



Reach Cyber Charter School  
BOARD MEETING

Pursuant to the Pennsylvania Open Meeting Laws, notice is hereby given to the members of the Reach Cyber Charter School Board and the general public that the Board will hold a meeting open to the public on:

**Date and Time:**

Wednesday, August 28, 2019 at 9:00 a.m.

**Meeting Location:**

750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Jane Swan at (717) 704-8437.

**AGENDA**

- I. Call to Order and Roll Call – D. Taylor
- II. Public Comment – D. Taylor

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must provide their name and short description of the agenda item on which they wish to comment to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board telephonically must contact the Principal or Board President by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the Principal or Board President at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the Principal or Board President at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

- III. Routine Business – D. Taylor
  - a. Approval of Agenda

- IV. Oral Reports
  - a. Executive Director's Report – J. Swan
    - i. Back to School Activities, Staffing and Training Update
    - ii. Enrollment Update
    - iii. Connections Academy Summer Leadership Conference
    - iv. Comprehensive Support and Improvement (CSI) Designation Update
    - v. Charter Renewal Update
    - vi. AdvancED Accreditation Update
  - b. Financial Report (attached) – T. Lee
    - i. Unaudited 2018-2019 School Year Financial Results
  
- V. Strategic Plan
  
- VI. Consent Items
  - a. Approval of Minutes from the June 19, 2019 Annual Board Meeting (attached)
  - b. Approval of Staffing Report (attached)
  - c. Approval of Connections Education Invoice(s) for June (attached)
  - d. Approval of LiveSpeech Invoice(s) (attached)
  
- VII. Action Items
  - a. Approval of Supplemental Products and Services: Math Time to Talk Proposal (attached) – J. Swan
  - b. Approval of Board Training and Conference Attendance for the 2019-2020 School Year – M. Arthur
  
- VIII. Information Items
  - a. Statement of Agreement (SOA) Update – D. Taylor/ J. Swan/ A. Jay
  - b. State and Strategic Client Relations (SSCR) Update (attached) – A. Jay
  - c. Partner School Leadership Team (PSLT) Update – M. Brown
    - i. Back to School Visit Update
    - ii. School Operations Metrics (attached)
  - d. Board Relations Update – M. Arthur
    - i. Conflict of Interest Statement(s) Reminder
    - ii. EMO Evaluation
  
- IX. Adjournment and Confirmation of Annual Meeting – Wednesday, September 18, 2019 at 9:00 a.m.

**Reach Cyber Charter School  
Revenue and Expense Statement  
For the Period Ended June 30, 2019**

	June-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs Budget	Forecast vs. Budget Variance
<b>Forecasted Enrollment</b>						
Forecasted ADM			2,963	2,836	127	4.5%
Forecasted Total Enrollment			4,323	4,323	0	0.0%
Forecasted Funded Enrollment			2,977	2,800	177	6.3%
<b>Revenue</b>						
State Funding	2,351,811.40	41,851,028.94	41,851,028.94	34,969,557.63	6,881,471.31	19.7%
Federal & Other Program Funding	521,079.36	1,404,781.69	1,404,781.69	1,170,000.00	234,781.69	20.1%
Interest Income	13,651.76	50,345.85	50,345.85	-	50,345.85	100.0%
Student Activities Income	-	8,305.00	8,305.00	-	8,305.00	100.0%
<b>Total Revenue</b>	<b>2,886,542.52</b>	<b>43,314,461.48</b>	<b>43,314,461.48</b>	<b>36,139,557.63</b>	<b>7,174,903.85</b>	<b>19.9%</b>
<b>Program Expenses</b>						
<b>Compensation Expense</b>						
Administration Staff	571,529.42	3,112,826.18	3,112,826.18	3,194,393.75	81,567.57	2.6%
Instructional Staff	3,519,706.40	13,696,384.74	13,696,384.74	10,956,136.01	(2,740,248.73)	-25.0%
<b>Total Compensation Expense</b>	<b>4,091,235.82</b>	<b>16,809,210.93</b>	<b>16,809,210.93</b>	<b>14,150,529.76</b>	<b>(2,658,681.17)</b>	<b>-18.8%</b>
<b>Fee Based Expenses</b>						
Enrollment/Unit Based Fees	1,569,888.79	17,250,791.90	17,250,791.90	16,467,896.00	(782,895.90)	-4.8%
<b>Total Fee Based Expenses</b>	<b>1,569,888.79</b>	<b>17,250,791.90</b>	<b>17,250,791.90</b>	<b>16,467,896.00</b>	<b>(782,895.90)</b>	<b>-4.8%</b>
<b>Other School Expenses</b>						
Assessment	64,849.66	255,545.00	255,545.00	325,000.00	69,455.00	21.4%
Employee Related	72,020.22	252,478.76	252,478.76	316,250.00	63,771.24	20.2%
Facilities	36,236.23	408,937.90	408,937.90	627,382.00	218,444.10	34.8%
Governance	14,920.40	64,234.44	64,234.44	402,750.00	338,515.56	84.1%
Instructional	12,187.14	381,620.55	381,620.55	226,000.00	(155,620.55)	-68.9%
Professional Services	144,984.70	376,555.56	376,555.56	200,000.00	(176,555.56)	-88.3%
Student Related	434,391.47	1,914,481.72	1,914,481.72	1,625,000.00	(289,481.72)	-17.8%
Pending Allocation	(8,220.68)	-	-	-	-	0.0%
<b>Total Other School Expenses</b>	<b>771,369.14</b>	<b>3,653,853.93</b>	<b>3,653,853.93</b>	<b>3,722,382.00</b>	<b>68,528.07</b>	<b>1.8%</b>
<b>Total Program Expenses</b>	<b>6,432,493.75</b>	<b>37,713,856.76</b>	<b>37,713,856.76</b>	<b>34,340,807.76</b>	<b>(3,373,049.00)</b>	<b>-9.8%</b>
<b>Net Increase (Decrease)</b>	<b>(3,545,951.23)</b>	<b>5,600,604.72</b>	<b>5,600,604.72</b>	<b>1,798,749.87</b>	<b>3,801,854.85</b>	<b>211.4%</b>
Beginning fund balance	14,227,903.30	5,081,347.34	5,081,347.34	-	-	
Ending fund balance	10,681,952.06	10,681,952.06	10,681,952.06	-	(3,801,854.85)	

**Reach Cyber Charter School  
Balance Sheet  
June 30, 2019**

**ASSETS**

**Cash and Short Term Investments:**

Cash:Checking	\$	1,267,162.81
Cash:Money market Account		10,355,161.08

<b>Total Cash and Short Term Investments</b>		<b>11,622,323.89</b>
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**Other Current Assets:**

Pupil Funding Receivable		4,292,171.90
PY State Receivables		148,601.10
Allowance for Doubtful Accounts		(231,095.91)
Grant Receivables		661,122.11
Other Receivables		1,427.18
Prepaid Rent		15,061.93

<b>Total Other Current Assets</b>		<b>4,887,288.31</b>
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**Other Current Assets:**

Security Deposit		8,916.65
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<b>Total other Assets</b>		<b>8,916.65</b>
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**Fixed Assets:**

**Property Plant & Equipment:**

Computer Hardware		48,121.10
Leasehold Improvements		111,433.35
Furniture		103,706.34
Accum Depr:Computer Hardware		(29,737.08)
Accum Depr:Leasehold Improvements		(50,602.90)
Accum Depr: Furniture		(25,907.09)

<b>Net Fixed Assets</b>		<b>157,013.72</b>
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<b>Total Assets</b>	<b>\$</b>	<b>16,675,542.57</b>
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**LIABILITIES**

**Current Liabilities:**

Due to (from) Connections Academy	\$	2,376,008.50
Pension Payable		118,052.28
Accrued Expenses		192,115.13
Accrued Compensation		2,547,247.21
Payable to District		603,153.68

<b>Total Current Liabilities</b>		<b>5,836,576.79</b>
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<b>Total Liabilities</b>		<b>5,836,576.79</b>
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**FUND BALANCE**

Invested in Capital		157,013.72
Reserved Fund Balance		6,000,000.00
Undesignated Fund Balance		4,681,952.06

<b>Ending Fund Balance</b>		<b>10,838,965.78</b>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b>16,675,542.57</b>
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**Reach Cyber Charter School  
Schedule of Revenue  
For the Period Ended June 30, 2019**

	June-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Actuals vs. Budget Variance
<b>Revenue</b>					
<b>State Funding</b>					
Regular Education Funding	1,268,623.33	26,938,823.78	26,938,823.78	23,635,006.42	3,303,817.36
State- Prior Year	(52,767.87)	(75,338.29)	(75,338.29)	-	(75,338.29)
Special Education Funding	1,135,955.94	14,987,543.45	14,987,543.45	11,334,551.21	3,652,992.24
<b>Total State Funding</b>	<b>2,351,811.40</b>	<b>41,851,028.94</b>	<b>41,851,028.94</b>	<b>34,969,557.63</b>	<b>6,881,471.31</b>
<b>Federal</b>					
Title I	280,675.00	912,752.00	912,752.00	866,000.00	46,752.00
Title IIA	18,263.93	96,867.11	96,867.11	102,000.00	(5,132.89)
Title III	-	1,091.40	1,091.40	-	1,091.40
IDEA	214,728.25	350,719.00	350,719.00	192,000.00	158,719.00
Title IV	5,985.00	41,925.00	41,925.00	10,000.00	31,925.00
Erate	1,427.18	1,427.18	1,427.18	-	1,427.18
<b>Total Federal &amp; Other Programs Funding</b>	<b>521,079.36</b>	<b>1,404,781.69</b>	<b>1,404,781.69</b>	<b>1,170,000.00</b>	<b>234,781.69</b>
<b>Other Funding</b>					
Student Activities Income	-	8,305.00	8,305.00	-	8,305.00
Interest Income	13,651.76	50,345.85	50,345.85	-	50,345.85
<b>Total Other Funding</b>	<b>13,651.76</b>	<b>58,650.85</b>	<b>58,650.85</b>	<b>-</b>	<b>58,650.85</b>
<b>Total Revenue</b>	<b>2,886,542.52</b>	<b>43,314,461.48</b>	<b>43,314,461.48</b>	<b>36,139,557.63</b>	<b>7,174,903.85</b>

**Reach Cyber Charter School**  
**Schedule of Fees**  
**For the Period Ended June 30, 2019**

	June-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs Budget
<b>SCHEDULE OF FEES:</b>					
<b>Enrollment/Unit Based Fees</b>					
Curriculum and Instructional Support Services	527,793.34	5,362,875.00	5,362,875.00	5,155,704.00	(207,171.00)
Student Connexus License	215,390.00	1,898,400.00	1,898,400.00	1,786,877.00	(111,523.00)
Student Technology Assistance Services	314,117.65	3,437,760.00	3,437,760.00	3,337,336.00	(100,424.00)
Enrollment/Placement/Student Support Services	250,160.00	3,083,175.00	3,083,175.00	3,035,310.00	(47,865.00)
School Operations Support Services	200,005.00	1,762,800.00	1,762,800.00	1,659,243.00	(103,557.00)
School Business Support Services	49,232.00	433,920.00	433,920.00	408,429.00	(25,491.00)
Professional Development Services	375.21	228,250.00	228,250.00	220,833.00	(7,417.00)
School Staff Support Services/Human Resources Support	1,424.62	867,350.00	867,350.00	839,164.00	(28,186.00)
Facilities Support Services	2,083.37	25,000.00	25,000.00	25,000.00	-
Short Term Substitute Teachers	9,300.00	38,400.00	38,400.00	-	(38,400.00)
Direct Course Instruction Support	7.60	112,861.90	112,861.90	-	(112,861.90)
<b>Total Enrollment/Unit Based Fees</b>	<b>1,569,888.79</b>	<b>17,250,791.90</b>	<b>17,250,791.90</b>	<b>16,467,896.00</b>	<b>(782,895.90)</b>
<b>Total Fee Based Expenses</b>	<b>1,569,888.79</b>	<b>17,250,791.90</b>	<b>17,250,791.90</b>	<b>16,467,896.00</b>	<b>(782,895.90)</b>

**SCHEDULE OF COMPENSATION:**

<b>Administrative Compensation</b>					
Salaries - Administration	422,540.18	2,309,589.49	2,309,589.49	2,348,818.20	39,228.71
Benefits - Administration	92,958.84	508,109.68	508,109.68	516,740.00	8,630.32
Pension - Administration	21,773.64	112,559.47	112,559.47	117,441.91	4,882.44
Taxes - Administration	34,256.77	182,567.54	182,567.54	211,393.64	28,826.10
<b>Total Administrative Compensation</b>	<b>571,529.42</b>	<b>3,112,826.18</b>	<b>3,112,826.18</b>	<b>3,194,393.75</b>	<b>81,567.57</b>
<b>Instructional Compensation</b>					
Salaries - Teachers	2,603,983.41	10,138,473.32	10,138,473.32	8,055,982.36	(2,082,490.96)
Benefits - Teachers	572,876.35	2,230,464.12	2,230,464.12	1,772,316.12	(458,148.00)
Pension - Teachers	123,653.44	498,004.78	498,004.78	402,799.12	(95,205.66)
Taxes - Teachers	219,193.20	829,442.52	829,442.52	725,038.41	(104,404.11)
<b>Total Instructional Compensation</b>	<b>3,519,706.40</b>	<b>13,696,384.74</b>	<b>13,696,384.74</b>	<b>10,956,136.01</b>	<b>(2,740,248.73)</b>
<b>Total Compensation</b>	<b>4,091,235.82</b>	<b>16,809,210.93</b>	<b>16,809,210.93</b>	<b>14,150,529.76</b>	<b>(2,658,681.17)</b>

