadership
Professional

Enrollment Management
Professional

Stakeholder Engagement
Professional

Operational Efficiency
Professional

Enrollment strategy
Professional

Data analysis
Professional

Relationship management
Professional

Team leadership
Professional

Hobbies



Exploring distant lands



Getting lost in a good book



Capturing moments



Feeling the music



Every kind of sport



Latasha Lawson

Latasha Lawson



Summary

Experienced and certified K-12 teacher in the state of Florida and higher education professional who is passionate about education, and the academic and social well being of all children.

Education

The University of Cumberlands

MAT-Special Education (LBD) P-12/ Interdisciplinary Early Childhood Education
Recently Admitted, Program Enrollment Letter Available Upon Request.

Doctor of Education, Higher Education, Administration,

University of Arkansas at Little Rock, Arkansas, ABD GPA 3.86
Oral and Written Comprehensive Exams Passed 10/2023

Master of Science, Sociology

Concentration: Education and Counseling, 2014
Auburn University, Auburn, Alabama

Bachelor of Arts, Sociology

Concentration: Education
University of Florida, Gainesville, Florida, 2012

Higher Education Administrative Experience

- Student Athlete Development
- Ticket Operations
- Development
- Student Athlete Recruitment
- Admissions
- Academic Advising
- Sports Law in Intercollegiate Athletics
- Sports Marketing
- Financing of Colleges and Universities
- Legal Aspects of Higher Education
- Governance and Policy in Higher Education
- History and Philosophy of Higher Education
- Issues and Challenges in Two Year Colleges in America
- Assessment and Program Evaluation in Higher Education
- College Teaching Problems and Issues
- Curriculum Instruction for the Gifted

- Teaching the Gifted and Talented
- Advanced Qualitative Methods
- Curriculum Development

Teaching Experience

Fayette County Public Schools

Certified Teacher, January 2023-Present

Eastern Kentucky University, 2022- Present

Part-Time Faculty

- Upward Bound Summer Course (Introduction to Sociology)
- Social Problems (Sociology of Sports and Hip-Hop_

Kid Inside Never Dies Non Profit Organization

Managing Partner

- Program Management
- Marketing and Branding
- Curriculum Development
- Deveopment and Stewardship

7th Grade Life Science Teacher, 2021-2022

Hapeville Charter Middle School, Atlanta Georgia

- Yearbook Coordinator
- PTCO Executive Board Member
- National Beta Club Sponsor

9th Grade Noble Impact Facilitator, 2017-2018

e-Stem Public Charter School District, Little Rock AR

- Created and generated content and curriculum for the office of school culture for social emotional learning to improve students' emotional intelligence.
- Spearheaded a culturally responsive curriculum with a P-20 focus.
- Improved performance with observation feedback, data, and reflection.
- Utilized PBIS, RTII, and SST to enhance student outcomes and create a student-centered classroom environment.
- Implemented Kagan Cooperative learning strategies and whole brain teaching to increase student engagement in professional development presentations to school leadership.
- Provided guidance to district and school leadership by serving as a facilitator with Noble Impact and as a member on the leadership team.

- Assessed, identified, planned, and prioritized actions to promote grade specific standards driven instruction, innovative practices, and professional growth with the use of a culturally responsive pedagogy and culturally relevant curricula,
- Made recommendations based on research results using the National Center for Educational Statistics and National Assessment of Educational Progress to increase college readiness.
- Collaborated with the Arkansas Department of Higher Education to enhance college readiness and create professional development presentations for educators.
- Facilitated professional development for the Noble Impact Team.
- Led, coordinated, and synchronized the work and culture of a dedicated and talented team.
- Modeled the use of root cause analysis and identify discrepancies between goals and current status and develop solutions in order to stimulate achievement.
- Developed and disseminated research agendas at staff meetings to discuss and align strategic planning with a data driven methodological approach to identify, evaluate, replicate, and catalog best practices.
- Provided deliberate and productive opportunities to optimize curriculum, instruction, and assessment practices through professional networks and the use of technology such as Google Drive, Dropbox, and opportunities for team planning.
- Conducted face-to face, blended, virtual professional development to build capacity of district staff, Principals, and teacher leaders in such areas as facilitation of skills, leading change, building a culture of collaboration, observing and analyzing teaching, conferencing skills, curriculum standards and tools, common assessments, student centered instructional strategies, 21st century skills, data analysis, and continuous improvement planning.
- Assisted district leadership in identifying, focusing, and aligning support systems and resources to facilitate district and school level improvement.
- Provided information on professional learning resources from the American Education Institute and core content related resources as well as online learning opportunities to help districts reach desired goals and meet systemic initiatives.
- Based on student achievement priorities and the identified professional learning gaps, I designed professional development plans that followed a learning progression, engaged staff in differentiated active learning and service learning experiences that increased the application and transfer of the learning into daily work practices by advocating for weekly instructions to take place at the Little Rock Technology Park in Little Rock, Arkansas.
- Prepared and delivered presentations, decision briefs, action memos, and other pertinent materials and data.

Fifth Grade Gifted and Talented Peer Coach and Educator, 2015-2016

Pulaski Special School District, College Station Elementary, Little Rock, AR

- Appointed to the Leadership team where I was responsible for understanding and remaining current on systematic priorities and national trends and innovation that impact the organization, district, and school improvement efforts.

- Recognized by KARK News: <http://www.arkansasmatters.com/news/local-news/homework-assignment-for-pcssd-teachers-brings-smiles> for building relationships with students.
- Appointed by personnel from the Pulaski County Special School District's Superintendent's office to coach veteran educators in English, Language Arts, and Math; and supervise the implementation and execution of teacher to leader development pipelines.
- Provided information and recommendations to senior leadership team/work unit members on possible enhancements or impediments to organizational performance.
- Participated in on-going collaborative professional development weekly to facilitate organizational accountability through the use of continuous improvement plans, and performance data focusing on student achievement, school performance, talent management, organizational effectiveness and community outreach.
- Facilitated strategic thinking and served as a catalyst for change, and articulating, implementing, and sustaining a vision of learning.
- Implemented mechanisms to provide accurate data to superintendents and principals in order to develop data driven, research-based school improvement plans and instructional leadership; to monitor student progress and achievement, and to evaluate the effects of professional learning provided.
- Assessed, identified, planned, and prioritized actions to build capacity for district, state, and school stakeholders to promote standards driven instruction, innovative practices such as the use of Keagan learning strategies to increase engagement and technology to increase peer to peer collaboration during instruction.
- Worked with district and school leaders to address issues related to implementing and evaluating effective standards-based instruction to include planning engaging student-centered lessons, designing authentic assessments and reviewing student work and data to inform instruction by demonstrating how Its Learning and Google classroom can be utilized to achieve efforts to promote student centered lessons.
- Led district/school leadership teams in the analysis of multiple indicators of student achievement, trend and disaggregated data to make informed decisions, develop robust plans for improving student achievement, and monitor school effectiveness.

Fifth Grade Inclusion General Education Educator, 2014-2015

Escambia School District, Pensacola, FL

- Collaborated and planned with co-teachers to provide dynamic instruction that included Whole Brain Teaching, Kagan Strategies, and cooperative learning.
- Supported district staffs in developing a collaborative model of co-teaching, observation, dialog, and lesson demonstration to analyze and reflect on practice to promote quality instruction and positively impact student learning by implementing the book, A Guide to Co-Teaching, in weekly professional learning communities.

- Incorporated project-based learning to accommodate the variety of learning styles.
- Utilized technology such as the Smart Board, Chrome books, IPAD, IPOD, Google, Google Docs, and Google Classroom.
- Planned monthly school-wide STEM activities.
- Utilized positive behavior system to create a positive classroom environment.
- Provided differentiated instruction in daily lessons.
- Communicated student achievement progress within and across districts and communities weekly in professional learning communities.
- Participated and planned behavior modification and academic intervention in accordance with RTI.
- Provided relevant research and guidance for establishing professional learning priorities and setting targets for aligning planning for teaching and learning with appropriate standards, adopted curriculum materials, 21st century skills, student centered strategies, and assessments.
- Provided oversight and guided effective curriculum integration and innovative applications of instruction and assessment.
- Reached out to all community groups using a repertoire of highly skilled oral and written communication strategies such as negotiation, conflict resolution, and active listening to influence, motivate and persuade incumbents to take actions to obtain results with district's teaching and learning goals.