**Reach Cyber Charter School  
Schedule of Other Expenses  
For the Period Ended June 30, 2019**

	June-19 Actual	YTD Actual	Annual Forecast	Annual Budget	Forecast vs. Budget Variance
<b>SCHEDULE OF OTHER SCHOOL EXPENSES:</b>					
<b>Assessment</b>					
Student Testing & Assessment	64,849.66	255,545.00	255,545.00	325,000.00	69,455.00
<b>Total Assessment</b>	<b>64,849.66</b>	<b>255,545.00</b>	<b>255,545.00</b>	<b>325,000.00</b>	<b>(69,455.00)</b>
<b>Employee Related</b>					
Staff Recruiting/Background Checks	190.78	18,160.79	18,160.79	45,000.00	26,839.21
Staff Training/Prof. Dvlpmt	59,105.55	187,475.08	187,475.08	124,250.00	(63,225.08)
Team Building	1,097.85	3,812.11	3,812.11	20,000.00	16,187.89
Travel- Nurse	-	-	-	7,000.00	7,000.00
Travel and Conferences	11,626.04	43,030.78	43,030.78	120,000.00	76,969.22
<b>Total Employee Related</b>	<b>72,020.22</b>	<b>252,478.76</b>	<b>252,478.76</b>	<b>316,250.00</b>	<b>63,771.24</b>
<b>Facilities</b>					
Capital Outlay	9,689.37	9,689.37	9,689.37	135,000.00	125,310.63
Copiers/ Reproduction	1,059.18	11,960.66	11,960.66	14,000.00	2,039.34
Internet	1,537.61	12,380.41	12,380.41	15,000.00	2,619.59
Maintenance & Repairs	258.66	14,916.26	14,916.26	28,000.00	13,083.74
Office Postage	2,798.98	13,430.61	13,430.61	18,000.00	4,569.39
Office Supplies	4,130.64	23,853.79	23,853.79	64,000.00	40,146.21
Office Rent	16,761.79	192,961.62	192,961.62	285,262.00	92,300.38
Other School Expense	-	-	-	9,000.00	9,000.00
Rent Operating Expense	-	-	-	21,120.00	21,120.00
Small Office Equipment	-	125,798.68	125,798.68	35,000.00	(90,798.68)
Telephone	-	3,946.50	3,946.50	3,000.00	(946.50)
<b>Total Facilities</b>	<b>36,236.23</b>	<b>408,937.90</b>	<b>408,937.90</b>	<b>627,382.00</b>	<b>218,444.10</b>
<b>Governance</b>					
Accreditation	3,200.00	3,200.00	3,200.00	-	(3,200.00)
Banking Fees	570.40	4,568.92	4,568.92	3,000.00	(1,568.92)
Board-Related Expenses	-	5,704.20	5,704.20	20,000.00	14,295.80
Charter School Initiatives (Board Designations)	-	-	-	250,000.00	250,000.00
Dues	150.00	29,017.32	29,017.32	9,750.00	(19,267.32)
External Audit	11,000.00	18,000.00	18,000.00	16,000.00	(2,000.00)
D&O Insurance	-	3,744.00	3,744.00	4,000.00	256.00
Insurance Expenses	-	-	-	100,000.00	100,000.00
<b>Total Governance</b>	<b>14,920.40</b>	<b>64,234.44</b>	<b>64,234.44</b>	<b>402,750.00</b>	<b>338,515.56</b>
<b>Instructional</b>					
Other Curriculum	5,018.21	59,121.93	59,121.93	-	(59,121.93)
STEM Programmatic Expenses	7,168.93	322,498.62	322,498.62	226,000.00	(96,498.62)
<b>Total Instructional</b>	<b>12,187.14</b>	<b>381,620.55</b>	<b>381,620.55</b>	<b>226,000.00</b>	<b>(155,620.55)</b>
<b>Professional Services</b>					
Accounting Services	132,208.80	320,290.94	320,290.94	170,000.00	(150,290.94)
Contract School Staff	-	-	-	-	-
Legal Services	12,759.75	56,086.97	56,086.97	30,000.00	(26,086.97)
Other Consultants	16.15	177.65	177.65	-	(177.65)
<b>Total Professional Services</b>	<b>144,984.70</b>	<b>376,555.56</b>	<b>376,555.56</b>	<b>200,000.00</b>	<b>(176,555.56)</b>
<b>Student Related</b>					
Community Coordinators	-	9,000.00	9,000.00	-	(9,000.00)
Contracted Pupil Health Support	-	5,000.00	5,000.00	10,000.00	5,000.00
School Discretionary Targeted Outreach	120.00	41,145.68	41,145.68	-	-
Extracurricular Activities	-	-	-	70,000.00	70,000.00
Graduation Expense	23,399.01	23,864.34	23,864.34	35,000.00	11,135.66
Student Technology Support Stipend	266,494.09	788,054.76	788,054.76	740,000.00	(48,054.76)
School Meals	-	-	-	-	-
SPED Related Services	131,779.59	969,874.74	969,874.74	768,000.00	(201,874.74)
Student Printers	-	-	-	-	-
Student Activities	12,598.78	77,542.20	77,542.20	2,000.00	(75,542.20)
<b>Total Student Related</b>	<b>434,391.47</b>	<b>1,914,481.72</b>	<b>1,914,481.72</b>	<b>1,625,000.00</b>	<b>(289,481.72)</b>
<b>Pending Allocation</b>					
Expenses Pending Allocation	(8,220.68)	0.00	-	-	-
<b>Total Pending Allocation</b>	<b>(8,220.68)</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenses</b>	<b>771,369.14</b>	<b>3,653,853.93</b>	<b>3,653,853.93</b>	<b>3,722,382.00</b>	<b>68,528.07</b>



Reach Cyber Charter School  
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING  
Wednesday, June 19, 2019 at 9:00 a.m.

Held at the following location and via teleconference  
750 East Park Drive, Suite 204  
Harrisburg, PA 17111

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**I. Call to Order and Roll Call**

Mr. Taylor called the meeting to order at 9:03 a.m. when all participants were present and able to hear each other.

Board Members Present: David Taylor, Joe Harford, Dave Biondo, Gail Hawkins-Bush, Paul Donecker and Alex Schuh (all via phone);

Guests: Jane Swan, School Leader; Rachel Graver, Alicia Swope, Karen Eppinger, Greg McCurdy, John McMurray, Devin Meza-Rushanan, Scott Stuccio, Heather Berger, Corey Groff and Christine Miller, School Staff; Megann Arthur, Pearson Online and Blended Learning (POBL) Staff (in person); Kevin Corcoran, Charter Choices, Financial Consultant; Karen Yeselavage, LeAnn Ritchie, Andy Gribbin, Nancy Wagner, Sheila Perez and Rachel Parker, School Staff; Andrew Pasquinilli, Melissa Brown, Megan Holston, Tanya Lee and Amanda Jay, Pearson Online and Blended Learning (POBL) staff (via phone).

**II. Public Comment**

There were no public comments made at this time.

**III. Routine Business**

a. Approval of Agenda

Mr. Taylor asked the Board to review the agenda distributed prior to the meeting. Board members added the following Action Items to the agenda: Approval of CSI School Improvement Plan, and Approval of Committed Fund Balance. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 19, 2019 Annual Meeting of the Reach Cyber Charter School Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

#### IV. Audit Committee, Committee of the Entire Board

a. Ratification of Revised Audit Firm Engagement for the 2017-18 SY Annual Financial Audit and Audit Firm Engagement for the 2018-19 SY Annual Financial Audit

At the Board's request, Ms. Lee provided the Board with a thorough review of all the audit-related documentation included in the Board materials. She detailed the current school year's audit process, and the independent audit firm's report and recommendations. Mr. Biondo confirmed that he had reviewed all documentation and found all to be in order. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revised engagement of SD Associates, P.C. for the 2017-2018 SY annual financial audit and engagement of SD Associates, P.C. for the 2018-2019 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

b. Ratification of the 2017-2018 School Year Financial Audit Report

Mr. Biondo and Ms. Lee presented this item to the Board. They reviewed the audit report for the fiscal year ending June 30, 2018, as included in the Board materials. Ms. Lee highlighted key aspects of the report, and related to the Board that the audit firm indicated no findings; she advised that the report was the best result the school can achieve. Board members discussed the audit report, and expressed their satisfaction with the school and POBL for the results. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, the Audit Report for the fiscal year ending June 30, 2018, as presented, is hereby accepted.

The motion passed unanimously.

#### V. Oral Reports

a. Executive Director's Report

Ms. Swan began her report by welcoming and introducing to the Board the three new school principals.

i. Graduation and End of Year Activities Update

Ms. Swan discussed the success of last week's graduation ceremony, and thanked Mr. Taylor for his inspiring keynote address to the graduates. Ms. Swan reviewed the number of those who participated in the graduation ceremony, as well as the total number expected to graduate this school year.

At Ms. Swan's request, Mr. Stuccio, the School's Outreach and Marketing Coordinator, presented the end of year activities update to the Board. He highlighted the several school-sponsored events at baseball games throughout the state, noting they were held in 10 different parks on 4 separate dates, with just over 600 members of Reach families attending those events.

Mr. McCurdy, in his role as Director of Safety, provided the school's Safety Report. He noted that Act 44 requires the school report on safety and security annually. Mr. McCurdy provided the Board with a brief overview of safety and security protocol for Reach offices, as well as staff trainings completed related to safety and security. He further reviewed all meetings, policy reviews and

efforts planned to increase security for the school.

ii. Comprehensive Support and Improvement (CSI) Designation Update

Ms. Swan provided the Board with an update on the school's CSI designation status, and associated activities. She reviewed the top two priorities within the CSI, as well as the goals and action items associated. Ms. Swan discussed the school's data consultant/facilitator who has been assisting the school, and her confidence in the current status of the Plan as it is about to be submitted.

b. Financial Report

Ms. Lee reviewed the school's financial statements with the Board. She reviewed the revenue and expense statements, advising on changes since the previous months' statements. Ms. Yeselavage further reviewed specific expenses and details regarding the facility expansion and staff compensation.

**VI. Strategic Plan**

There were no updates provided at this meeting.

**VII. Consent Items**

Mr. Taylor asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 15, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoice(s) for May;
- d. Approval of LiveSpeech Invoice(s);
- e. Approval of School Calendar for the 2019-2020 School Year;
- f. Approval of Board Meeting Schedule for the 2019-2020 School Year; and
- g. Approval of Revision(s) to the 2019-2020 School Year State Specific School Handbook: Use of the Internet Policies and Procedures; are hereby approved.

The motion passed unanimously.

**VIII. Action Items**

a. Approval of Budget for the 2019-2020 School Year and Fee Schedule from POBL

At Mr. Biondo's request, Ms. Lee reviewed the proposed 2019-2020 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the School Leader, Board Treasurer, and POBL staff. She further reviewed the accompanying fee schedule from the school's primary service provider (POBL) with the Board. She advised the Board that the 2019-2020 Fee Schedule being presented summarizes the basis for all charges from Pearson Online & Blended Learning (POBL) to the school under the Statement of Agreement (SOA), and that the basis for all charges is drawn directly from the Budget. Mr. Biondo further reviewed all communications between the school, POBL and himself, and recommended the budget for approval. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the budget and fee schedule for the 2019-2020 school year and all assumptions provided therein, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Authorization for Board President to Sign an Extension to the Current Statement of Agreement (SOA) with POBL

Ms. Jay presented this item to the Board. She advised that the negotiations were ongoing between the Board and POBL regarding a renewal Statement of Agreement, and recommended the current Agreement be extended through August 31, 2019 and the Board President be authorized to sign that extension on behalf of the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the authorization for the Board President to sign an extension to the current Statement of Agreement (SOA) with POBL, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Directors

Ms. Arthur advised the Board that two Board member terms were up for renewal at this meeting, Joseph Harford and Paul Donecker. Following previous confirmation that Mr. Harford and Mr. Donecker wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Joseph Harford to the Reach Cyber Charter School Board of Directors, as Class 2 Director, for a term of three (3) years to the 2022 Annual Meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the appointment of Paul Donecker to the Reach Cyber Charter School Board of Directors, as a Class 2 Director, for the term of three (3) years to the 2022 Annual Meeting, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Officers for the 2019-2020 School Year

Ms. Arthur reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2020. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

David Taylor, Board President;  
Dave Biondo, Board Treasurer; and  
Joseph Harford, Board Secretary, as discussed, are hereby approved.

The motion was approved unanimously.

### Approval of CSI School Improvement Plan

Ms. Swan reviewed the draft CSI School Improvement Plan documentation included in the Board materials, including the school's areas of focus and measurable goals. Board members briefly discussed the Plan documentation, and minor typographical changes needed. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the CSI School Improvement Plan and Authorization for the School Leader to submit the Plan on behalf of the school, as discussed, is hereby approved.

The motion passed unanimously.

### Approval of Committed Fund Balance

Ms. Jay presented this item to the Board. She reviewed the proposed legislation that could affect the school's fund balance, including a proposed cap that could require the school to return funds to the state over a certain threshold in the future. The Board had extensive discussion on their strategic planning process to date, and previous discussions regarding the prudence of designating an amount to be held in reserve for specific purpose(s). Mr. Corcoran further advised the Board of the low risk associated with committing the funds, as discussed. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that a \$6,000,000 committed fund balance for future operating costs including, but not limited to, future academic programming and STEM-education expenditures, as discussed, is hereby approved.

The motion passed unanimously.

## **IX. Information Items**

### a. Results of the Parent Satisfaction Survey

Ms. Swan reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. She noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor.

### b. State and Strategic Client Relations (SSCR) Update

Ms. Jay provided the Board with an update on recent legislative activities in the state, which may impact the school.

### c. Partner School Leadership Team (PSLT) Update

Mr. Pasquinilli presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team. He introduced Ms. Brown, and advised that she would assume the role of PSLT representative to the school and Board from POBL for the upcoming school year. The Board thanked Mr. Pasquinilli for this work, and welcomed Ms. Brown.



d. Board Support Update

Ms. Arthur advised the Board that all remaining support staff from POBL to the Board would remain the same for the 2019-2020 School Year.

**X. EXECUTIVE SESSION – Pursuant to 65 Pa. C.S. §§ 708(a)(1) – to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee**

The Board entered into an Executive Session at 9:59 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. The Board cited the following for entering into the Executive Session: to discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee, pursuant to 65 Pa. C.S. §§ 708(a)(1) . Board members present were: David Taylor, Joe Harford, Paul Donecker, Gail Hawkins-Bush and Alex Schuh.

Guests present at the request of the Board were: Andrew Pasquinilli, Melissa Brown and Megann Arthur. All others, including Board member Dave Biondo, left the meeting at this time.

There being no further discussion and upon a motion being made, seconded and confirmed via roll call vote of all Board members present, the Board resumed Open Session at 10:05 a.m. No action was taken during Executive Session.

**XI. Approval of School Leader Compensation for the 2019-2020 School Year**

Mr. Taylor reminded the Board of the discussion held in Executive Session regarding the School Leader's performance and the recommended compensation for the upcoming school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Leader compensation for the 2019-2020 school year in the amount of \$136,990.00, with a 20% bonus potential, as discussed, is hereby approved.

The motion was approved unanimously.

**XII. Adjournment and Confirmation of Next Meeting – Wednesday, August 21, 2019 at 9:00 a.m.**

Mr. Taylor inquired if there was any other business or discussion. There being no further business or discussion, he noted that the next Meeting date is Wednesday, August 21, 2019 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:08 a.m.

## REACH Staffing Report

### New Hires

Name	Area	Compensation	Bonus Potential	Start Date
Andricks, Krystal D.	Family Relationship Coord	\$54,000.00	0.04	08/19/2019
Baskwill, Paige N.	Teacher - Secondary	\$56,000.00	0.04	08/19/2019
Blickenstaff, K D	Teacher - Secondary	\$60,500.00	0.04	08/19/2019
Cibello, Katlyn	EL Specialist	\$54,000.00	0.04	08/19/2019
Cochran, Natalie N.	Intervention Specialist	\$55,500.00	0.04	08/19/2019
Collazo-Cordones, Shaina M.	Family Relationship Coord	\$55,500.00	0.04	08/19/2019
Cronce, Christopher D.	School Counselor	\$55,500.00	0.04	08/19/2019
Cronrath, Holly A.	Teacher - Secondary	\$57,500.00	0.04	08/19/2019
Daczka, Rachell S.	Family Relationship Coord	\$55,500.00	0.04	08/19/2019
Davis, Kelsey N.	School Counselor	\$53,500.00	0.04	08/19/2019
Dellert, Julie A.	Teacher - Secondary	\$52,000.00	0.04	08/19/2019
Dewing, Clayton C.	Teacher - Secondary	\$54,000.00	0.04	08/19/2019
Dischinger, Wendy M.	Teacher - Secondary	\$55,000.00	0.04	08/19/2019
Dunning, Cody J.	Teacher - Secondary	\$52,000.00	0.04	08/19/2019
Eller, Lisa A.	Family Relationship Coord	\$52,000.00	0.04	08/19/2019
Garner, Krista D.	Teacher - Special Edu	\$61,500.00	0.04	08/19/2019
Gentzyel, Kaetha L.	Teacher - Special Edu	\$53,000.00	0.04	08/19/2019
Gibb, Heather C.	Teacher - Elementary	\$56,500.00	0.04	08/19/2019
Gullon, Christine E.	Family Relationship Coord	\$52,500.00	0.04	08/19/2019
Hammaker, Kathanne	Family Relationship Coord	\$53,500.00	0.04	08/19/2019
Hartos, Leslie A	School Psychologist	\$57,500.00	0.04	08/19/2019
Heinrich, John R.	Teacher - Secondary	\$50,000.00	0.04	08/19/2019
Hinds, Colleen M.	Family Relationship Coord	\$54,000.00	0.04	08/19/2019
Hinshaw, Andrew D.	Family Relationship Coord	\$51,000.00	0.04	08/19/2019
Honsberger, Lynne R.	Family Relationship Coord	\$54,000.00	0.04	08/19/2019
Hoy, Shelby J.	Teacher - Special Edu	\$53,000.00	0.04	08/19/2019
Hribal, Kelly N.	Teacher - Special Edu	\$58,500.00	0.04	08/19/2019
Jenkins, Moshe	Family Relationship Coord	\$55,500.00	0.04	08/19/2019
Leibowitz, Benjamin P.	Teacher - Secondary	\$51,500.00	0.04	08/19/2019
Long, Sarah R.	Teacher - Special Edu	\$61,000.00	0.04	08/19/2019
Neill, Sarah L.	Math Specialist	\$58,000.00	0.04	08/19/2019
Nelson, Caitlin J.	Teacher - Elementary	\$52,000.00	0.04	08/19/2019
Passeri, Lisa M.	Teacher - Secondary	\$57,250.00	0.04	08/19/2019
Pepper, Dawn C.	Teacher - Secondary	\$57,500.00	0.04	08/19/2019
Perez, Marcelina	School Admin Asst I	\$41,601.60	0.04	08/12/2019
Ream, Noah C.	Teacher - Elementary	\$51,000.00	0.04	08/19/2019
Rigby, Paige L.	Teacher - Elementary	\$56,500.00	0.04	08/19/2019
Rininger, Julie C.	Family Relationship Coord	\$57,000.00	0.04	08/19/2019
Rosengrant, RYanne N.	School Admin Asst I	\$20.10	0.04	08/07/2019
Ross, Rachael A.	Family Relationship Coord	\$55,000.00	0.04	08/19/2019
Sargent, Lydia R.	Teacher - Elementary	\$51,000.00	0.04	08/19/2019
Schultz, Kayla	Family Relationship Coord	\$54,500.00	0.04	08/19/2019
Seamon, Stacy E.	Teacher - Secondary	\$58,000.00	0.04	08/19/2019
Selby, Natalie J.	School Counselor	\$54,500.00	0.04	08/19/2019
Sheets, Jamie	School Counselor	\$54,500.00	0.04	08/19/2019
Smith, Andrea M.	Secondary Intervention Spec	\$61,500.00	0.04	08/19/2019
Smith, Mary E.	Social Worker	\$63,000.00	0.04	08/19/2019

<b>Name</b>	<b>Area</b>	<b>Compensation</b>	<b>Bonus Potential</b>	<b>Start Date</b>
Stansbury, Jason A.	Family Relationship Coord	\$52,000.00	0.04	08/19/2019
Steirer, Jessica	Teacher – Elementary	\$52,000.00	0.04	08/19/2019
Stone, Leah M.	Teacher – Secondary	\$56,000.00	0.04	08/19/2019
Sweeney, Sarah E.	Teacher - Secondary	\$57,500.00	0.04	08/19/2019
Taggart, Jacqueline M.	Teacher - Secondary	\$57,500.00	0.04	08/19/2019
Taylor, Maria C.	Teacher - Secondary	\$58,500.00	0.04	08/19/2019
Templeton, Bridget M.	Teacher - Special Edu	\$56,500.00	0.04	08/19/2019
Thompson, Angela C.	Teacher - Secondary	\$59,500.00	0.04	08/19/2019
Tinna, Kellie M.	Teacher - Secondary	\$55,500.00	0.04	08/19/2019
Titus, Christine M.	Teacher - Secondary	\$57,500.00	0.04	08/19/2019
Unrath, Kellee A.	Teacher - Secondary	\$51,000.00	0.04	08/19/2019
Vander Valk, Christine M.	Family Relationship Coord	\$53,500.00	0.04	08/19/2019
Verdes, Colette K.	Family Relationship Coord	\$55,500.00	0.04	08/19/2019
Williams, Brittni L.	Teacher - Special Edu	\$58,500.00	0.04	08/19/2019
Winslow, Sarah E.	Teacher - Secondary	\$56,500.00	0.04	08/19/2019

### Departing Employees

Name	Area	Last Day of Work	Reason for Leaving
N/A			

### Promotion / Position Changes

Name	Former Position	New Position	Compensation	Bonus Potential	Start Date
Anderson, Kaelin K.	Teacher - Secondary	STEM Coach	\$54,208.90	0.05	08/16/2019
Bechtel, Margaret J.	Teacher - Elementary	STEM Coach	\$57,319.50	0.05	08/16/2019
Casteel, Amanda E.	Teacher - Secondary	STEM Coach	\$58,282.50	0.05	08/16/2019
Derr, Cody L.	Teacher - Secondary	STEM Coach	\$51,373.83	0.05	08/16/2019
Gamoneda, Denise E.	Teacher - Elementary	Math Specialist	\$58,746.05	0.05	08/13/2019
Gaughan, Amanda	Teacher - Elementary	STEM Coach	\$51,072.55	0.05	08/16/2019
Lane, Stephanie	Teacher - Elementary	STEM Coach	\$58,195.00	0.05	08/16/2019
Lavin, Angela C	Teacher - Elementary	State Testing Coordinator	\$68,000.00	0.05	08/21/2019
Leibig, Danielle M.	Teacher - Elementary	STEM Coach	\$55,182.25	0.05	08/16/2019
Moyer, Travis A.	Teacher - Secondary	STEM Coach	\$52,530.00	0.05	08/16/2019
Nottingham, Margret	Teacher - Special Edu	Teacher - Elementary	\$59,225.00	0.05	08/16/2019
Perez, Ana K.	School Admin Asst I	Attendance Coord. (12)	\$49,498.03	0.05	08/12/2019
Reyes, Cynthia E.	Teacher - Elementary	STEM Coach	\$56,865.33	0.05	08/16/2019
Snover, Eileen	Teacher - Secondary	EL Specialist	\$59,636.61	0.05	08/16/2019
Stanalonis, Melissa S.	Teacher - Secondary	Family Relationship Coord	\$64,326.33	0.05	08/16/2019
Vernouski, Jessica A.	Teacher - Elementary	STEM Coach	\$52,118.00	0.05	08/16/2019
White, Sandra A.	Related Services Coordina	Teacher - Secondary	\$63,860.00	0.05	08/16/2019

326 South Jardin Street  
Shenandoah, PA 17976

Phone (570) 590 - 6275  
E-mail kdandricks@gmail.com

# Krystal Andricks

## Objective

To obtain a position in a collaborative school environment that allows me to utilize my ability to build relationships with students and be a support in the academic environment to students, families, and staff.

## Education

Kutztown University of Pennsylvania, Kutztown, PA Dec. 2005

### **Bachelor of Science, Psychology**

#### Related Courses

- Social Psychology
- Abnormal Psychology
- Sociology
- Introduction to Special Education

## Work Experience

Schuylkill County Children & Youth Services, Pottsville, PA Apr.2010 – Present

### **County Caseworker II**

- Develop and Implement Service Plans to Meet Specific Needs of Families
- Assist Families in Obtaining Community Services
- Document Case History and Progression
- Assess for Child Safety in Various Environments
- Petition and Testify in Court Hearings

Friendship House, Pottsville, PA

Dec. 2006 – Apr. 2010

### **Residential Counselor II**

- Provide Structure for Disadvantaged Youth
- Document Individual Daily Progress
- Plan Activities for Group of 8 - 10 Adolescents
- Teach Basic Life Skills
- Administer Medication

Gateway Counseling Services, Pottsville, PA

Sept. 2006 – Dec. 2006

### **Therapeutic Staff Support**

- Implement Behavioral Treatment Plans
- Document Progress in Treatment
- Provide Emotional Support to Children and Families
- Teach Safe and Effective Coping Strategies
- Transfer Skills to Parents and Caregivers

## Summary of Qualifications

Certified Direct Service Worker, Working knowledge of Child Protective Service Law, Experience with children from infancy to adolescence, Ability to manage a diverse caseload, Adherence to the application of strength based approaches to assist clients in achieving goals

## References

References are available upon request



# Paige Nicole Jacobson

## EDUCATION

### DUQUESNE UNIVERSITY

Master of Science in Education - Secondary Education

Pittsburgh, PA

Class of 2005

- GPA 3.91
- Professional Memberships: National Council for Teachers' of English
- Educational Testing Services Recognition of Excellence Award, 2004
- Perfect score on the Secondary English: Content Knowledge Praxis

### BUCKNELL UNIVERSITY

B.A. English Literature, Magna Cum Laude

Lewisburg, PA

Class of 2003

- Minor in Political Science
- Samuel Lewis Ziegler Prize, an award for the junior who shows the greatest proficiency in English composition and literature
- Alpha Lambda Delta Honor Society
- Frequent contributor to Bucknell literary magazine
- Pi Sigma Alpha Political Science Honors Society
- Dean's List (seven semesters)
- Volunteer of the Year, 2001
- Studied abroad in Vienna, Austria

## EXPERIENCE

### PENNSYLVANIA LEADERSHIP CHARTER SCHOOL

West Chester, PA

English Teacher

October 2008 - Present

- Taught Writing Workshop, 11th Grade Honors and 11th Grade College Prep virtual courses and a SAT/ACT Prep class.
- Developed curriculum and aligned assignments and assessments to the Common Core.
- Utilized the Moodle platform and various Web 2.0 resources to design lessons and deliver quality instruction.
- Organized and led student field trips promote stronger school-community ties.