Study Abroad, June 2013

Destination Malawi, Africa 2013

Auburn University Study Abroad

- Developed and published a thesis on the HIV/AIDS pandemic in Malawi, Africa.
- Planned and coordinated research data collection at Mtendere Village in Malawi, Africa to coach the implementation of differentiated coaching methods to model and foster best practices in areas as: standards-based instruction, assessment, student-centered learning environments, learning outcomes, shared leadership, facilitation of skills, and reflective practice to support the development of a flexible collaborative shared school culture.
- Planned and coordinated an international educational conference at Mtendere Village School by nurturing and sustaining a culture of collaboration and high expectation with staff and district/school leadership teams to build a shared commitment for high student performance.
- Collaborated with post-secondary and k-12 educators in Malawi, Africa to plan strategic interventions to increase student success and engage educational leaders in productive networks, work groups, committees, and project action teams that support systemic and districts' priorities. .
- Developed and Implemented lesson plans for the teachers at Mtendere Village.
- Consulted and Planned with the leadership team a teacher's conference for educators in Lilongwe, Malawi.

Graduate Teaching Assistant, 2013

Introduction to Sociology

Auburn University, Auburn, AL

- Incorporated best practices to increase student outcomes such as Socratic and Cooperative learning strategies,
- Held weekly office hours.
- Developed capacity to build a shared commitment for high student performance, articulating, implementing, and sustaining a vision for student success.

After School Coordinator, 2010-2012

Alachua County School District, Gainesville, FL

- Counseled students to assist with behavior modification and communication skills.
- Recruited local volunteers from the local community.
- Recruited, trained, supervised four to five staff members.
- Established rapport with community partners such as the University of Florida and Santa Fe Community College to plan field day and pep rallies.
- Planned daily lessons and activities according to the Florida Sunshine State Standards.
- Developed age appropriate curriculum linked to monthly themes.

Resident Assistant, 2008-2010

University of Florida, Gainesville, FL

- Facilitated the social, academic, and personal adjustment of students to the residence hall and University.

Developed a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system.

Athletic Administration Experience

National Football League

Intern for the Diversity and Inclusion Manager

- 2019 Super bowl- Atlanta, GA
- 2019 NFL Draft – Nashville, TN
- HBCU Careers in Football Forum- Atlanta, GA
- Celebration Bowl

Morehouse College, Atlanta, GA

Intern for the Senior Woman Administrator

- Student Athlete Development
- Resume Workshops

NCAA Women Leaders Symposium, April 2018

Kansas City, Missouri

- Collaborated with women leaders in college sports to establish innovative practice and standards in intercollegiate athletics.
- Promoted the work of the NCAA Research Center and the United States Department of Education Equity in Athletics.

Trojan Warrior Dash, January-April 2018

University of Arkansas at Little Rock

- Executed UA Little Rock's Trojan Dash. Recruited participants, developed event curriculum, and led event day operations.
- Investigate and implement the design standards and management functions necessary to operate a variety of sport facilities for the event.
- Accessed and interpreted facility design and operational standards and applied the standards to conduct an audit of the sport facility for risk management protocol.
- Designed strategic plan for marketing and promotion. Coordinated marketing and promotion efforts.
- Exercised discretionary authority to approve the allocation and distribution of funds in the assigned program area budget.
- Pioneered and Spearheaded social media marketing and promotion strategy.
- Initiated and designed registration protocol and processes for participants.
- Formulated the scoring sheet and game rules.
- Authored the event's emergency plan, risk management strategy, and participant's waiver with an emphasis on liability risk reduction.

Graduate Assistant, Fall 2016

Cooperative Education, Internship, and Career Services

University of Arkansas at Little Rock

- Reviewed and transformed 50 student resumes weekly.
- Executed University of Arkansas at Little Rock's career and graduate student fair.
- Pioneered and spearheaded strategic marketing plan to recruit businesses, graduate schools, and students.
- Established co-op partnerships with local businesses.
- Conducted program evaluations using formative and summative assessment tools to ensure quality and degree of implementation, inform continuous improvement efforts, and professional learning needs to enhance student success in their transition from college to career.

Areas of Expertise

- Development and Stewardship
- Higher Education Admission Recruiting
- Social Emotional Intelligence Learning Strategies
- P-20 Educational Design
- Student Support Programs and Mentoring Programs
- Organizational and Educational Leadership
- Program Assessment
- Council for the Advancement of Standards in Higher Education

- Policy and Program Development
- Curriculum Development and Instruction
- Career Advising and Life Skills Coaching
- Title IX Compliance
- Accreditation
- Diversity and Inclusion

Media Appearances

- Sustainability in Athletics Zoom Panel with Auburn University Office of Sustainability / Department of Athletics and Texas A&M University Department of Athletics
- A Chat in The Garden Podcast, 2018
-

Publications and Presentations

Callaway, L.L. (March 2018 Presentation). Curriculum Development and Academic Plans. University of Arkansas at Little Rock; Little Rock, AR.

Callaway, L.L. (2014). Can Health and Wellness Education Programs Help Decrease the Number of New Incidences? A Study of the HIV/AIDS Pandemic in Malawi (Master's thesis). Retrieved from <http://www.auburn.edu/etd>.

Professional Affiliations (Past and Present)

- National Education Association
- University of Florida Alumni Association
- Auburn University Alumni Association
- Kentucky Association of Blacks in Higher Education
- Association for the Study of Higher Education
- National Association of Diversity Officers in Higher Education
- American Education Research Association
- American Psychological Association
- Junior League of Little Rock
- Women Leaders in College Sports
- Junior League of Atlanta
- Atlanta Gator Club Young Alumni Board Member
- Auburn University Sustainability Alumni Affiliate Member

Additional Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Proficient in MAC (Pages, Numbers, and Keynote)
- Proficient in SPSS

- Banner, Blackboard, and WebCT
- Read, Write, and Speak intermediately in Spanish, Chichewa, and Yoruba
- National Center for Educational Statistics (IPEDS)/ DAS
- National Assessment of Educational Progress

References will be provided upon request.

Melissa Mackedon

Melissa Mackedon

SKILLS & AREAS OF EXPERTISE

- Education Systems
- Authorization Best Practice
- Passionate Learner
- Rural and Urban Education
 - Dual Enrollment Programs
 - Change Agent

LEADERSHIP EXPERIENCE

Oasis Academy Charter School, Nevada — CEO

June 2011 - PRESENT

- Founded and operated a 5-Star K-12 Charter School
- Expanded enrollment to 20% of market share
- Awarded Governor STEM School Designation; pioneered first blockchain curriculum at the high school level
- Maintained high marks on academic, organization, and financial frameworks
- Established a teacher and leadership pipeline

State Public Charter School Authority, Nevada — Board Chair

August 2011 - June 2023

- Authorized over 30 high performing charter schools
- Board Chair 4 years
- Expanded access to high quality seats for Nevada's most vulnerable students
- Revamped and improved Nevada's Charter School Law

Charter School Association of Nevada, Nevada — Board Member

August 2012 - Present; Former Board President

- Strengthened Nevada's professional development opportunities
- Cultivated relationships with educational leaders, including state senators and assemblymen

EDUCATION SYSTEMS BACKGROUND

Nevada Department of Education, Nevada — ESSA Advisory Committee

August 2016 - Present

Western Nevada College, Nevada — Adjunct Professor, Advisory Board

October 2012 - Present, Rural Advisory Committee

May 2007 - 2011, Adjunct professor: Education 203, Introduction to Special Education, English 95, GED preparation

Churchill County School District, Nevada — Administrator, Teacher

May 2006 - June 2009, Temporary Administrative Positions including Director of Special Education

August 2003 - May 2006, Special Education Teacher

Rialto Unified School District, California — Success for All Facilitator

July 2002 - August 2003

Washoe County School District, Nevada — Teacher

July 2000 - July 2002, First Grade Teacher Veteran's Elementary School

July 1996 - December 1997, Substitute Teacher

Alpine School District, Utah — Teacher

August 1999 - July 2000, Second Grade Teacher, Eaglecrest Elementary School

August 1998 - July 1999, Kindergarten Teacher for Students with Autism

EDUCATION

University of Nevada, Reno — *M.Ed Educational Leadership*

September 2004 - May 2006

University of Nevada, Reno — *B.A Elementary Education & Special Education*

January 1995 - December 1997

REFERENCES

Dr. Steve Canavero — *Former Nevada State Superintendent*

██████████

Rebecca Feiden — *Former Executive Director Nevada State Public Charter School Authority*

██████████

Dusty Casey — *CFO Oasis Academy, Nevada School Funding Commission*

██████████

Melissa Mackedon

Chief Executive Officer



17 September 2023

SPCSA Board

State Public Charter School Authority
1749 N. Stewart Street
Carson City, NV89706

Dear SPCSA Board,

My name is Melissa Mackedon. I am a native of Nevada and have been involved in K-12 education as a teacher and administrator since 1998, and am applying for the position of Executive Director of Nevada's State Public Charter School Authority (SPCSA). My unique experience in education makes me an ideal, highly qualified candidate for this position.