## WRITING EXPERIENCE

### INTERNATIONAL MONTESSORI SCHOOLS

Malvern, PA

Editor

September 2014 - Present

- Edited the monthly newsletter as well as the primary school newsletter
- Created the template for the primary school newsletter

### BUCKNELL UNIVERSITY

Writer/Editor

Lewisburg, PA

May 2003 - Present

- Authored the Bucknell Class of 2003 alumni column
- Utilized various social media platforms to connect 2003 Bucknell alumni

### COYLE HOSPITALITY

Restaurant and Hotel Reviewer

New York, NY

May 2007 - 2010

- Evaluated restaurants and hotels
- Authored a detailed evaluation

### BUCKNELL UNIVERSITY

Contributing Writer, The Bucknellian


Lewisburg, PA

2001 - 2003

## CONTACT

 227 Egypt Road  
Mont Clare, PA 19453

 (412) 974 - 1674

 pnjacobson@gmail.com

## OBJECTIVE

To obtain a position in the field of communications

## SKILLS

### TECHNICAL

Microsoft Office Suite

Social Media Platforms

Web Design

Graphic Design

Video Editing

Mac OSX and PC

Designing Online Curriculum

Creating & Delivering Presentations

### PROFESSIONAL

Written Communications

Verbal Communications

Interpersonal Skills

Motivated

Organized

Leadership

## LET'S CONNECT!



\*References available upon request

**Kenneth D. Blickenstaff**  
26 Treetop Trail, Fairfield, PA 17320  
Telephone: (717) 398-6939 Email: [dblick1@centurylink.net](mailto:dblick1@centurylink.net)

**EDUCATION:**

**State University of New York at Buffalo, Buffalo, NY.**

Master of Education, 1989.  
Cumulative GPA: 3.60.

**Frostburg State University, Frostburg, MD.**

Bachelor of Science in Wildlife/Fisheries Management with a minor in Biology, 1985.

**TEACHING EXPERIENCE:**

**Howard County Public School System, Ellicott City, MD.**

Middle School Science Teacher, August 1988-present.  
Responsible for teaching Earth and Space Science, Biology, and Physical Science.

**Mount Saint Mary's University, Emmitsburg, Maryland.**

Adjunct Professor, Math Department, 3 years.  
Responsible for teaching General Math, Algebra, and Statistics.

**ADDITIONAL WORK EXPERIENCE:**

**Maryland Assessment Consortium**

- Developed analytical tasks for use in Maryland Public Schools

**Howard County, Maryland Public Schools**

- Helped develop and write science curriculum used in the Howard County Public Schools

**State University of New York at Buffalo, Buffalo, NY**

- Research Assistant, Department of Learning and Instruction, 1988.
- Assisted in preparation of science curriculum for special education program.
- Assisted in elementary mathematics word problem analysis project.

**BioWhittaker, Walkersville, MD.**

- Operations Technician/Chemist, 1985-1986.
- Prepared solutions for diagnostic kits and performed testing of kit components.
- Performed quality control testing on in-process and completed kits.
- Supervised diagnostic kit preparation and packaging.

# KATLYN M. CIBELLO

251 Lehigh Street | Wilkes- Barre, Pa 18702  
(570) 332-4501 | katlyncibello@kings.edu

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## **PROFESSIONAL OBJECTIVE**

Obtain a teaching position that will combine my classroom experience with my strong dedication to children's development and educational needs.

## **EMPLOYMENT**

Luzerne Intermediate Unit #18  
English Language Development (ELD) Instructor

Kingston, PA  
September 2017 – Present

- Utilize English Language Development Standards to guide instruction
- Educate classroom teachers on WIDA Can-Do Descriptors
- Integrate the use of technology to facilitate learning of ELLs
- Maintain parent communication in preferred method of communication for all families of my students
- Administered WIDA Screener to new students and ACCESS 2.0 to all ESL students

Charles County Public Schools  
MIT/TAASC Special Education Teacher

Waldorf, MD  
August 2016-August 2017

- Provide intensive case management
- Use data to guide individual instruction
- Design instruction to meet individual IEP goals
- Administered Woodcock/Johnson III, TERA, TEMA, TEWL -3 assessments

Hanover Area School District  
Pre-K Counts Teacher Associate

Hanover, PA  
March 2016 - June 2016

- Provide one on one and small group instruction
- Engage in a co-teaching model
- Maintain classroom procedures
- Apply classroom management techniques to keep students engaged in all lessons and activities

## **EDUCATION**

King's College  
Bachelor of Arts in Elementary and Special Education

Wilkes-Barre, Pennsylvania  
December 2014

King's College  
Program Specialist ESL Teaching Certification

Wilkes-Barre, Pennsylvania  
May 2018

## **CERTIFICATIONS & AWARDS**

- Pennsylvania Teaching Certification- Instructional I Grades PK-4 (2825) (PPID 6764045)
- Pennsylvania Teaching Certification- Program Specialist ESL K-12
- Pennsylvania Teaching Certification – Instructional I Special Education Grades PK-8 (Anticipated April 2019)
- Adult and Youth Mental Health First Aid
- Charles County Special Education Citizens Advisory Committee
  - Outstanding Contributions to the Academic Achievement and Personal Growth of Children with Special Needs

## **MEMBERSHIPS**

- Pennsylvania State Education Association
- National Education Association



# NATALIE COCHRAN

121 Amber Woods Drive | Canonsburg, PA 15317

[nnirwin@gmail.com](mailto:nnirwin@gmail.com) | (304)638-5006

## PROFESSIONAL SUMMARY

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Educational professional accomplished in teaching, editing, writing, and reviewing math curricular materials and assessments, aligning content to state and national standards, curating learning resources, managing large- and small-scale projects, and collaborating with other professionals to provide the highest level of educational materials for every student.

## SKILLS

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Expertise in the following:

- Mathematics content for grades K–12
- Common Core State Standards for Mathematics
- Curriculum development
- Educational publishing
- Project management
- Virtual communication
- Working with remote teams

Proficient in the following:

- Microsoft Office Suite
- SharePoint, OneDrive, and Office 365
- Google Applications
- Adobe Acrobat and InDesign
- Wrike, Smartsheet, Jira, and 10k' project management systems
- Slack, Skype, and Zoom videoconferencing service for virtual collaboration
- *Chicago Manual of Style*, 17<sup>th</sup> Edition

## WORK HISTORY

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10/2016 to Current

### **Math Curriculum Specialist and Editor**

Freelance

- Write and edit K–12 student and teacher mathematics materials according to set specifications and guidelines.
- Adhere to publisher style guides and writing standards and contribute to the development of project checklists.
- Correlate curriculum materials and assessment items to state and national standards, including for state adoptions and product-to-product alignments.
- Develop unique question items that align to standards and assess at specific depth of knowledge (DOK) levels.
- Provide rationales for all question distractors and ensure that items exceed project expectations.

9/2018 to Current

- C b d a a a d d c b c .

### **Executive Editor Mathematics**

**CSA Creative** – Chicago, IL (remote)

- Manage and monitor assigned K–12 editorial and alignment projects.
- Create and maintain editorial schedules, workflows, and other project planning documents.
- Vet independent contractors to identify the best skills for various project teams.
- Review materials from independent contractors and provide feedback to manage quality of work.
- Ensure all contracted promises to clients are delivered on time and on budget.

4/2018 to 9/2018  
10/2016 to 3/2018

**Quality Control Team Lead, Production Services**  
**Quality Control Math Specialist, Production Services**  
**Great Minds** – Washington, DC (remote)

- Managed the scheduling, resource allocation, and overall efforts of the Quality Control Team.
- Ensured quality, accuracy, and stylistic consistency of print and electronic formats.
- Reviewed, updated, and created mechanisms for keeping workflow documents current.
- Coached and supported more than 5 direct reports, resulting in attainment of all performance goals.
- Provided detailed, meaningful, and accurate feedback and perform fair performance evaluations.
- Vetted and on-boarded independent contractors to support the team during peak seasons.
- Participated in department and cross-departmental projects aimed at identifying inefficiencies and offering solutions to improve internal and external production workflows.
- Managed project review checklists, scheduling, and assignments for *Eureka Math* curricular projects as a Quality Control project lead.
- Maintained mathematical accuracy, clarity, and consistency between offerings for PK–12.
- Utilized copy editing, proofreading, and formatting to align products with guides and samples and to prepare files for final print or digital production.
- Connected quality control processes and communication across cross-functional departments including curriculum development, content writing, and copy edit to maintain quality of materials and to meet project deadlines.

10/2015 to 9/2016  
11/2014 to 9/2015

**Director of OER and Content Development**  
**Mathematics Subject Matter Expert**  
**Spider Learning, Inc.** – Pittsburgh, PA

- Supervised a team of subject matter experts in developing original, accurate, and engaging content aligned to state standards and performance objectives.
- Implemented personalized improvement plans to help team members increase productivity and consistently meet deadlines.
- Worked collectively within cross-functional departments including content development, tech integration, copy edit, and quality assurance.
- Designed and delivered professional development sessions using research-based methods and tailored to the specific needs of a client.
- Managed the development of grades 6–9 mathematics curricula for students in a cyber setting, by providing timely and effective feedback to a team of 10+ independent contractors.
- Curated and vetted digital resources, including Open Educational Resources (OER), and wrote unique content to create skill-based learning pathways.
- Utilized various technologies in the development of content, such as Learning Management Systems and platforms, Latex for equation and math editing, and HTML for text formatting.
- Aligned content, lesson materials, and resources to the CCSSM and other specific state and national standards for grades 6 through 12.

05/2011 to 09/2014

**Mathematics Teacher, Grades 9–12**  
**Greenbrier County Schools** – Lewisburg, WV

- Adapted teaching methods and materials to meet students' varying needs.
- Employed a broad range of instructional techniques to retain student interest and maximize learning.
- Communicated with colleagues, administrators, and parents to meet and exceed teaching goals.
- Created and implemented teaching materials aligned to state curriculum and school curriculum standards, including the Common Core States Standards for Mathematics.

- Tutored students outside of regular school hours to prepare them for postsecondary opportunities and national assessments.
- Organized social and educational activities for students and their families including sponsoring the National Honor Society Club.
- Maintained accurate and complete student records as required by laws, district policies and administrative regulations.
- Elected and served as the school's Faculty Senate Secretary.
- Active member of the West Virginia Council of Teacher of Mathematics and attended the annual conference each year.

## EDUCATION

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May 2011

**Master of Arts: Secondary Education / Mathematics**  
**West Virginia University–Morgantown, WV**

May 2010

**Bachelor of Arts: Mathematics**  
**West Virginia University–Morgantown, WV**

- Studied at the Universidad de Menendez Palayo in Santander, Spain (July 2009).
- Obtained a minor in Spanish.

## CERTIFICATION

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Pennsylvania Instructional I Mathematics (07–12) Issued April 2015

**Shaina M. Collazo-Cordones, MSW, LSW**  
45 N Findlay St, 1st floor, York, PA 17402  
(717)-434-2098-*smcollaz@gmail.com*

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## PROFFESIONAL SUMMARY

Pennsylvania Licensed Social Worker (LSW- SW 132302) with more than 8 years of experience working with populations of all ages, diverse ethnic origins, and varied socio-economic backgrounds.

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## QUALIFICATIONS

Working with Children/Families	More than 8 years of professional experience working with individuals and families, 6 years of that experience with an education focus.
Foreign Language Competency	Strong communication skills in both English and Spanish, including written and spoken.
Technological Aptitude	Highly adaptable and comfortable with technological programs and formats. Daily use of Outlook, Microsoft Office Suites, and eSchool & Cognos data programs. Maintain appropriate documentation regarding interventions accomplished with students and families.
Flexibility	Very comfortable with adapting and responding to various perspectives. Comfortable with variety in daily schedule and tasks. Enjoy planning, strategizing, and creative problem solving.