I am the founder and CEO of Oasis Academy Public Charter School. Oasis Academy is a top performing K-12 public school in Nevada. The school began in 2011 as a K-8 program with just 180 students and 12 staff members. Today, it serves almost 800 students in grades K-12, with over 100 team members. Starting a school from the ground up in a low resource environment, growing it, and maintaining *excellent academic, organizational, and financial outcomes* without the benefit of a Charter Management Organization (CMO) or Educational Management Organization (EMO) takes a variety of skills. Most importantly, I believe it demonstrates that I am a highly motivated individual who enjoys a challenge, understands strategic planning, builds relationships, and excels working on multiple projects at one time. Having an executive director who has founded and successfully run a charter school would add tremendous value to the work of the SPCSA.

In 2011, Nevada law established the SPCSA, a statewide charter school authorizing agency and the only active charter school authorizer in Nevada. I was fortunate enough to be appointed to that board, where I served until June of 2023, also serving several terms as board chair. This work requires an intimate knowledge of not only the charter school applications themselves and what pieces are necessary to open a successful school, but also an understanding of the role the authorizer has in overseeing established schools, as well the work the SPCSA does as an LEA. The experience and expertise gained in this position has given me a deep understanding of the educational landscape, specifically in the large urban area of Las Vegas Nevada, the fifth largest school district in the country. While serving as board chair, our focus has shifted from opening high quality schools to opening high

quality schools *for our most underserved students*. At this time of transition within the authority, my institutional knowledge would be extremely valuable in maintaining the integrity of the agency and the portfolio. Tremendous effort has gone into the growth management plan and the strategic plan, and having someone familiar with that work will be important to the agency's continued success and growth.

Soon after Oasis Academy opened, I was asked to join the Charter School Association of Nevada's (CSAN) board, serving 2 years as the board president. When I began, CSAN was an incredibly small organization with no paid staff. While still relatively small, we currently have two full time employees and a much more robust operation. This role has given me the opportunity to work in our state legislature in both Republican controlled, charter friendly environments, and Democrat controlled, charter adverse environments. Building relationships and communicating with a variety of constituents from other school leaders to elected officials has helped develop my perspective on education, specifically the landscape surrounding the charter school communities in Nevada.

As I look for new opportunities, my top priority is working for an organization whose mission and values align with my own. I have been fortunate to go to work in such an environment for the last decade, and I believe serving as the Executive Director of the SPCSA would allow me to continue to do just that. As my resume demonstrates, I have had a wide range of positions in education and am uniquely qualified. I look forward to hearing from you.

Sincerely,

Melissa Mackedon

Nicholl Johnson



CONTACT



NICHOLL JOHNSON

SERVANT LEADER

September 9, 2023

Dear Governor Lombardo, Mrs. Holmes-Sutton, and the Executive Director Selection Committee:

I am so excited for an opportunity to take my leadership skills to the State of Nevada. I have both elementary and high school leadership experience and have taught and led staff in both a comprehensive high school and a charter high school.

I currently serve students and families at Sparks High as a Curriculum Assistant Principal and have previously worked at this same school as a teacher, STEM Implementation Specialist, and Dean. Throughout my time at SHS I continually look for ways to improve our systems in hopes to provide a stronger educational experience for our students. I'm most proud of the time I implemented a system to improve communication between stakeholders and track the attendance intervention efforts to prevent and decrease truancy issues. The result of this system change increased the collaboration efforts to wrap around students. It also increased the connection between parents, students, and many of the school staff. Finally, this system and our team efforts resulted in a 12% decrease in chronic and severely chronic attendance rates for 2019 in comparison to the 2018 data in these same two areas. The magnitude of this gain earned Sparks High half of a point on their Nevada School Performance Framework rating for 2019. This system has stayed intact to this day, currently run by one of the Deans and I'm proud of that.

As a previous Assistant Principal at Loder Elementary, I supported Professional Learning Communities (PLCs) within all grade levels (K-5). This resulted in increased teacher understanding of standards, sharing of student data, adjustments to instruction based on data reviewed, and a two percent increase in schoolwide at or above proficiency scores in both ELA and Math SBAC. Of particular excitement is a 13% increase in overall 4th grade ELA scores.

I support students and staff by establishing relationships and holding students and staff to high standards, because they are capable and worthy. I face challenging problems with compassion and solutions, and I am someone who will implement the mission, vision, and values of the Governor and SPCSA.

Please consider me for an interview for the Executive Director of the State Public Charter School Authority position. I desire to continually learn, grow our state charter school opportunities, and continue to be a positive influence for students, families, and our community.

Sincerely,

Nicholl Johnson



NICHOLL JOHNSON

SERVANT LEADER

I lead staff with empathy, trust, accountability, and reflection. I believe in service leadership, and in the power of collaborative teams to strategically impact student outcomes. Students and families should have multiple options for educational opportunities that go beyond a traditional school structure. Our world continues to change rapidly, and I believe that charter schools are the answer to providing extensive, different opportunities that Nevada students need to be competitive with out of state peers.

EDUCATION

M.Ed. Educational Leadership
Nevada Leads
University of Nevada, Reno
2016-2018

M.Ed. Special Education
University of Nevada, Reno
2008-2011

B.A. Secondary Education, History
University of Nevada, Reno
1999-2002

SKILLS

- Mediating conflict
- Planning and organization
- Public speaking
- Listening to learn
- Finding solutions to challenges
- Collaboration and consensus
- Providing meaningful feedback
- Developing systems
- Adapting to change

LEADERSHIP EXPERIENCE

ASSISTANT PRINCIPAL

SPARKS HIGH SCHOOL | 07/2022 - Present

- Creating systems to support teacher and student needs.
- Facilitating a restructure of expectations with Advanced Placement teachers resulting in higher expectations for students and stronger student preparation for college level courses.
- Supporting teacher reflection, growth, and accountability using walk-throughs, the formal evaluation system, and informal conversations about instruction.
- Collaboration with multiple departments and individuals to meet the needs of our students.
- Solving multiple problems and attacking complex issues daily to ensure a safe and respectful learning environment for students and staff.
- Assisting with the Title One and general budgets.

ASSISTANT PRINCIPAL

LODER ELEMENTARY | 07/2019 – 06/2022

- Inspired future leaders, both teachers and students by helping them see their strengths and supporting their confidence and ambitions.
- Led weekly collaborative team meetings; supporting teachers in grades 3-5 with examining common assessment data and analyzing teaching strategies and trends to improve practice for all students.
- Supported teacher reflection and growth using walk-throughs, the formal evaluation system, and informal conversations about instruction.
- Coached students in their emotional responses and reactions to challenging situations.
- Led a positive climate and culture at Loder by responding to student and staff needs in a way that shows they are valued.

DEAN OF STUDENTS-ACADEMICS/INTERVENTIONS

SPARKS HIGH SCHOOL | 06/2018 – 06/2019

- Relentless in my efforts to engage students in attending school and retaining their attendance at 90% or higher.
- Led staff through the new state changes to the attendance policy by providing training, support and clear communication.
- Supported teachers through their action research projects (Student Learning Objectives-SLOs) by providing feedback and assistance with their plans.
- Implemented systematic change within my school to allow for improved communication about services for students, tracking of those services, and evaluation of impact of services.



AWARDS

Model PLC School (SHS)
Solution Tree, Inc.
2017-2018

Rookie of the Year
Mid-Del School District, OK
2005

PROFESSIONAL LEARNING

- 2021 WCDSD LEA 2.0
- 2021 Social Studies Conference
- 2019 Model Schools Conference
- 2019 Washoe Academy of School Leaders (WASL)
- 2019 Assistant Principal Collegial
- 2019-18 Dean Collegial
- 2017-2016 Taught District Course -Assessing the NGSS
- 2017-2015 SLO Trainer; various Schools
- Oct. 2015: Presenter-NSTA Reno Conference. Topic: Introducing NGSS.
- April 2015: PLC at Work Conference
- Mar. 2015: NSTA National Conf.
- 2014-2015: PBL Coaching Course
- 2014-2015: PBL Leader Series
- Oct. 2014: PLC at Work Institute

PROFESSIONAL ORGANIZATIONS

- Member of ACTE (Association of Career & Technical Education)
- Member of NASA (Nevada Association of School Administrators)

NICHOLL JOHNSON

SERVANT LEADER

LEADERSHIP EXPERIENCE CONTINUED

- Designed and implemented a quality summer school program as the site administrator where sixty-five credits were recovered. Coordinating food services, health services, hiring teachers, maintaining records, and ensuring overall safe and effective operations of summer school.

STEM IMPLEMENTATION SPECIALIST

SPARKS HIGH SCHOOL | 08/2013 – 06/2018

- Led implementation, support, and refinement of our Student Learning Objective process resulting in SHS being named the only high school to earn the highest rating (score of 4) for our evaluations during the 2016-17 school year, as well as most teachers earning their Pay for Performance stipends for the duration of the TIF 4 grant.
- Led change to true Professional Learning Communities with the goal of increasing student achievement resulting in the designation of a Model PLC School by Solution Tree for the 2017-18 school year.
- Designed engaging and relevant professional learning on various topics such as incorporating STEM practices, NGSS learning, NVACS-ELA and Math, Gold Standard Project Based Learning (PBL), Professional Learning Communities, 21st Century Learning skills, and various teaching strategies.
- Responsible for budgeting and monitoring a 40,000 STEM budget during the 2013-14 school year.
- Maintained all Teacher Incentive Fund 4 (TIF 4) technology inventory, conducting inventory semi-annually and reporting to the TIF 4 grant administrator.