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## TRAINING

- PBIS: Aligning and Integrating School Mental Health and MTSS, August 2017
- CPI Trained: Focus on De-Escalation Techniques, August 2017
- Motivational Interviewing, August 2017
- Restorative Practices, August 2017
- Mindfulness with Groups, June 2017
- Student Assistance Program, June 2017
- Running Teen Groups, May 2017
- Suicide Risk Assessment, March 2017
- Mandated Reporter Training, January 2017

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## EDUCATION

**MSW- Advanced Generalist Master of Social Work- 4.0/4.0** (May 2013- May 2014)  
Millersville University, Millersville, PA- CSWE Accredited

**BSW- Bachelor of Arts in Social Work- GPA 3.88/4.0** (August 2007-May 2011)  
Millersville University, Millersville, PA- CSWE Accredited  
Minor: Latino Studies- GPA 3.62  
Overall GPA 3.49

**H.S. Diploma – GPA 3.23** (Graduated June 2007)  
William Penn Senior High School, York, PA

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## EXPERIENCE

*Licensed Social Worker, School District of Lancaster, Lancaster, PA* (March 2017-Present)

- Focus interventions on students at Tier 2 and 3 levels through responsive services, with a focus on mental health
- Review data and design intervention to address student behavior concerns related to truancy and absenteeism
- Provide direct services to individual and groups of students with a high degree of coping and skill-building needs
- Visit family homes when needed to provide additional supports
- Connect students and family to in school programs and community resources as appropriate
- Participate in Student Services and Student Assistance Program collaborative meetings to address student needs
- Support Attendance Improvement Conferences to problem solve truant and absenteeism behaviors
- Partner with staff to complete suicide risk assessment process for students experiencing suicidal ideation
- Collaborate with staff and families to provide transition care of students to and from specialized care agencies
- Support students and families transitioning to or from traditional school from alternative education settings
- Build and maintain positive connections with all staff to support ongoing student behaviors and trends

**Shaina M. Collazo-Cordones, MSW, LSW**

45 N Findlay St, 1st floor, York, PA 17402

(717)-434-2098-*smcollaz@gmail.com*

*Outpatient Therapist, Brown and Associates Counseling, York, PA (January 2017-Current)*

- Provide mental health evaluations and ongoing therapy for clients seeking support in varying areas.
- Work closely with supervisor and staff to maintain effective procedures for the benefit of client supports.
- Big picture goal is to provide services to underserved minority populations across all ages and mental health needs.

*Social Worker, Independent Contractor Family Child Resources, Early Intervention, York, PA (January 2016- March 2017)*

- Provided in-home case management and therapeutic support for caregivers of children 0-3 years old
- Primary focus with families was to address the needs that directly impacted the care and development of the child
- Common needs addressed included safe and adequate housing, stable employment, and obtaining medical insurance
- Utilized the *Promoting First Relationships* curriculum to assist caregivers with parenting despite mental health barriers
- Continually assessed caregiver and child progress, documenting changes in session notes after each meeting
- Prepared quarterly reports of work completed with family, and provide additional recommendations for treatment

*ABE/GED Case Manager York County School of Technology, Adult Ed Department, York, PA (April 2013-June 2016)*

- Maintain strong collaboration with program coordinator regarding administrative efforts to improve services and increase student success as required by standards set by the PA Department of Education.
- Serve on educational team to provide case management services to GED clients attending classes at one of 4 locations.
- Assisted with immediate barriers impeding on educational and personal goals and provide referral support as needed.
- Demonstrate excellent case management by consistently addressing client concerns regarding mental health, domestic violence, employment, and other barriers to completing GED studies and/or career readiness skills.
- Designed and implemented a 2-day, 8 hour comprehensive student orientation for entry into GED classes. Collaborate with staff to assign orientation presentations and supervise staff involvement
- Serve as consultant for the data specialist, monitoring and assigning tasks essential for successful program outcomes

*Masters Level School Social Work Intern Central York School District, York, PA (August 2013-May 2014, 500 hours)*

- Focused on providing therapeutic and community support for students struggling with mental health barriers
- Supported student mental health concerns related to self-harm, low self-esteem, depression, lack of motivation, risky sexual behavior, truancy, and other related concerns
- Engaged parents/guardians to connect with community resources dependent on needs
- Collaborated weekly with the Truancy Committee to problem-solve individual student needs and assisted families with completing the Truancy Elimination Plan
- Assisted as a presenter at high school for yearly mandated reporting training provided to all district staff, provided assistance at yearly cultural awareness event, and led a self-esteem workshop at "Girl's Night Out" event
- Completed training with the Truancy Summit, *Trauma Focused Cognitive Behavioral Treatment*, and *Art Therapy*.

*Bilingual Case Manager School District of York City-Family Literacy Program, York, PA (January 2012-April 2013)*

- Worked with students to problem solve regarding barriers affecting permanence in program
- Conducted intake with prospective adult students, including interview, overview of enrollment information, reviewing enrollment forms and conducting standardized testing in ESL or GED subjects
- Provided support in connecting families to outside services depending on needs
- Facilitated biannual meetings with families to observe interactions and provide activities to build literacy skills
- Documented and summarized family meetings, phone calls and other activities to maintain an orderly up-to-date file

*LSI Paralegal Family Design Resources, Inc., York, PA (May 2011-December 2011)*

- Worked closely with the Office of Children Youth and Families to provide clerical legal support related to families in various processes of working through child abuse and/or neglect
- Performed diligent searches to locate parents, relatives or other connections for a child receiving services
- Communicated with family members of a child currently living in out of home placement to ensure compliance with Fostering Connections to Success Act that required relationships be explored with extended family members
- Ensured compliance with requirements for preparation of court documents related to adoption and parental rights

*Caseworker Intern York County Office of Children, Youth and Families, York, PA (May 2010-May 2011)*

- Experienced intense level of exposure because of Spanish speaking ability and willingness to serve as interpreter for Case Workers assigned to Spanish speaking families
- Shadowed experienced caseworkers during court hearings, field visits, and when completing case specific paperwork
- Worked with family addressing behaviors associated with hoarding, parenting, finance management, and employment
- Assisted with translating the Agency resource directory and other agency documents into Spanish

# Christopher D. Cronce

cronce.christopher@gmail.com

326 Front Street, Marysville, PA 17053

484-929-9121

School Counselor | Academic Advisor | Educator | International Volunteer

*Professional counselor and advisor with 10+ years of experience in building effective relationships with individuals, groups, and educational institutions to foster positive development and create meaningful solutions.*

## EDUCATION

### **M.A. in Counseling, Messiah College**

Concentration: School Counseling & Clinical Mental Health

Graduated with Honors Summa Cum Laude | GPA: 3.93

Initiated Member of the Chi Sigma Iota Counseling Academic & Professional Honor Society

January 2012 – December 2016  
Mechanicsburg, Pennsylvania

### **B.A. in Theatre, Messiah College**

Concentration: Acting and Music

August 2003 – May 2008  
Mechanicsburg, Pennsylvania

## CERTIFICATIONS

- PDE Certified School Counselor March 2017
- Nationally Certified Counselor March 2017
- Certified Leader for Short-Trip National Service Trips with Adventures in Missions, LLC March 2016

## PROFESSIONAL MEMBERSHIPS

- American School Counselor Association
- American Counseling Association
- Chi Sigma Iota Counseling Academic & Professional Honor Society

## COUNSELING AND PROGRAM DEVELOPMENT EXPERIENCE

### **After-School Program Coordinator**

*New Hope Ministries*

January 2016 – Present  
Mechanicsburg, Pennsylvania

- Develop and implement age-appropriate academic and life-skill curriculum across a wide age and developmental spectrum
- Tutor students with varying deficiency in several academic subjects
- Serve as a bridge between participating families/stakeholders and New Hope services and assistance
- Spearheaded the creation of successful blended and social learning additions to the program curriculum

### **School Counseling Intern**

*Steel Valley High School*

*Central Dauphin East High School*

*Sara Lindemuth/Anna Carter Primary School*

January 2014 – December 2016  
*Spring 2014* Pittsburgh, Pennsylvania  
*Spring 2016* Harrisburg, Pennsylvania  
*Fall 2016* Harrisburg, Pennsylvania

- Developed individual and group counseling plans for a diverse caseload of students (including students with exceptionalities) addressing academic, career, and personal-social domains of functioning
- Led, co-led, and authored classroom lessons on topics such as goal setting, bully behavior, and conflict resolution
- Created and implemented financial-, college-, and career-readiness classroom lessons and parent presentations
- Consulted with parents, staff, and faculty to develop action plans for addressing student and educator needs
- Appraised data for program evaluation, program improvement, and the identification of systemic needs

### **Summer Staff Counselor**

*Holmes Presbyterian Camp & Conference Center*

*Brainerd Presbyterian Center*

June 2003 – August 2008  
Holmes, New York  
Stroudsburg, Pennsylvania

- Built strong rapport and trust in a mentoring relationship with a richly diverse participant base
- Collaborated to create compelling value presentations for stakeholders and potential financial donors
- Fostered positive personal and social development in youth alongside an internationally represented staff

## ADVISING AND HIGHER ED EXPERIENCE

### **Academic Advisor**

*EDMC, The Art Institutes*

February 2012 – July 2014  
Pittsburgh, Pennsylvania

- Utilized knowledge of university curriculum requirements to provide course scheduling guidance
- Analyzed, created, and incorporated statistical reports in order to make data-driven program and outreach decisions
- Provided guidance and support to a diverse student population in order to address retention and progression issues
- Allied with faculty, department leaders, student support services, and administration to improve advising program effectiveness as well as student experience

### **Admissions Representative**

*EDMC OHE, The Art Institute of Pittsburgh*

September 2010 – December 2011  
Pittsburgh, Pennsylvania

- Performed assessments of prospective students by forming strong interpersonal connections and conducting interviews
- Educated potential students on breadth of degree choices and their relevance to individual career interests
- Partnered with students to overcome challenges during their enrollment and ensure a successful start
- Managed a multitude of time-sensitive records, appointment schedules, and student data in a results-driven environment

## LEADERSHIP AND MANAGEMENT EXPERIENCE

### **Project Leader**

*Adventures in Missions*

March 2016 – Present  
The United States

- Develop partnerships and relationships with local nonprofits, businesses, and people
- Act as a communication liaison between partners and team participants
- Design schedule and programming for 40+ teen and adult participants
- Create systems and opportunities for learning
- Manage operational budget and expense reports

### **Team Leader - International Partnership Volunteer**

*Adventures in Missions*

August 2014 – July 2015  
Central America, Asia, Africa, Europe

- Partnered in-person with non-profit and mission projects in 4 different continents
- Collaborated to create and implement programming for community development plans, disaster relief efforts, and various children's services (i.e. orphanages, daycares, camps)
- Coordinated intercontinental travel arrangements and monthly budgets for team of seven volunteers
- Provided consultation and mentorship for team members in demanding environments

### **Ruling Elder**

*Hot Metal Bridge Faith Community*

January 2012 – July 2014  
Pittsburgh, Pennsylvania

- Developed and reviewed policy amendments
- Proposed and approved building projects, yearly budgets, and grant proposals
- Elected to discern church action and promote organizational health through congregational and ecumenical relationships

## RELATED COURSEWORK

- *School Counseling*: Foundations of School Counseling; Effective Practices for Every Learner; Organization and Administration of School Counseling Programs; Group Counseling; Career Counseling Across the Lifespan;
- *Children and Youth*: Foundations of Counseling Children and Adolescents; Lifespan Development
- *Diversity*: Multicultural Issues for Counseling Professionals; Substance Abuse/Addiction and Families
- *Assessment*: Assessment Techniques for Individuals, Couples, and Families; Research Design and Statistics
- *Counseling and Theory*: Counseling Theories; Counseling Techniques

## COMPUTER SKILLS

- Student Information Systems (CampusVue, CARS, eSchoolPLUS, MMS)
- Multimedia software (Photoshop, Sony Vegas, Acoustica Mixcraft)
- Microsoft Office Suite
- Google Work Products (Docs, Sheets, Slides, Drive)

# Holly A. Cronrath

19 Edinboro Lane, Reading, PA 19605  
Phone: (610) 360-6153 E-Mail: hacronrath@gmail.com

## Objective

To find a rewarding career that challenges my skills, helps me grow professionally and personally, and allows me to pursue my passion of helping others grow academically, socially, and emotionally.