OTHER EXPERIENCE:

SPECIAL EDUCATION RESOURCE TEACHER

SPARKS HIGH SCHOOL | 02/2010 – 06/2013

- Co-taught Physical Science, Biology and World History collaborating with general education teachers to plan, teach, and assess student learning. We used a few co-teaching models to help reach our diverse range of student needs.
- Responsible for a fluctuating student caseload of approximately 26 students throughout the year tracking their progress on IEP goals/objectives, communicating with their teachers and parents, and providing positive support and encouragement for student success.
- Improving school processes including bell schedule alternatives and the reinstatement of the MTSS process.

SOCIAL STUDIES AND DANCE TEACHER

HALIMA ACADEMY CHARTER HIGH SCHOOL | 08/2004 – 06/2006

- Provided at-risk students a welcoming environment where I encouraged them, differentiated instruction, and mentored just about every student in my class. I also doubled as the Vice Principal for the 05-06 year.

Patrick Carter

Patrick Carter

Executive Summary

- Doctoral Degree in Business Administration
- Professional Management Experience - 3 years as a VP/Creative Director, 5 years as a Program Chair with 24 direct reports, Regent (Nevada System of Higher Education) - 6 years
- Experience as a classroom teacher in Middle School and High School for 5 years, College instructor for over 13, College administrator for 5 years
- Experience working with multiple types of budgets including the Nevada System of Higher Education multi-billion dollar biennial budget
- Experience working with geographically and ethnically diverse populations across the state of Nevada

Patrick Carter

September 7, 2023

Jennifer Bauer
Director of Finance and Operations
1749 North Stewart Street, Suite 40
Carson City, NV 89706

Dear Jennifer Bauer,

Re: SPCSA Executive Director Recruitment

Our state is seeing outstanding achievement from our charter schools. I have seen the benefits and opportunities that are provided when a charter school is opened to provide another public education option for Nevada's children. I briefly worked for a Title One school in the Clark County School District and saw how we were leaving students behind (mostly minorities). I left work everyday feeling like I was not making a difference in student lives and was met with indifference when I asked for help. I moved to a Title One charter school a short distance away from that school with a similar minority-majority population and saw how they were trying to help those students. That was my first exposure to how charter schools work and the benefits they have to the state.

For the last several years I have taught Middle School and High School classes. Some of those are CTE classes in Cybersecurity and I have taught speech for Western Nevada College with the Jumpstart program. At the same time as working in charter schools, I was a Regent over the Nevada System of Higher Education.

Across my career I have worked with diverse clients, customers, and constituencies. As the VP/Creative Director at Creative Edge, I would regularly have to communicate with clients to build and maintain relationships. I wrote the majority of marketing and advertising campaigns at Creative Edge. That often involved resolving issues that the client may have had and working through those issues to keep the client happy all the while balancing the impact to Creative Edge. At the Art Institute, a large part of my job was to build relationships with the students so that I could help them complete their degree program. As a Regent, I interacted with all levels of government

Patrick Carter



and elected officials locally, regionally, and nationally to work towards making the best policy decisions for higher education.

One of my strengths is effective communication. I am able to reach a wide range of audiences in a way they can understand. Regent Perkins (Board of Regents Nevada) at a meeting once said about me, "...he would take something really, really complicated and explain it in really clear and concise terms so that you can..understand it."

I have a variety of other experiences that have provided me with different insights. In 2020, I was on the K-12 Cybersecurity Learning Standards writing committee (CISA was also involved in the standards process). I also designed a casino game that was ultimately purchased by a company. This exposed me to the math and science behind gaming devices. As the Audit, Compliance, and Title IX Chair I oversaw internal and external audits, compliance, Title XI plans and policy.

With my degrees, experience, and values I believe I am the perfect candidate. I can be contacted by the information at the top of this letter. I would be honored to speak with you further regarding the position and my qualifications.

Thank you,

Dr. Patrick Carter

Patrick Carter

WORK EXPERIENCE

Instructor of Cybersecurity CTE and Marketing CTE

2023 - present

Nevada Virtual Charter School (Charter School)

- Taught Cybersecurity CTE classes and Comptia A+ in preparation for the certification exam.
- Taught Marketing CTE classes in business and marketing.

Instructor of Cybersecurity, Computer Science, & Media

2020 - 2023

Mater Academy East Las Vegas (Charter School)

- Taught Cybersecurity CTE and Comptia A+ in preparation for the certification exam.
- Taught Network+ and Security+ competencies so that students could take the optional certification test.
- Attended various training on cybersecurity and robotics.

Instructor of Computer Science

2019 - 2020

Mater Academy Bonanza - Las Vegas (Charter School)

Elected Regent for the Nevada System of Higher Education (NSHE)

2017 - 2022

Program Chair - Media

2012 - 2017

The Art Institute of Las Vegas

- Oversaw several bachelor degree programs
- Handled accreditation reporting, scheduling, hiring and management of employees, and overall program oversight.
- Taught capstone classes including the required business planning class for freelance artists.
- Prepared and issued reports for internal and external stakeholders.

Lead Instructor/Instructor - Media

2007 - 2012

The Art Institute of Las Vegas

- Taught college classes in media subjects, capstone, and business.

VP and Creative Director

2004 - 2007

Creative Edge - Jackson, MO

- Oversaw media production including the IT Department, proprietary software development, and other related projects.
- Consulted with numerous companies to craft marketing messages and produce advertising.
- Planned, implemented, and evaluated strategies to grow the business and client businesses.

EDUCATION

Graduate Certificate in Cybersecurity

2023

University of Nevada, Las Vegas

Graduate Certificate in Cyber Education

2022

Louisiana Tech University

Patrick Carter

Doctoral Classes in Higher Education Administration <i>Argosy University</i>	2014
Doctorate in Business Administration <i>Argosy University</i>	2013
Masters in Integrated Marketing & Marketing Communication <i>The Florida State University</i>	2004
Bachelors in Mass Communication Minor in Computer Networking <i>Southeast Missouri State University</i>	2002

BOARD EXPERIENCE

Regent - Nevada System of Higher Education (NSHE) 2017-2022

The system consists of the University of Nevada Las Vegas, University of Nevada Reno, Nevada State College and four multi-campus community colleges.

- Vice Chair of the Board 2021
 - Chair of the Audit, Compliance and Title IX Committee 2018-2022 - Chief Internal Auditor is a direct report to the Chair of Audit and Chair of the Board; set and approved audit plan and schedule.
 - Oversaw the external auditor
 - Reviewed all external and internal audits on behalf of the board and recommended policy changes, additional audits, and follow-ups from audits to hold individuals accountable.
 - Chair of the Fiscal Sustainability Committee 2020 - Examined systemwide efficiencies for NSHE and institutions; several findings were implemented.
 - Represented NSHE at events and graduations.
 - Attended and represented NSHE at national conferences to stay informed of issues, legislation, best practices, and to build relationships.
-

ADDITIONAL EXPERIENCE

- Member of the national writing task force for the K-12 Cybersecurity Learning Standards (cyber.org).
 - TESLA one-week internship in Summer 2021, gained robotics programming experience as applied in large scale advanced manufacturing.
 - Nevada STEM Leaders Academy 2020.
 - Member of Layer Zero at UNLV.
 - Design - I designed a casino game that was sold to a game company in 2022.
-

CERTIFICATIONS & LICENSES

- Google Certified Trainer
- Nevada Business and Industry Teaching License in Computer Science
- Nevada Business and Industry Teaching License in Marketing
- Certified in Cybersecurity Certification from (ISC)2 (2023)

Sione Thompson

Sione Thompson



Dear Search Committee,

It is with great eagerness that I am applying for a leadership position with your organization. I have earned a Master's Degree in Education Administration and have comprehensive work experience in instruction, curriculum development, finance, and governance. My dedication and mastery in these fields are displayed through my professional career as an educational leader. With over 17 years of administrative experience I am confident that I possess the qualifications and experience necessary to succeed.

Over the past 17 years I have dedicated much of my time in various organizations. I have quality experience in various accreditation processes, curriculum development, school improvement, college and career readiness, and program development. I have continuously improved and enhanced student outcomes, teaching strategies, and community development. I am firm in upholding rigorous standards, managing and supervising support staff and faculty, and developing positive relationships in building a culture of success.

Throughout my career as an administrator I've learned to appreciate and respect the influence that leadership has on communities. My ambition and aspiration for enhancing character and values is an excellent fit to the duties and expectations of your organization. I strongly believe in the core values of fostering personal relationships, achieving equity and access, instilling a lifelong passion for learning, encouraging and affirming personal growth, and awakening a consciousness of social justice. I have a desire to strive in furthering myself as well as others around me. Along with my experience, personal background, and formal training I bring a focused intellect and team oriented attitude towards my colleagues and those I serve.

As a principal of a college preparatory school with strong foundations of traditional education has challenged me as an educator and was also one of the most impactful experiences in my development as a leader. My experience as a principal was one of change management/leadership. It was very challenging and rewarding to implement a shift in the school's educational model from traditional to a progressive model of teaching and learning. Developing buy-in of newly created organizational goals for the enhancement of teaching modalities to increase student engagement was a process that tested my leadership. As the instructional leader of the school I was successful in implementing strategic initiatives by first developing trust through listening and understanding the needs of students, parents, teachers, and various stakeholders in the school community. Building relationships, trust, and clear communication was pivotal in the success of meeting goals set forth in the organizations initiatives.

My perspective of culture from a collective group of people that represent shared values is important in understanding of social behaviors and differences. Each person brings their experiences and attitudes to a group. I have been fortunate to experience diversity amongst many collective groups. I deeply respect ethnic and cultural diversity in understanding others, where they are from, and what they believe. I have a strong awareness of my culture and behaviors and am respectfully conscious of others and I desire to build collective understanding. In supporting a team of educators I always seek to build a culture of shared values and respect through relationships, communication, and trust. I teach and guide organizations that I lead to accept others by first understanding perspective and start building culture through shared values.

Along with my experience, personal background, and academic education I bring a focused intellect and team oriented attitude towards my colleagues and those I serve. Afforded the opportunity to serve in a leadership role I assure continued success and positive representation.

I look forward to further discussing possibilities of employment with you.

Thank you,
Sione Thompson

SIONE THOMPSON

EDUCATIONAL CREDENTIALS

- Masters of Education Administration - M.Ed.

University of Hawaii

2011

ADMINISTRATIVE WORK EXPERIENCE

Principal - Silverton High School, Oregon 2021 - Present

- *Direct report to District Superintendent*

Served as the educational leader and chief executive of the school and responsible for promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, community activities and effective community relations.

Complex Area Superintendent - Hawaii State Department of Education 2020 - 2021

- *Direct report to the Deputy Superintendent*

Responsible for the enhancement of education progress of academic and behavioral outcomes for students. Support schools, students, and staff to develop and meet goals aligned with the State Promise Plan for the Complex Area (9 schools/ 7,500 students).

Executive Director - Hawaii State Public Charter School Commission 2016 - 2020

- *Direct report to the Commission Board and Hawaii State Board of Education*

Director of the state charter school authorization office. Responsible for developing and implementing statewide educational performance expectations and goals for 37 charter schools statewide consisting of approximately 12,000 students.

Program Director - University of Hawaii West Oahu 2015 - 2016

- *Direct report to Vice Chancellor of Student Affairs*

Responsible for overseeing a \$14M grant to increase the college going rate, attrition, persistence, and retention of underserved regions. Coordinate dual-credit/ early college programs and work with local high schools to provide a comprehensive program that affords high school students the opportunity to earn college credit in high school.

Principal/ Assistant Head of School – Saint Louis School 2013 - 2015

- *Direct report to President*

Educational leader responsible for management of all educational operations of the organization. Promote a learning environment through the approved curricula and mission of the school. Oversee a student body of approximately 800 Students.

Director of Advancement – Saint Louis School 2012 - 2013

- *Direct report to President*

Responsible for planning, organizing, and managing comprehensive annual fundraising campaigns. Manage fund raising strategies and coordinate the management and distribution of endowed funds (\$55M). Cultivate donors and Board of Directors to meet funding goals and manage alumni relations annual giving.

Vice Principal – Saint Louis School 2007 - 2012

- *Direct report to Principal*

Support teaching and learning, devise and coordinate core curriculum, schedules, planning and implementing professional development for curricular and cocurricular programs. Responsible for upholding the Student Code of Behavior and implementing corrective action through restorative justice.

Classroom Teaching Experience

Teacher – Social Sciences - Saint Louis School 2005 - 2007

- World History/U.S./Modern European/AP Government – (grades 8-12)
- Computer Science and Technology/ Philosophy - (grades 4-7)

Counselor/ Teacher - City and County of Honolulu 2004 - 2005

- Teacher for a GED Community-Base program for students (ages 16-24)
- Behavioral Counselor for youth ages 8-12 in foster care housing

COMMUNITY INVOLVEMENT

Michael Bennett Foundation - Board Director

Board member for The Bennett Foundation - Assists communities in achieving lifelong success and providing resources to achieve and sustain healthy living.

- <https://thebennettfoundation.org/>

Casual Recovery INC. - Board Director

Present

Founding member and operations consultant for a medical technology and device company with a mission to better the lives of post surgery patients.

- <https://casualrecovery.com/>

Hawaii Children's Action Network (HCAN) - Board Director

Board member for HCAN a community impact advocacy organization with a focus on health and education and a vision for all children to be healthy, safe, and ready to learn.

- <http://www.hawaii-can.org/>

RISEHI - Board Director

Board member and consultant for RISEHI, a local organization with a focus on helping people of Hawaii accelerate businesses and encourage individual entrepreneurial goals.

- <https://risehi.com/>

U-Movement - Board Director

Board President and founder of non-profit organization that empowers communities to turn outward from one's self and acknowledging the value of others in our surrounding world to influence positive change through education, motivation, equity, and community.

- <https://u-movement.com/>

McREL International - Board Director

Present

McREL is a nonprofit, nonpartisan education research, development, and service organization that helps schools, districts, and education agencies improve outcomes for all students.

- <http://www.mcrel.org/>

Center for Educational Travel USA - Regional Director, OR/HI

Present

Council for Educational Travel, USA (CETUSA) is a not-for-profit international student exchange organization coordinating exchange experiences for high school students, university students and young professionals., a US Department of State Exchange Visitor (J-1 visa) sponsor organization.

- <https://www.cetusa.org/>

Todd Bliss

Todd Bliss

Business Professional

CONTACT



SUMMARY

Seasoned business leader that consistently reaches profitability targets while delivering an amazing customer experience. Able to effectively collaborate with executive leadership and create alignment and synergy at the store level. Strong communication skills.

EDUCATION

Bachelors
Business Management
Emphasis in Marketing
Brigham Young University |
Rexburg, ID
2002-2005

SKILLS

- Customer Experience
- Team Development
- Influential Leadership
- Active Listening
- Strategic Planning
- Highly collaborative
- Bilingual in Spanish
- Succession Planning
- Talent acquisition
- Marketing strategy

WORK EXPERIENCE

District Manager Operations/ Human Resources Burlington | Las Vegas | 2018 - Present

Experienced retail professional responsible for multiple markets that included all stores in Nevada and New Mexico. Currently managing over 150 million in sales driving high comp growth 5 years in a row in Nevada.

- Leading multi-million dollar sales volumes in a multi-site environment maximizing sales, gross margin, and inventory turn
- Established operational excellence within the district including controlling expenses, reducing shortage, perfecting organizational processes and leading new initiatives to improve and save on costs
- Oversee compliance of Store Managers with established Company policies and standards, HR practices, security, sales and record-keeping procedures, and overall maintenance of the stores.
- Able to develop store managers through coaching in the moment and Individual development plans which provide helpful guidance and feedback in order to drive sales and achieve key performance indicators. Developed and promoted 3 store managers into the district manager role.
- Responsible for reviewing operational reports and records, monitor store profitability, manage payroll budgets, and develop long range goals and objectives.
- Experience in short-term and long-term succession planning, talent development, and retention strategies. Highest associate engagement and manager effectiveness in the territory. 92% manager effectiveness. Achieved turnover/retention goals. Best non-exempt retention in the territory for the last 5 years.

*Responsible for all new store openings, sign-off on construction completion with GC. Hiring and training of new staff. Coordinate marketing efforts for store opening. Managing product flow and store setup. Opened 7 new stores over the last 5 years.

General Manager Burlington | Las Vegas/Fort Lauderdale | 2011 - 2018

General Manager: Responsible for entire operations of the building including hiring/staffing, sales performance, customer service experience, expense mgmt., shortage results, staff development, and merchandising presentation.

- Completed BCF Leadership Development Program.
- Store manager of multiple volume bands including 13, 25(Vegas) and 50 million(FL)

*Managed the largest Burlington store for 4+ years before being promoted to DM

- Able to drive consistent comp. sales increases by executing company merchandising directives, developing service culture within the building, training and developing store team, managing expenses, and reducing shortage

Operations Manager Kohls /Las Vegas/ 2006-2011

General Manager/Marketing Manager Club Strata/Rexburg, ID/ 2003-2006

*Owned and operated a nightclub during college

*Coordinated all marketing and branding efforts for the club,worked with local radio stations, schools, businesses to gain sponsors and book events for venue

*Responsible for all hiring/training/events mgmt./P&L

Todd Bliss



Dear Jennifer Bauer,

I am writing to express my enthusiastic interest in the Executive Director position. With 17+ years of business-related experience within the public sector, I am confident that my qualifications align well with your requirements and expectations for this role.