## Experience

### Reading School District Biology Teacher

Fall 2015 to Current

- Taught Ecology, Cellular Biology, Genetics, and Evolutionary Biology to 10<sup>th</sup> grade students (six classes of approximately 30-36 students each per school year)
- Developed lesson plans and implemented hands on learning to accompany the concepts being learned
- Urged students to engage in higher order thinking skills to problem solve
- Incorporated Reading Apprenticeship and Collin's Writing strategies into the science curriculum
- Prepared students for future success in science classes and to pass the Keystone exam
- Implemented technology into lessons using Google Classroom, BioMan, and edpuzzles
- Google Classroom Educator Level 1 certified

### Penn State University – Berks Campus 2016

Spring 2014 to

#### Adjunct Biology and Chemistry Professor

- Taught Introductory Level Biology and Chemistry concepts
- Managed two Biology laboratory courses and one Chemistry laboratory course
- Utilized and managed online coursework outside the classroom with ANGEL Learning
- Developed pre-lab assessments and laboratory report requirements for each course
- â
- Managed and updated course grades using ANGEL Learning on a regular basis
- Communicated regularly with biology and chemistry department faculty and lab techs

### Multilingual Solutions – worked remotely for the Washington DC company

Summer 2015

- Edited for spelling and grammar on government or other company documents on various topics
- Prepared documents for translators to enter into their programming software prior to their editing in another language
- Matched the layout of the original and translated copies of the documents
- Transcribed YouTube videos for translation of subtitles

### Reading School District Science Teacher

Fall 2012 to 2015

- Developed and taught curriculum for four classes of 8<sup>th</sup> grade science
- Developed a curriculum for one Science Enrichment class teaching Biology, Anatomy and Physiology, Chemistry, and Physics
- Created differentiated assessments for students identified as ESL or having special learning, behavioral, and social/emotional needs enrolled in regular education science classes
- Researched and utilized alternative resources for class activities, current events, and laboratory experiments to actively engage students in the learning process
- Created and taught daily interactive lessons for two Advisory classes focusing on cytology, genetics, and evolution



- Disseminated important school wide information to colleagues as a team leader following weekly meetings

#### **Reading School District Gifted Education Teacher**

**Fall 2008 to Spring 2012**

- Created a high school level gifted science program for students in grades 9 through 12
- Assisted approximately 185 gifted students in the development of independent and small group projects based on individual academic, social, and emotional needs and interests
- Created, organized, and implemented individual and group lessons and discussion sessions on current stem cell research, paleontology, the genome project, cancer research, and other biological topics
- Presented gifted lessons in Biology and Anatomy and Physiology above and beyond the regular education courses provided by the school
- Taught in-depth, interactive Evolution unit to the Honors Biology classes
- Presented lessons for effective Google searches and resource acquisition for students to utilize in their independent projects and other classwork
- Implemented technology into the classroom
- Taught students to use effective group presentation, time management, and goal setting skills
- Planned and chaperoned trips to Albright College to learn about Forensics and Hawk Mountain Sanctuary to explore biological and conservation topics while hiking
- Organized conservation efforts between the city and the students, such as planting trees and cleaning up pollution around City Park

#### **Eastern Lebanon County Middle School Life Science Long-Term Substitute**

**Nov 2006 to June 2008**

- Taught Life Science to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who switched science teachers/disciplines every quarter
- Developed lessons that challenged all academic levels of students who were heterogeneously grouped including gifted, learning support, behavioral support, and ESL
- Gathered and utilized primary resources in place of textbooks
- Planned and monitored group and individual projects and laboratory experiments
- Advised the Envirothon club
- Advised and judged the science fair participants
- Participated in three Go Wild! Training seminars at Middle Creek Wildlife Refuge
- Planned and chaperoned a field trip the Chesapeake Bay in which students learned about aquatic conservation efforts

#### **Bethany Children's Home Head Tutor**

**Fall 2006 to Fall 2008**

- Prepared weekly schedules for tutors and Bethany Children's Home residents
- Tutored middle school and high school residents in all academic areas
- Counseled residents about academic, social, and/or emotional issues
- Planned and taught group and individualized lessons during the summer session for short-term residents
- Communicated regularly with house parents and other staff concerning resident progress

#### **Hazleton Area School District Student Teacher**

**Spring 2006**

- Developed and taught 8<sup>th</sup> grade Life Science at Freeland Middle School to heterogeneously mixed classes for six weeks
- Developed and taught lessons and laboratory experiments to Core, Honors, and AP level Biology classes at Hazleton Area High School for six weeks
- Modified lessons and assessments for Learning Support and ESL students in all classes

#### **Bloomsburg University Science Tutor**

**Fall 2003 to Fall 2005**

- Tutored other university students in biology and chemistry courses in which I had previously excelled

## Education

### Kutztown University

Fall 2009 to Spring 2012

- Master's of Education - Secondary Education with a specialization in Biology
- GPA – 3.91
- Completed coursework for the Supervision of Curriculum and Instruction certification

### Bloomsburg University

Fall 2002 to Spring 2006

- Bachelor's of Science Degree - Secondary Education
- Bachelor's of Art Degree – Biology
- GPA of 3.65; Dean's List every semester; Graduated Cum Laude
- Outstanding Biology Student Award from Bloomsburg University
- ETS Recognition of Excellence for scoring in the top 10% of the Content Knowledge-Biology PRAXIS Exam
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### Eastern Lebanon County High School 2002

Fall 1998 to Spring

- Graduated as class valedictorian
- Enrolled in all Honors and Advanced Placement level classes
- Received 9 college credits by scoring a 4 on the AP Biology and Environmental Science exams and a 3 on the AP European History exam.

## Skills

- Use technology and data collection/writing programs regularly
  - Examples: Smart Board, Promethean Board, Mac and PC computer systems, Microsoft Office 2003- 2011, Microsoft Outlook, Google Search, Google Docs, Google Drive, Google Chrome, Google Classroom, Eschool Plus, OnHands Schools, IEP plus, Excent tera, Performance Tracker, Safari and Internet Explorer, ANGEL Learning

**Rachell S. Daczka**  
**4640 Nursery Rd.**  
**Dover, PA 17315**  
**(717)855-0450**  
**Rdaczka92@gmail.com**

**Summary:** Licensed Social Worker seeking to further my career and experience by using my social work education and skills to positively impact the lives of others. Through my career, I have acquired various experiences working with students and adults in multiple settings, including schools and community to support and empower individuals to meet their goals.

### **EDUCATION**

Millersville University, Millersville, PA

**Masters of Art in Social Work** – May of 2017

GPA: 4.0

Achievements: Phi Alpha Theta Alpha Honor Society

Millersville University, Millersville, PA

**Bachelor of Art in Social Work** – graduation May 2014

GPA: 3.88

Dean's List: 4 semesters

Achievements: Phi Alpha Theta Alpha Honor Society

### **LICENSURE and CERTIFICATIONS**

**Licensed Social Worker (LSW)** in the state of Pennsylvania, 2017

**Certified SOAR (SSI/SSDI Outreach, Access, and Recovery) Case Manager**, *Substance Abuse and Mental Health Services Administration*, 2018

**Freedom from Smoking Facilitator**, *American Lung Association*, 2018

**Certified Getting Ahead in a Just Gettin' By World Facilitator** from Bridges out of Poverty framework, 2018

### **WORK EXPERIENCE**

**Community Progress Council, Case Manager and Community Services Coordinator**

- May 2017 to present

- Case Manager and Coach for low income individuals and families that connects clients with resources to move towards self-sufficiency
- Manager of Community Center operations and supervisor of staff
- Program Coordinator
- Coordinator of Northern York Community Needs Meetings
- Provides outreach and creates partnerships in the community
- Advocates for client's rights and services
- Facilitates Getting Ahead in a Just Gettin' By World Workgroups

**T.W. Ponessa Counseling & Associates, Therapeutic Support Staff**

– October 2016 to May 2017

- Behavioral Health Rehabilitation Services

- Advocate for student's needs

*ManorCare Kingston Court, Admission Coordinator*

– February 2015 to October 2016

- Short Term Rehabilitation and Long Term Care coordination of admission to facility

*Pressley Ridge, Family Advocate*

– May 2014 to February 2015

- Intensive Family Services worker that connected families to resources in the community with a goal of reunification of children with parents
- Advocated for client's needs and rights
- Assisted with created and updates to treatment plans
- Coordinated services for client and family needs
- Supervised visitations with parents and children
- Educated parents with skills to support children's needs

*Rite Aid, Shift Supervisor*

- May 2012 to October 2014

- Managed store/associates and resolved customer conflict

*Community Services Group, Direct Support Professional*

– May 2013 to Sept 2013

- Assisted in personal care of individuals
- Advocated for individuals needs

**SOCIAL WORK VOLUNTEER EXPERIENCE**

- *Master Social Work Volunteer Internship – Community Progress Council: Early Head Start (Home-based Education Program)*

- August 2016 to May 2017

- Worked with children and families to create meaningful relationships and support during home visits
- Created community partnerships
- Designed and implemented newsletters and flyers
- Observed and provided knowledgeable support to Family Development Specialists

- *Bachelor Social Work Volunteer Internship - Northeastern School District (School Social Work)*

– January 2014 to May 2014

- Worked with Emotional Support students individually and in groups
- Educated students on social skills through activities in focus groups
- Shadowed a LCSW and MSW in every day social work job experiences
- Participated in Caring Community Clothing Drive organization for Spring 2014

**OTHER VOLUNTEER EXPERIENCE**

Volunteer Assistant at **New Hope Ministries** – October 2015 to August 2016

Assistant Softball Coach at **Northeastern High School**– Spring 2014

Volunteer Mentor for students at **Penn Manor High School** – September 2012 to May 2013

Volunteer Mentor for students at **Hempfield High School** – February 2013 to May 2013

Volunteer at **Northeastern High School (Social Work Dept.)** – 2012 to 2014

Volunteer at **Northeastern Senior Center** – September 2013 to December 2013

# Kelsey N. Davis

1001 Rupley Rd, Apt. 107  
Camp Hill, PA. 17011

Phone: 812-881-9342  
Email: [knheld@yahoo.com](mailto:knheld@yahoo.com)

## Education

**Indiana State University**-Terre Haute, IN  
M.Ed School Counseling May 2017

G.P.A.: 3.93

**University of Southern Indiana**- Evansville, IN.  
B.A. Psychology May 2015

G.P.A.: 3.662/3.963 Major G.P.A.

## Honors

Chi Sigma Iota-Iota Sigma Tau Chapter, Member and elected Treasurer 2016-2017

Norma Grosjean Graduate Assistant Scholarship Award 2016

## Skills

**Counseling Skills:** Interpersonal communication skills, intervention planning, assessment administration, data collection, certified in QPR suicide prevention.

**Computer Skills:** Microsoft Word, Power Point, Excel, Social Solutions Apricot System. Experience with AS400.

**Other Skills:** Planning, organizing, and presenting data/information for students, faculty, and staff.

## Relevant Work Experience

### 07/17-present

Full-time School Counselor for Catholic Charities and the Diocese of Evansville.  
Responsibilities: Individual counseling with students, group counseling as needed, guidance lessons preparation and presentation to classrooms, training preparation and presentation to faculty and staff, communicating and collaborating with teachers and administrators, communicating and collaborating with parents, assisting students in or during crisis, making community referrals, using assessments to collect data.

### 08/16-05/17

Part-time School Counselor at Woodrow Wilson Middle School (Vigo County).  
Responsibilities: Individual and group academic/personal social counseling, presenting classroom guidance lessons, communicating with parents, teachers, and administration, organizing/planning school assemblies, assisting students in crisis, making community referrals, serving on administrative team, school improvement committee member, and participating in SAT and other parent conference meetings.

### 08/15-05/17

School Counseling Intern at Vigo County School Corporation. Responsibilities: counseling students, working with students, providing guidance lessons to classrooms, communicating with parents and teachers, and working with supervisors.

### 08/15 to 05/16

Graduate Assistant at Indiana State University. Responsibilities: Customer Service, answering phones, taking messages, and other duties given by supervisor.

**Objective:** To utilize my educational experience, artistic knowledge, creativity, and leadership skills to obtain a challenging and rewarding art teaching position.

**Certification:** Level I Pennsylvania Certification in Art Education PK-12

## Education

**Seton Hill University, Greensburg, Pennsylvania** December 2015  
Bachelor of Arts in Art Education  
-GPA 3.53/4.0  
-Concentration in Special Education  
-Dean's list recognition

## Teaching Experience

**Kelly Educational Staffing: K-12 Substitute Teacher** 2016-2018  
- *Substitute Teacher for absent educators at Fox Chapel, Pine Richland, and Gateway School Districts. Supervised the education and well-being of students on a day-to-day basis in multiple specialties.*

**PA Distance Learning Charter School: High School Art Teacher** 2016-2017  
- *Created and taught art lessons to students throughout the state via the Internet. Used virtual resources to create step-by-step art projects and teach art history. Developed curriculums and courses built around student's academic skills and needs as well as the Common Core. Participated in phone conferences with parents and students. Traveled across the state to administer standardized testing.*

**Precision HR: High School Substitute Teacher** 2016-2017  
- *Substitute teacher for absent educators at the Springdale Junior-Senior High School in the Allegheny Valley School District. Supervised the education and well being of students on a day-to-day basis in multiple specialties.*

**Fox Chapel Adult Education: Photoshop Teacher** October 2017  
- *Taught adults on the basics of Photoshop in a class titled Adobe Photoshop: An Introduction. Explained how to edit and enhance their own personal photos using Photoshop tools and techniques.*

**Fox Chapel Adult Education: Ceramics Teacher** March-May 2017  
- *Assisted adults in creating different ceramic pottery and art in a class titled Hands in Clay. Taught different methods on working with clay and how to apply the glaze. Worked with different equipment including pottery wheels and a kiln.*

**Gateway School District: Long Term Substitute Teacher** April 2016-May 2016  
- *Instructed students at Gateway High School in drawing, ceramics, and Photoshop. Created dynamic and challenging lessons for students that were individualized for each student's needs. Assessed and graded assignments based on rubrics that were created for each project.*

**Kerr Elementary School: K-5 Student Teacher** August-October, 2015  
- *Taught elementary art classes including drawing, painting, and ceramics at Kerr Elementary School in the Fox Chapel Area School District. Created individualized adaptations for students with cognitive, emotional, and/or behavioral disorders. Actively engaged in the creation of the second grade problem-based-learning curriculum and the Non-Crisis Intervention Plans. Participated in parent-teacher conferences. Assisted in the Positive Behavior Intervention System's annual student and family Oktoberfest.*

**Springdale Junior-Senior High School: 9-12 Student Teacher** January-March, 2015  
- *Taught high school art classes including drawing, painting, and Photoshop at the Springdale Junior-Senior High School in the Allegheny Valley School District. Used multiple modes of technology to instruct the class, inclusive of Photoshop, Smart Boards, and webquests. Actively assisted cooperating teacher in creating Student Learning Objectives. Assisted in after school tutoring and the school's art club.*