Throughout my career, I have consistently demonstrated a strong commitment to achieving organizational goals and targets at the individual and team levels. As a district manager overseeing operations totaling over \$150M in sales, I honed my strategic planning, expense management, and profit and loss (P&L) analysis skills. My extensive finance background, combined with my experience managing over 1,000 employees across 14 stores in Las Vegas and Reno, has equipped me with the necessary leadership and operational expertise to excel in the role of Executive Director.

One aspect of my career that I am particularly proud of is my ability to work with diverse backgrounds and ethnic populations in urban and rural environments. This experience has enriched my perspective and strengthened my ability to foster inclusivity and collaboration within teams and communities.

My passion for education in Nevada is deeply rooted in my personal life. I believe education is the cornerstone of personal and societal growth, and I am dedicated to enhancing it. I am the proud parent of four boys, of whom three attend Legacy Charter School and the oldest attend Southwest Tech magnet School in our state. My family's history inspires this commitment to their education, as my children are of Native American descent, and their grandfather's limited educational opportunities growing up on the Zuni Pueblo Reservation serve as a poignant reminder of the importance of quality education.

My educational background includes a bachelor's degree in Business Administration and Marketing, which I earned at Brigham Young University. Furthermore, I have a strong history of volunteerism, having worked with organizations such as Just Serve, LDS Charities, Catholic Charities, and Red Cross. My volunteer experiences have allowed me to develop valuable skills in community engagement, outreach, and education-focused initiatives. Additionally, I spent two impactful years in Argentina, serving the impoverished, offering life skills, English classes, interviewing techniques, job placement support, and various educational training programs.

I am excited about the opportunity to lead and make a meaningful impact as the Executive Director, I am confident that my background, expertise, and dedication to education align seamlessly with the organization's mission and goals.

I welcome the opportunity to discuss how my experience and skills can contribute to the continued success and growth of charter schools in Nevada. And I eagerly anticipate the possibility of joining your team and contributing to the advancement of your mission.

Tracy Palmer

Tracy L. Palmer, Licensed Master Social Work /#6110-M

Skills

Over 25 years of progressive responsibility in coordinating and administering and managing programs, overseeing daily operations, policy and procedure review and audits, quality assurance and applying complex rules and regulations, and supervision of 15 or more staff and liaison with community stakeholders and contract providers, supporting management and Administration.

Areas of Expertise:

- Program policy and procedure development and implementation
- Supervision of staff and contract providers
- Budget planning, bookkeeping, purchasing, auditing, and payroll
- Public relations, communication, and conflict resolution
- Problem solving and corrective action
- Identify trends and analyze issues
- Quality control and assurance of programs for state and federal compliance
- Writing of comprehensive reports and contract management
- Policy, procedure, and computer systems trainer
- Interview and selection process of subordinate staff and contract providers
- Maintain effective working relationships with co-workers, other State and Federal agencies and diverse population.

Career Development

Health Program Manager II (Division of Public and Behavioral Health-DPBH; Bureau of Behavioral Health Wellness and Prevention) April 2018 to Current, Carson City, NV

- Federal Reporting; Responsible for Substance Abuse Prevention and Treatment Block Grant (SABG) Prevention (Youth and Adolescents) 20% Set-aside (\$4.25 Million)/ Treatment (Youth, Adolescents and Adults) (\$13.40 Million) total of \$ 17.6 million, State Opioid Response Grant (\$16.5 million), Strategic Prevention Framework-Partnership for Success; set age 9 to 20-years (PFS) (\$ 2.26 Million), and State General Primary Prevention Fund (SAPP)- (Youth, Adolescents and Adults) (\$1.8 Million).
- Maintain Statewide Prevention Coalition Collaboration within Nevada Communities. Increase Evidence-Based Practice programs reaching youth and those in high-risk areas both Urban and Rural areas of Nevada.
- Track Prevention Trends throughout Nevada, review and receive recommendations and align with Federal and State Key Measures and Strategies ; SAMHSA Strategic priorities/core principles, Substance Abuse Block Grant Prevention Performance Measures, Partnership for Success data collection, performance measures through Evidence Based Practices, Policy and Program Active Workgroup (EBPPAW), State/Tribal Epidemiological Outcomes Workgroup (SEOW)-Data/Targeted Population, Multidisciplinary Prevention Advisory Committee (MPAC), and State fourteen prevention priorities.
- Evaluate and oversee program / fiscal monitors of Nevada statewide Prevention Coalitions; review coalition risk and apply corrective action plans (CAP).
- Developed and maintained DHHS and State agency relations (DPBH-BBHWP/ DCFS and Department of Education- Nevada Statewide School Behavioral Health Coordinator).
- Supervise Prevention, Treatment, State Opioid Response and Fiscal team of approximately 25 staff and work directly with Bureau Chief and Bureau and Division Fiscal Manager.
- Manage Fiscal tracking for SABG/ PFS/SAPP through monthly reconciliations.
- Identify and analyze Annual Reports on Nevada trends and comparison analysis from year to year; adjust and modify inspection methodology after approval from SAMHSA, redefine and develop new initiative in reducing Nevada retailer violation rate from 30.4% to 20% and under.
- Develop, implement, and maintain a comprehensive knowledge and tracking compliance per Federal regulation through Nevada's Web-based Infrastructure for Prevention and Treatment Services (WITS) system under SAMHSA approved Substance Abuse Block Grant term and conditions.
- Intern Supervisor for Social Worker Department at University of Nevada.

Reason for Leaving: Promotional

Social Service Chief II (Division of Health Care Financing and Policy-DHCFP) November 2014 to April 2018, Carson City, NV

- Supervise and managed the Managed Care/Business Lines Team
- Develop and implemented a Nevada State-Wide Health Care Guidance Program for the Chronically Ill targeted population in need of intense case management.
- Oversee hearings for Managed Care policy and regulation compliance.
- Quality Assurance Supervisor over State External Quality Review Organization (EQRO) Vendor.
- Over Third-Party Liability State Policy development and implementation programs; developed and disseminate to Emergency Room/Urgent Cares for TPL Process.
- Over Children Health Insurance Program (CHIP); State Plan Amendment (SPA) and Policy development for Medicaid and CHIP targeted population.
- Maintained and lead over Center for Medicare and Medicaid Services (CMS) and CHIP (CMSC) Annual Reporting in multiple CMS and CHIP systems.
- Conduct Public Workshops/ Contract Amendments/ Policy updates/ Represent Research and Demonstration Waivers programs to Medical Care Advisory Committee (MCAC)

Reason for Leaving: Promotional

Social Services Program Specialist III (Division of Health Care Financing and Policy-DHCFP) August 2010 to November 2014, Carson City, NV

- Create, monitor, and assure compliance of Managed Care Organization (MCO) and Interlocal agreements based on State and Federal regulations.
- Research and review federal and state legislation and enacted laws regarding any programs and demonstrate advanced practice skills based on areas under my supervision. Determine with fiscal, contracts, Operations Manager, and Chief of Managed Care the applicability to those programs.
- Develop, review, research, maintain and analyze data related to program policies and procedures.
- Develop reporting formats in conjunction with the vendors under my oversight, such as the External Quality Review Organization (EQRO) Technical Report. Monitor the MCOs' Utilization Review (UR) and Quality Assurance Activities (QA). Provide technical and programmatic expertise to the contracted EQRO for the development and implementation of tasks outlined in State Request for Proposal (RFP).
- Work with the contracted EQRO to design an annual quality review of the MCOs and their enrollees. Work with the EQRO to develop the external quality review organizations scope of services for the annual quality review.
- Formulate and oversee a plan for following-up on the EQRO's annual review findings and conduct appropriate follow-up activities/corrective actions with both the EQRO and the MCOs.
- Liaison between Northern and Southern State of Nevada-Managed Care recipients, providers and DHCFP fiscal agent.
- Conduct financial, statistical, and investigative studies related to Division Programs.
- Assist with the State Plan, Performance Indicators and Federal Reports for the Division.
- Supervisor and train Social Services Program Specialist staff.

Reason for Leaving: Promotional

Family Services Specialist-Lead Worker/Supervisor III (DWSS-Division of Welfare and Supportive Services)

October 2006 to August 2010, Reno NV

- Successfully created developed and trained State/Federal modules on Program Service Manuals for Professional Development Center and Reno District Office training unit for all Medicaid eligible categories: Temporary Assistance for Needy Families (TANF), Children Health Assurance Program (CHAP), Medical Assistance to Aged Blind and Disabled (MAABD) and Supplemental Nutritional Assistance Program (SNAP).
 - Developed and provided staff development on inner policy and procedures.
 - Trainer at the Professional Development Center (PDC) Liaison between DWSS case worker, sister agencies and community resources.
 - Perform quality assurance of trainees through desk audits, interviews, and case reviews.
- Conduct weekly one on one and small group meeting with facilities and shelters such as but not limited to STEP 2-Womens Substance Abuse, Ridge House-Men & Women release & Substance Abuse, Friends In Service Helping (FISH), Committee To Aid Abused Women (CAAW), Northern Nevada Adult Health Services (NNAMHS), City of Reno Community Resource and Community Assistance Center.

Family Services Specialist II (DWSS), August 1998 to October 2006, Reno, NV

- Daily operation oversight of TANF/CHAP/MAABD/SNAP-Food Stamp/Medicaid Programs for state/federal program compliance.
- Researched, developed, and created training, internal controls, and corrective action plans.
- Determine and maintain case eligibility and ongoing State and Federal assistance for low economic diverse population.
- Coordinated communication with other State/County agencies on joint project and Medicaid programs; DCFS- Division of Child and Family Services, VA-Stand down, Welfare outreach, Wings-Substance Abuse program-State prison in Carson City and Reno Gospel Mission.

Reason for Leaving: Promotional

Special Projects:

- Board member of University of Nevada Reno (UNR), Community Advisory Board (CAB) for Social Work Department. (Currently)
- Oversee 1-4 UNR MSW/BSW interns (Currently)
- Hearing Representative for the Reno District Office.
- Eligibility Program Specialist spokesperson for TANF/CHAP/MAABD/SNAP-Food Stamp/Medicaid-Medicare Programs: Cyasis Program- Teen pregnancy, Street Ready-Early release program for prisoners, DCFS case, maintain Medicaid confidential cases in Reno (DWSS) and RGM- Reno Gospel Mission-12 month rehabilitation program
- Trainer: DWSS- Nomads system, and curriculum developer for Professional Development Center.
- Developed a Training Model for recipient and staff; grievances and appeal operation procedure for reporting to DWSS administration in regard to resolution.
- Conduct on-site visits, working directly with Nevada Stakeholders on the Health Care Guidance Program.

Education

University of Reno, Nevada (UNR)	Reno, Nevada
Master of Social Work (2010)	
Sonoma State University (SSU)	
Bachelorette of Associates in Human Studies, (1991)/ Minor - Music	Rohnert Park, California

Field Internship/Volunteer:

Crisis Call Center/211

-Research and Develop grants for Non-Profit Organization

Community Triage Center (2009-2010)

- Develop clinical psychosocial (Assess physical, emotional and mental health behaviors.)
- Group Coordinator (Assess Housing, Substance Abuse and connecting clients to a supportive resource)

Disability Track Meet- (1989)

-Developed & Implemented Palm Springs High School Event

Certification

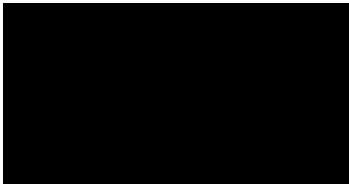
Change Ambassador (State 2018)	Carson City, Nevada
Business Management (2013)	Extended Master Course online
Licensed, 6110-M,-Social Work (2011)-Current	Reno, Nevada
Contract Management –Recertified (State 2012)	Carson City, Nevada
Supervisory Academy-State Directed (State 2008)	Carson City, Nevada



TLP

TRACY L. PALMER, LMSW, #6110
HEALTH PROGRAM MANAGER II 

CONTACT



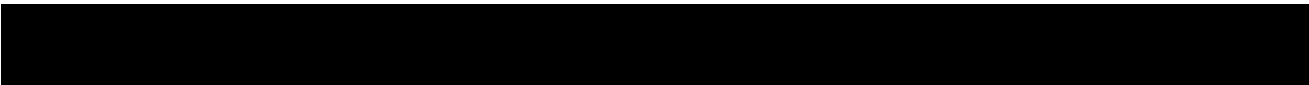
JENNIFER BAUER, DIRECTOR OF FINANCE AND OPERATIONS

STATE PUBLIC CHARTER SCHOOL AUTHORITY: EXECUTIVE DIRECTOR

DEAR JENNIFER BAUER, DIRECTOR OF FINANCE AND OPERATIONS,
I am writing to apply for the open position at the State Public Charter School Authority, as recommended to me from a prior staff. I am confident that my 25 years of solid experiences and diverse capabilities in project development, program management, health initiatives in substance abuse and wellness, ASIST ambassador for suicide prevention, collaboration with CMS on policy development and State Plan development and quality oversight makes me an ideal candidate to fulfill this open positions.

During my 23 years working for the state of Nevada, I have taken the lead of multiple programs, and projects from the start or the middle and carried them to the finish line. My attached resume' provides rich information that will correlate to the diversity of my capabilities. I have worked directly with the Department of Education creating and supporting the School of Behavioral Health Liaison between the state and schools. I have taught a summer course for the University of Nevada, Reno. And as a mom of a child who attended Academy of Arts, Career and Technology, I understand the importance of diversity in schools. Education is very important to me and dear to my heart.

I believe that my experiences, knowledge and comprehensive involvement with multiple agencies, departments and the workings with community stakeholders would make me a valuable addition to the State Public Charter School Authority.





**TRACY L. PALMER, LMSW,
#6110**

If there is any more information about my qualifications or past experience; you'd like me to provide, please don't hesitate to reach out.

Sincerely,

Tracy L. Palmer

Tracy L. Palmer, LMSW, #6110



EMAIL



IN PERSON-DHHS



TELEPHONE



TRACY PALMER 2021

Valeria Peterson

Valerie R. Peterson Ed.D



Jennifer Bauer, Director of Finance and Operations
State Public Charter Authority
1749 North Stewart Street, Suite 40
Carson City, NV 89705

RE: SPCSA Executive Director Recruitment

I am writing to express my strong interest in the position the Executive Director Recruitment with the State Public Charter School Authority (SPCSA), as advertised. With my extensive experience in education advocacy, partnership development, grant management, and educator support, I am excited to contribute my expertise to further the goals and mission of SPCSA.

In my role as a Learning Strategist at the Clark County School District, I honed my ability to foster individualized learning plans for academic growth, coach educators to enhance student engagement, and lead impactful professional development workshops. These experiences have equipped me with the skills necessary to collaborate effectively with charter school operators, applicants, and various stakeholders, promoting the opportunities and pivotal role of charter schools within the Nevada education system.

As an Advisor, Strategist, and Executive Leadership Fellow, I demonstrated my knack for aligning organizational goals with the mission for growth, managing partnerships, and advocating for equity. I expanded reach, securing substantial revenue and partnerships, skills

directly applicable to collaborating with Nevada's education authorities and agencies to enhance the charter school landscape. My expertise in budgeting, logistics coordination, and innovative engagement strategies aligns with the role's responsibility of overseeing administrative structures and communication.

Moreover, my experience as a Regional Director and Consultant allowed me to develop a robust network of industry contacts, collaborate with stakeholders, and facilitate meetings for goal alignment. These skills are essential for representing SPCSA at a state and national level and collaborating with diverse entities to strengthen the authority's sponsored schools and preserve their autonomy.

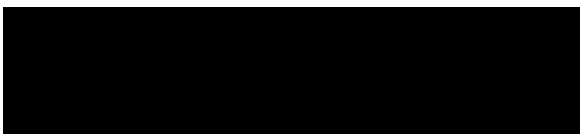
My passion for education, demonstrated commitment to equity, and proven ability to lead and innovate align seamlessly with the role's responsibilities. I am excited about the opportunity to leverage my experience to drive positive change within Nevada's education system.

Thank you for considering my application. I look forward to the possibility of contributing to the advancement of charter schools and education excellence as a member of the SPCSA team.

Please find my resume attached for your review.

Sincerely,

Valerie R. Peterson Ed.D



VALERIE R. PETERSON ED.D

EDUCATOR AND AUTHOR

CONTACT



SKILLS

Professional Development Facilitation
Curriculum Development
Stakeholder Collaboration
Strategic Thinking and Planning
Research and Data Analysis
Press and Media Engagement
Relationship Building

EDUCATION

Doctorate of Education-Organizational Leadership

Argosy University Chicago
2008-2013

Master of Arts-Elementary Education

Roosevelt University
2004-2006

Bachelor of Science-Community Health Education

Northern Illinois University
1997-2001

CERTIFICATIONS

State of Nevada K-6 Teaching

State of Illinois K-9 Teaching

AllState Foundation Non-Profit Leadership

PROFILE

Results-driven Executive Education Leader with 15+ years enhancing college and career readiness for marginalized students through visionary leadership, entrepreneurial acumen, and data-driven continuous improvement. Champion of educational equity in diverse educational landscapes.