## Professional Development

- *Bullying in Elementary School (Universal Class)*
- *Teaching the Arts to Students with Autism Spectrum Disorder (Allegheny Intermediate Unit)*
- *Jewelry: Lost Wax Casting (Fox Chapel Area Adult Education)*
- *Painting with Oils (Fox Chapel Area Adult Education)*
- *Web Graphic Design (CCAC)*
- *Trained in Laser Cutting and 3D Printing (Carnegie Science Center)*
- *Trained in Heartsaver CPR and AED (Pittsburgh Zoo and PPG Aquarium)*
- *Trained in First Aid (Pittsburgh Zoo and PPG Aquarium)*
- *Trained in Kulture City Sensory Inclusive Program (Kulture City)*
- *Diploma in Photoshop (Shaw Academy)*
- *Currently working on Front End Web Development certification (Treehouse)*

## Other Related Experience

- Pittsburgh Zoo and PPG Aquarium:** Assistant Cash Office Manager 2018-2019
- *Hired personnel and oversaw several cashiering operations throughout the Zoo. Balanced and budgeted money income via cash, credit, check, and online sales. Managed staff's schedules and time cards. Administered customer service and first aid as needed.*
- Ross Dress for Less:** Cashier 2018-2019
- *Organized and revamped apparel. Conducted financial transactions.*
- Target:** Softlines Team Member 2015-2017
- *Organized and managed accessories and apparel. Conducted financial transactions.*
- Community Transition Program:** Volunteer 2014-2016
- *Collaborated with staff to create a safe, friendly, and creative learning environment for low functioning and disabled adults. Managed and operated a craft-making table at their annual craft show.*
- Pittsburgh Zoo and PPG Aquarium:** Admission Gates Cashier 2013-2014
- *Conducted financial transactions and directed lost customers. Assisted in operating the Zoo's carousel.*

## Skills

- Artistically skilled in many areas including drawing, painting, Photoshop, ceramics, sculpture, and metalsmithing.
- Able to use Microsoft Word, Excel, PowerPoint, and Google Suite on Mac, PC, and iPad platforms.
- Proficient in Photoshop on both Mac and PC platforms.
- Experience with cash handling and cash registers, strong customer service skills.

**References Available Upon Request**



## Clayton Dewing

102 Lafayette St.  
Jersey Shore, PA 17740

(570) 367-1858  
dewingclayton@yahoo.com

### EDUCATION

Lock Haven University, Lock Haven, Pennsylvania  
Bachelor of Science, Education, December, 2012  
Major: Health and Physical Education  
Minors: Psychology and Sports Psychology  
Overall GPA: 3.78 out of 4.00

### CERTIFICATIONS

**Health and Physical Education (K-12)**  
**Biology (7-12)**  
**General Science (7-12)**  
**Driver's Education (7-12)**

### WORK EXPERIENCE

**Xfinity Sales Professional Mentor**, November 2014- Present  
Comcast, Williamsport, Pennsylvania

- Mentoring other sales professionals while performing all of the functions of a Xfinity Sales Professional
- Train and educate other sales professionals through team meetings and individual instruction
- Use technology to educate and sell products and services to customers
- Exceeded 100% of goals every year
- Coach other reps by performing in the field "walk alongs"
- Develop improvement plans for underperforming reps
- Create and implement marketing events

**Health and Science Teacher**, February, 2013 – August 2014  
Allegheny Intermediate Unit, Homestead, Pennsylvania

- Facilitate, grade, and track student's progress in an online curriculum
- Administer weekly progress reports to school districts and parents
- Develop and deliver tests and assessments
- Work collaboratively with other teachers to adapt curriculum to meet individual student's needs
- Guide students through course, pace and workload
- Document and celebrate student achievement on a daily basis

**Physical Education Teacher (Long-Term Sub)**, 3<sup>rd</sup> Quarter 2014  
Agora Cyber Charter School, King of Prussia, Pennsylvania

- Teach live lessons that align with state and national standards
- Utilize different tools to ensure students are engaged, such as: questioning, surveys, breakout rooms, etc. during live lessons
- Deliver personal instructions to students
- Encourage students to collaborate in virtual classrooms to build a sense of classroom community
- Establish and maintain positive rapport with students and parents
- Attend IEP meetings

**Assistant Director**, Summer 2011

Towanda Borough, Towanda, Pennsylvania

- Designed a 7-week summer youth program
- Planned and Programmed various field trips and guest speakers
- Helped students with disabilities get involved, be safe, and have fun

# Wendy Dischinger

Objective: I am looking for a position in which I can use the skills, experiences and talents that I have gained in the field of Education/Program Management over the last fifteen years and put them to valuable use in a rewarding and exciting opportunity.

**2019-present** Holy Family Regional Catholic School Levittown, PA

## **Middle School Language Arts Teacher: 7<sup>th</sup> and 8<sup>th</sup> Grade**

- Develop Curriculum and Lesson Plans for two sections of 7th Grade Reading and Writing as well as one section of 8th Grade Reading and Writing.
- Incorporate technology into the ELA classroom (students are 1-1 with Chromebooks) including use of Google Classrooms, IXL, CommonLit, NoRedInk and Quill.

**2016-present** Stories to Grow By, A Children's Literacy Non-Profit Philadelphia, PA

## **Executive Director, Stories to Grow by: [www.storiestogrowby.org](http://www.storiestogrowby.org)**

Manage All Aspects of the Organization including:

- Vision & Strategy: Expanding Reach World-wide: Making our Bedtime Stories #1 on Google Search
- Organizational Capacity: Oversight of Employees
- Business Development Initiatives: Curriculum Development, Lesson Plans, New Content
- Board of Directors Support
- Human Resources
- Legal: Non-Profit Status and Compliance
- Fiscal Management/Budgeting: Manage Budget of \$75,000
- Content Management and Website Development, Implementation and Maintenance: Wordpress

**2017-present** VIPKID San Francisco, PA

## **PT English as a Second Language Teacher**

- Teach children ages 5-15 English speaking skills on such subjects as Grammar, Phonics, English Language Arts, Mathematics, Social Studies and Science

**2018-present** Saint Frances Cabrini Catholic Church Oxford Valley, PA

## **PT Social Media Coordinator**

- Define new and creative approaches to communicating via social media outlets and other internet platforms to expand and strengthen the church community
- Maintain and update website content and spread the word of events and happenings of the church
- Act as liaison among the church, school and parish communities

**2014-2016** Rescare Workforce Services/PA CareerLink Bristol, PA

## **Programs Director: Center for Young Professionals**

- Supports the Project Director in the operations and management of the program. Responsible for all the contract's programmatic activities, curriculum and content as well as operations.
- Participates in hiring and training of staff such as case managers, career specialists, administrative assistants, and customer service.
- Complete quality assurance audits of assigned service sites to ensure compliance with State, Federal and company requirements.

- Analyzes processes and procedures to optimize performance.
- Defines and sets operational goals. Meet performance goals and contract budgets.
- Prioritizes assignments and adjusts or adapts service delivery as needed.
- Meet monthly and yearly budget goals stated in contracts.
- Responsible for Saturday Enrichment program for eligible youth age 8-14 in STEM fields and High Priority Industries. Develop Curriculum Content.

**2009-2010**

Vita Education Services

Doylestown, PA

**High School Programs Director and Adult Education Teacher**

Manage the following:

- GED class: Class instruction: MS/HS Level English and Math, Curriculum Development
- ADP program (an independent learning program): Student seminars, Mentoring of ADP students, Curriculum development, Supervision and training of two ADP assessors
- GED distance learning (an independent learning program): Mentoring of distance learning students, Coordination with distance learning center
- GED classes (3 evening classes at Bucks County high schools): Hiring, training and supervision of 3-6 GED instructors, Curriculum development, Performance reviews of staff
- Monitoring of data collection to meet performance standards
- Participation in state training and staff meetings with local organizations
- Marketing, event planning, developed new website
- Budgeting, Fiscal Management, Grant writing

**2008-2009**

Our Lady of Good Counsel

Southampton, PA

**Middle School Teacher Grades 7<sup>th</sup> & 8<sup>th</sup>**

- 7<sup>th</sup> and 8<sup>th</sup> Grade Language Arts and Social Studies Teacher
- Prepared classroom lessons, activities, assignments and developed curriculum using PA standards

**2006-2008**

Vantage Learning

Newtown, PA

**Educational Content/Curriculum Developer**

- Assists in all aspects of curriculum development, including writing/editing prompts and scoring essays.
- Develop writing prompts (Narrative/Persuasive/Literary Analysis) grades K-12 for online scoring tool
- Coordinate scoring activities internally and externally to ensure timely, accurate completion of projects.
- Scoring of essays from 4th-College, including Excelsior College English Essays and ABCTE Teacher Certification Essays

**2004-2006**

Salem City Board of Education

Salem City, NJ

**High School English Teacher**

- Taught High School English Grades 10-12: American, British, World Literature
- Taught and developed Curriculum for the Advanced Placement Literature Course
- Developed Curriculum: Career, College Preparation and Honors in American, British and World Literature
- Taught in an Inclusion Classroom Setting: Worked with Special Education Teacher with IEPs, Group Teaching and Meetings
- Directed After-School English Tutoring Program
- Assistant Softball Coach: Provided Pitching Instruction

**2003-2004**

Y.A.L.E. School

Voorhees, NJ

**Special Education Teacher**

- Taught in an Autistic classroom grades 4<sup>th</sup>-6<sup>th</sup> using ABA strategies to meet individual IEPs

2002-2003

Castle Academy

Barrington, NJ

**Middle School Teacher Grades 5<sup>th</sup>-7<sup>th</sup>**

- Taught a combined classroom of 5<sup>th</sup> through 7<sup>th</sup> grade Language Arts, Mathematics, Science and Health
- Prepared classroom lessons, activities, assignments
- Held Teacher-Parent Conferences, IEP meetings

2001-2002

EPEK Learning Center

Pennsauken, NJ

**Pre-Kindergarten Teacher**

- Taught the Pre-Kindergarten Classroom of 23 children, Prepared classroom lessons and curriculum

9/2001-12/2001

Steinhauer Middle School

Maple Shade , NJ

**Sixth Grade Student Teacher- Language Arts and Social Studies Inclusion Classroom**

**Education:**

1999-2001

**Rutgers University**

Camden, NJ

**B.A., English/Elementary Education**

- Hold Certification in Elementary Education/Secondary English Education in NJ and PA

**Additional Experience:**

2004-2005: **Tutoring/Trainer-** Huntington Learning Center, Cherry Hill NJ. K-12 Language Arts and Mathematics, SAT Prep.

2003-2006: **Tutoring-** Private Student from Castle Academy: 5<sup>th</sup>-7<sup>th</sup> Grade Mathematics and Language Arts

2003-2004: **Tutoring-** Platform Learning, HC Sharp Elementary School, Camden NJ. K-3<sup>rd</sup> Reading, Writing, Mathematics

1994-1997: **Teacher Assistant-** Wee Love Preschool, Maple Shade NJ. Two years assistant in Pre-K classroom, one year in the After School Program.

## **EDUCATION**

West Chester University of Pennsylvania, West Chester PA

Class of 2013

## **DEGREES & CERTIFICATIONS**

- Bachelor of Science in Education
  - Earth and Space Science PA Teaching Certificate (7-12)
  - General Science PA Teaching Certificate (7-12)
- Bachelor of Science in Geoscience: Earth Systems
- American Red Cross CPR/AED and First Aid

## **RELATABLE EXPERIENCE**

Volunteer Presenter at Cranford Middle School

(Dec. 2014 - Present)

- Shared professional experience with science classrooms through in-person visits and Skype conference calls.
- Design and implement activities for students to solve real world problems through exploration, decision making, and communication with peers.
- Deepen student's knowledge on content matter by analyzing real world situations.
- Educate students on a real-world geology, environmental science, and engineering situations.
- Educate students about the diverse science careers that are available with a science degree.

Student Researcher of Lomonosov Moscow State University in Russia

(June - July 2012)

- Studied geology and geomorphology within and around Khibiny Massif Mountain Range.
- Created hypothesis for the formation and neo-tectonic activity of the Khibiny Massif Mountain Range.
- Applied and enhanced field skills such as mapping, profiling, and coring.
- Part of the first American student team to visit and research the Kola Peninsula.
- Interacted and communicated with Moscow State University students who did not speak English.
- Developed the first English literature about this specific area which is on display at Moscow State University.
- Presented findings at the National Geological Society of America Conference in North Carolina.

National Geological Society of America Conference

(November 2012)

- Presented findings from the Khibiny Massif Mountain Range to science professionals across the nation.
- Explained the reason behind the hypothesis based on facts and research conducted.
- Interacted with science professionals from across the nation.
- Gained professional development by attending seminars at the convention.

Student Teacher at Upper Merion Middle School, King of Prussia, PA

(August - December 2013)

- Taught eighth grade students Earth and Space Science with a focus on Astronomy.
- Evaluated student's based on prior knowledge and acquired knowledge.
- Implemented and assisted with the creation of the STEM curriculum.
- Created engaging lessons based on student's present knowledge.
- Differentiated instruction to meet the needs of all academic learners.
- Encouraged students to take reasonable risks during the learning process.
- Communicated with cooperating teacher, team members, parents, and community on a regular basis.
- Volunteered to play in the student vs. staff football event.