WORK EXPERIENCE

Learning Strategist

Clark County School District 2022-Present

- Delivers targeted K-5 ELA intervention, fostering individualized learning plans for academic growth.
- Coaches teachers to optimize instructional methods and enhance student engagement.
- Leads impactful professional development workshops on best practices and curriculum innovation.
- Integral member of the Leadership Team responsible for developing and implementing effective systems, conducting data analysis, budget review, decision-making, and providing visionary leadership to drive the school's success.

Executive Leadership Fellow

2020-2022

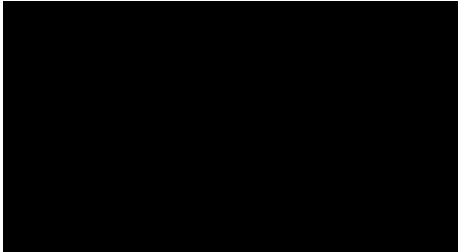
Educational Achievement Services

- Advisor, strategist, and executive assistant to the CEO.
- Led content development, curriculum design, and facilitated PD workshops for diverse education advocacy programs, including equity initiatives, family engagement, student leadership, mentorship, and human rights.
- Coordinated planning and logistics for consultants, partners, and corporate engagements.
- Collaborated with COO on scheduling, contracts, procurement, and partnerships.
- Assisted clients in identifying improvement areas and achieving objectives.
- Established lasting relationships with corporate partners and stakeholders.

VALERIE R. PETERSON ED.D

EDUCATOR AND AUTHOR

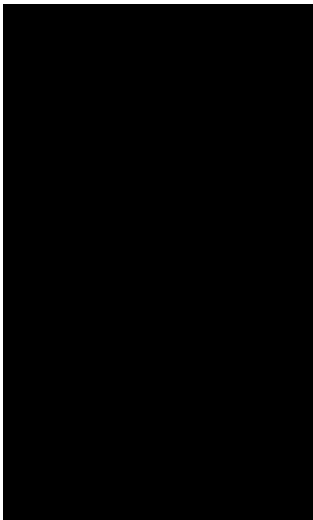
CONTACT



PRESS/MEDIA CREDITS

- Op Ed Writer: New York Times
- Speaker: United States Senate Judiciary Committee, We Testify
- Documentary: Bill Moyers
- Podcast: NPR, Access, Community Spotlight with MCC, Soul What Dallas
- Articles: Woman's Health Magazine, Time Magazine, Issue Lab Report, Conde Nast Traveler
- Interviews: NBC, ABC News Live, NPR, The Atlantic, Elite Daily, USA Today, Reuters

REFERENCES



WORK EXPERIENCE

Director of Partnership Engagement

Equal Opportunity Schools

2018-2020

- Regional Directors and Consultants, aligning goals with the organizational mission for growth.
- Expanded reach, securing \$4M revenue and 120 new partnerships.
- Advocated for equity in college and career readiness with officials and stakeholders.
- Managed partnership lifecycle, from initial contact to post-implementation follow-up.
- Oversaw budgeting, optimizing resource allocation for partnership initiatives.
- Designed innovative partner engagement strategies, showcasing creative thinking.
- Identified opportunities for partnership improvement and expansion.
- Summarized progress in reports towards partnership objectives.
- Established a network of industry contacts for collaboration.
- Facilitated meetings to ensure alignment of goals and expectations.

Partner Engagement Manager

AVID Center

2010-2018

- Secured \$300K in funding through successful grant proposals.
- Established 250+ partnerships across 11 states, expanding access to rigorous coursework for underserved students.
- Strengthened partnerships, benefiting an additional 20,000 students.
- Provided intensive support and coaching to educators, improving effectiveness.
- Conducted data analysis to assess program effectiveness and identify improvements.
- Led workshops and seminars to enhance teacher effectiveness.
- Collaborated with stakeholders to improve student learning outcomes.
- Compiled performance data for strategic planning.
- Facilitated meetings among key stakeholders for curriculum development
- Engaged in conferences to advance teaching methods and stay current on education trends.

Mark Hilton

RECEIVED
9-11-23

September 6, 2023

Jennifer Bauer, Director of Finance and Operations
State Public Charter School Authority
1749 North Stewart Street, Suite 40
Carson City, NV. 89706

Dear Jennifer Bauer and the SPCSA Recruitment Committee,

I am very much interested in this position due to both the requirements of the position as well as the nature of the work performed by the Charter School Authority.

Over the course of my career, I have acquired the skills, background and experiences that I believe will serve me well in carrying out the duties and assignments of the Executive Director position.

During my career with the US Government I worked in regulatory, civil and criminal enforcement as well as International enforcement. Over the years and particularly in my last assignment I managed the administrative aspect of a large agency to include the areas of Budget, Human Capital, Security (both building and personnel), Investigations, Infrastructure, Administrative Staff and Training. During my Government career I have served as the agency budget officer for both the formulation and execution of government budgets. In my last position, I directed the Budget, Administration and Training efforts along with the associated activities of a \$2 Billion government program.

Currently as the Vice-Chair of the Nevada Site Specific Advisory Board I help oversee and offer advice on a variety of issues affecting the clean up of Nuclear Waste. In that capacity I have worked closely with the consolidated Tribes of the Nevada, California and Utah areas to include the education and training of new Board Members. Possibly of interest to you is my years of experience as an Adjunct Professor at the college level and my Doctoral Degree Program in Education.

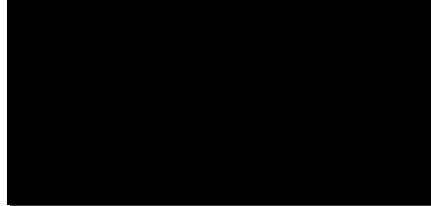
Enclosed with this cover letter is my resume, which lays out those skills, backgrounds and experiences. Should you find my resume to be of interest, I would be happy to meet with you and your staff to answer any questions that you may have.

Sincerely,



Mark H. Hilton

MARK H. HILTON



BOARD EXPERIENCE:

- 2019 - Present Nevada Nuclear Site Specific Advisory Board
- 2014 - 2016 Combat Helicopter Pilots' Association - Board of Directors
- 2013 - 2016 Veteran's Memorial Advisory Group - Board of Directors

EMPLOYMENT:

- 2019 - Present **Nevada Free Tax Coalition** - Volunteer Tax Preparer
After IRS training and certification and under the authority of the State of Nevada, I prepare Tax Year returns for low-income, disabled and elderly Nevada residents.

Department of Homeland Security

- 2007 – 2011 **National Protection & Programs Directorate** - Deputy Director
Through subordinate staff, managed day to day operations and business support functions for a \$2 billion Federal organization responsible for critical infrastructure protection, cybersecurity, Federal facility protection, and biometric identity missions, human trafficking, child pornography, and financial crimes. Aligned the Directorate's resources for the achievement of the Directorate's mission and tasks.

- 2005 – 2007 **Transportation Security Administration**
Office of the Special Counselor – Chief of Staff
Managed a diverse team of full time employees and consultants in a broad range of national preparedness initiatives. Responsible for the essential operations, activities and services of the office mission.

- 2003 – 2005 **Bureau of Immigration and Customs Enforcement**
Division of Investigative Services - Chief Strategic Planner
Provided the direction and continuity for administrative operations and served as a technical advisor to organization management on various strategic matters.

1993 – 2003

Department of the Treasury – US Customs Service

Cyber Crimes Center – Chief Administrative Officer

Office of International Affairs – Sr. Program Analyst
Responsible for the programmatic support to eleven foreign programs.

Office of the Comptroller and CFO - Program Analysis Officer
Responsible for the formulation, analysis, evaluation and execution of a \$1.3 billion budget.

1982 - 2011

Northern Virginia Community College - Adjunct Professor
Taught undergraduate level courses in Finance, International Finance, Securities, Business, International Business, Marketing and International Marketing, Management, Organizational Behavior and Human Resources.

1976 - 1980

House of Delegates, Virginia General Assembly - Legislative Aide
During the active sessions at the Capitol and during the Legislative year at the District Office. Managed the daily office operations: wrote draft policy briefing papers for the Delegate and then attended bill hearings and mark ups. Presented research findings to committee working groups. Represented the Delegate at meetings and gatherings. Regularly met with Caucus staff, the Governor's office staff, reporters, school groups, US Senate and Congressional staffs and constituents.

MILITARY:

1969 - 1973

CHIEF WARRANT OFFICER (CW2), US ARMY

Helicopter Pilot in many duty assignments. One year in Viet Nam. Served as chief pilot for the Night Vision Laboratories Test Group.

EDUCATION:

Doctor of Arts (DA)
George Mason University (A.B.D.)
Master of Public Administration (MPA)
The American University 1981
Bachelor of Science of Foreign Service (BSFS)
Georgetown University 1977

LANGUAGES:

French, Russian, some Arabic