Assistant Golf Coach

(Summer 2010)

- Volunteer assistant golf coach for the Big Spring High School Golf Team.
- Gave private and large group lessons on various skills and techniques used by golfers.
- Gave lesson on golf course etiquette and rules.

## **WORK EXPERIENCE**

Geologist & Project Manager, Rettew Associates Inc. (February 2019 - Present)

- Manage staff members by setting goals based on the project's timeline and encourage open communication throughout project's duration.
- Develop assessment reports of site findings to send to the necessary parties.
- Formulate and implement solutions to unexpected situations that arise.
- Collaborate with the PA's Department of Environmental Protection and other necessary parties throughout environmental remediation projects.
- Administer staff trainings on environmental field practices, such as soil, groundwater, and air sampling.
- Construct project timelines based on PA's Department of Environmental Protection regulations and budget.
- Inspect sites to ensure conditions are within federal, state, and local regulations.
- Mediate disputes that arise between multiple parties during Environmental Emergency Response situations.

Geologic Specialist, Stantec Inc. (July 2015 - February 2019)

- Perform geologic services for site projects such as: environmental investigations, remediation, geotechnical, building construction and destruction, and remedial/developmental excavation.
- Conducted soil/groundwater sampling, gauging, sediment analysis, data evaluation, data management, and phase I and phase II environmental investigations.
- Constructed proposals and subcontractor agreements.
- Supervised subcontractors.
- Mediated disputes between multiple parties on site.
- Progressed project according to the proposed timeline and budget.
- Analyzed findings and created an assessment report to necessary parties.

Staff Geoscientist, Earth Data Northeast Inc. (March 2014 - July 2015)

- Performed Geophysics by conducting Packer tests, Borehole Geophysical logging, groundwater data interpretation/analysis, environmental consulting and remediation.
- Analyzed data to determine local geology and hydrogeology.
- Created reports based on findings.
- Communicated with clients about findings.

## **EXTRA CURRICULAR ACTIVITIES**

- President of Sigma Gamma Epsilon, Geoscience honorary society.
- Volunteer Tutor for Secondary Education in West Chester School District, PA.
- Volunteer with the Karen Hicks Foundation putting on a carnival, running games and activities for children in Chester, PA.
- Relief volunteer - New Orleans and Mississippi Hurricane Katrina relief effort.
- Habitat for Humanity Volunteer- Helping build and rebuild houses for communities across the country.

*Lisa H. Eller*

305 Murray Lane ♦ Media, PA ♦ (937) 470-8730 ♦ L2eller@verizon.net

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Creative, energetic and outgoing leader who thrives in fast paced environments. Enjoys interaction with all ages and excels at written and oral communication, planning and maintaining organization.

### **Career and Community Experience**

2017 - present - Middle School Advisor/Trainer - Insight PA Cyber Charter School – K12

2016 - present - Parenting & Educational Coach - Certified coach - Life is Motion  
- West Chester, PA

2014 - present - On location teacher/child advocate - auditions for Master Chef Jr. - Philadelphia, PA and for multiple youth actors in the 2015 movie, "Creed" of the Rocky series, among others - Philadelphia, PA

2013 - present - Private Tutor - Elementary and Middle school subjects - West Chester, PA

2013- 2017 - Long Term Sub and Building Sub - Glen Acres Elem. School and Stetson Middle School, various subbing positions in all grade levels & all subjects, WCASD - West Chester, PA

2013-2016 - PTO President - Overseeing multiple committees & communication with administration, staff, parents & students for three years- Rustin High School - West Chester, PA

2010-2014 - Program director and head coach - Pee Wee Soccer League - West Chester, PA

2010-2015 - Volunteering with at risk children and families - Maternal and Child Health Consortium, Kennett Square, PA

2009, 2010 & 2012 - Coordinator & acting MC - for a 400-600 guest, Chinese New Year Event; Years of the Ox, Tiger & Dragon.- China Cottage Restaurant, Dayton, OH

2006-2009 - Volunteer at Artemis Center for Abused Women and Children - Helped in the office, on fundraising committees and as the chairperson of a net \$60,000.00, formal fundraising event. - Dayton, OH

2006-2009- Volunteer at The Ronald McDonald House - Fruitfully piloted a community involvement program called "Pantry Partners", supplying the house with thousands of dollars in needed supplies; Heart of the Home award recipient, 2007 - Dayton, OH

2004-2005 - Parenting teacher and administrator - Akron Pregnancy Services, Akron, OH

# Krista D. Garner

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14766 Brindle Lane  
James Creek, PA 16657  
814-599-1018  
kgarner913@yahoo.com

## OBJECTIVE

To obtain a teaching position enhancing the education and knowledge of students throughout school while enriching lives.

## EDUCATION

Concordia University, online, Portland, OR  
Master's in Education in Curriculum and Instruction, focus on mathematics, December 2013  
GPA 4.0/4.0

Drexel University, Online, Philadelphia, PA  
Teaching Certification: Elementary Education (2011) and Special Education (2012)  
Master's Degree in the Science of Instruction, November 2010  
GPA 4.00/4.00

The Pennsylvania State University, Altoona College, Altoona, PA  
Bachelor of Arts in Communications, May 2005  
GPA 3.87/4.00

## SPECIAL SKILLS

Microsoft Word, Excel, Access, & Works; Dreamweaver, Photoshop, Premiere, JING, Audacity, Adobe Flash  
Trained in Mandated Reporting and CPR  
PA Instructional Level 1 Certified in Elementary K-6, Mid-Level Mathematics 6-9, and Special Education PK-12.

## HONORS/AWARDS

- ~ Dean's List throughout college career
- ~ Financed 100% of undergraduate education through academic scholarship: Bunton-Waller Fellows Scholarship
- ~ Member of Phi Kappa Phi Honor Society, Penn State Chapter

## EMPLOYMENT EXPERIENCE

**Huntingdon Area School District** **October 2018—Present**  
Special Education Teacher (Learning and Emotional Support) **Huntingdon, PA**

- Develop working relationship with online learners to aid in the schooling and classes when needed, to monitor progress of students, and to be a liaison between the school, teacher, and students.
- Coteach with instructors to help students with their work and understanding concepts.
- Monitor and Write IEPs as required by law for compliance.
- Provide additional instruction and guidance to students in need with learning disabilities, emotional difficulties, and other needs within the classroom.

**Grier School** **July 2011—August 2018**  
Mathematics Teacher **Tyrone, PA**

- Created instructional lessons and guidance in multiple math classes included Basic



Math, Pre-Algebra, Algebra I, Geometry, and Financial Literacy.

- Created comprehensive lesson plans that incorporated various methods of teaching to ensure students were actively engaged and understanding material.
- Implemented stimulating lessons that engaged student interests to encourage a passion for mathematics.
- Offered additional tutoring sessions and aid to struggling students to improve their academic achievement and understanding.

**Juniata College Early Childhood Education Center**      **January 17, 2011—June 2011**  
Juniata College      Huntingdon, PA

- Assisting with the educational experience and care of children ages 3-5 years old.
- Developing and implementing appropriate lesson plans following state standards for Pre-K students based on curriculum standards and guidelines.
- Creating and maintaining an appropriate learning environment which encourages positivity and appropriate social behaviors.
- Actively engaging students in experiences and learning exercises throughout the day.
- Providing a safe and nurturing environment for children to thrive and learn.

**Substitute Teacher**      **December 2009—January 2011**

Tuscarora Intermediate Unit 11      McVeytown, PA  
Huntingdon Area School District      Huntingdon, PA  
Mt. Union Area School District      Mt. Union, PA  
Juniata Valley School District      Alexandria, PA  
New Day Charter School      Huntingdon, PA  
Huntingdon County Child and Adult Development      Huntingdon County programs

- Responsible for substituting in classrooms on an as needed basis
- Maintain order and level of instruction for students from Pre-Kindergarten through 12<sup>th</sup> grade in a variety of subjects
- Conduct lessons as required by schools and teachers in the classrooms
- Create an inspirational and structured environment in which students thrive educationally

**Student Teaching Experience**      **March 22, 2010—June 11, 2010**

Standing Stone Elementary School      Huntingdon, PA

- Integrating into the classroom with the assistance of a mentor teacher
- To assume all responsibilities of a Fourth-Grade classroom
- Educate children on a variety of skills and subject areas
- Create and implement lessons as expected by the Pennsylvania State Standards and the standards of the school
- Create and maintain an appropriate and encouraging learning environment
- Connecting practice and theory to the curriculum and to the students while creating lesson plans, units of study, classroom management plans, and assessment tools.

**Intake Caseworker**      **October 2006—October 2009**

Huntingdon County Children's Services      Huntingdon, PA

- Conduct investigations regarding allegations of abuse and neglect of children by parents or caregivers
- Decide the safety and risk of children based upon information obtained during the investigation
- Prepare for court proceedings as needed during case investigation
- Work collectively as a unit to thoroughly assess family situations and provide services
- Complete all necessary paperwork in a timely and efficient manner

**References:** See Attached

# ◆Kaetha L. Gentzyel

26 Broad Street North Bend, PA. 17760 | (570)-367-1811 | klgentzyel@yahoo.com

## **SUMMARY OF SKILLS**

- Time management
- Communication
- Collaboration
- Strong work ethic
- Flexibility/ Adaptability
- Technology- Microsoft

## **EDUCATION**

**Indiana University of Pennsylvania (IUP)**, Indiana, PA  
Bachelor of Science in Early Childhood and Special Education  
GPA: 3.88/4.0 Dean's List: 8/8 semesters

May 2018

## **CLASSROOM EXPERIENCE**

### ***Title 1 General Education Kindergarten Teacher***

August 2018- May 2019

Blackburn Elementary School, Palmetto, FL

- Collaborated in team settings to plan and teach lessons in a title 1 school to students including English language learners
- Fostered relationships with families and parents by encouraging an active learning process in the home and by conducting parent-teacher conferences biannually
- Implemented a Tier 1 through Tier 3 instructional process daily and taught whole group and small group lessons in Literacy, Writing, Math, Science, and Social Studies
- Assessed students using DIBELS, Literacy Footprints, progress monitoring folders, i-Ready, Wonders, and teacher created assessments
- Established and enforced rules for behavior and procedures for maintaining order among 18 students
- Participated in weekly professional development trainings such as team building exercises, implementing assessments in the classroom, dissecting state standards, using data effectively, and better understanding our students
- Applied various teaching strategies such as learning stations, small group instruction, cooperative learning, and the use of technology that contributed to a climate where students were actively engaged in meaningful learning experiences
- Introduced the use of technology throughout various lessons using iPads, laptops, tablets, promethean boards, and Microsoft Office

### ***Lead Preschool Teacher***

May 2018- July 2018

YMCA, Lock Haven, PA

- Planned and taught lesson plans on several age appropriate topics related to STEAM (Science, Technology, Engineering, Art, Mathematics) for students 3 and 4 years of age
- Maintained contact with parents through monthly calendars, newsletters, and verbal communication
- Evaluated each child monthly and conducted formal developmental observations
- Provided emotional support for a student with emotional disturbance and autism to help the student meet developmental milestones

### ***Student Teacher***

March 2018- May 2018

Rayne Elementary School, Marion Center, PA

- Planned and taught lesson plans on several topics related to science and reading for students in grade three
- Organized and taught guest lesson plans for pre-kindergarten, kindergarten, and grades one and two
- Provided emotional support for a student with emotional disturbance to help the student learn to be self-sufficient
- Assisted 10 students in an after-school tutoring program to increase academic performance and confidence in mathematics
- Accommodated lesson plans to support 5 students with learning disabilities and 1 student on the autism spectrum

### ***Student Teacher, Special Education Focus***

January 2018- March 2018

Marion Center High School, Marion Center, PA

- Planned and taught lessons based on READ180 curriculum full-time for 6 weeks to increase students' reading levels
- Wrote five Individualized Education Programs (IEPs) for students in grades seven, eight, and nine
- Ran 2 IEP meetings to collaborate with parents and related constituents to review and finalize the IEPs
- Collaborated with a student to create an individualized behavior plan to improve the student's academic performance
- Maintained relationships with parents through coordinating a communication board system and participating in parent-teacher conferences
- Chaperoned a school dance to ensure safety and appropriate behavior of high school student attendees

# ◆Kaetha L. Gentyel

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26 Broad Street North Bend, PA. 17760 | (570)-367-1811 | klgentzyel@yahoo.com

## ***Student Teacher, Autistic Support Classroom***

January 2017- April 2017

Sunrise School, Monroeville, PA

- Assisted classroom teacher with daily lesson plans that focused on essential daily living skills for 8 students
- Corrected inappropriate behaviors through verbal feedback and explanation
- Observed an hour long IEP meeting between parents and teachers

## **ADDITIONAL EXPERIENCE**

### ***Vice President***

October 2014 – December 2017

Best Buddies, IUP

- Built one-to-one friendships with 30-40 individuals who had intellectual and developmental disabilities
- Organized and participated in events to spread awareness on ending offensive language associated with individuals with intellectual and developmental disabilities
- Contributed to matching 30 club members to 30-40 "Buddies"

### ***Camp Counselor Unit Leader***

May 2017- September 2017

YMCA, Pottstown, PA

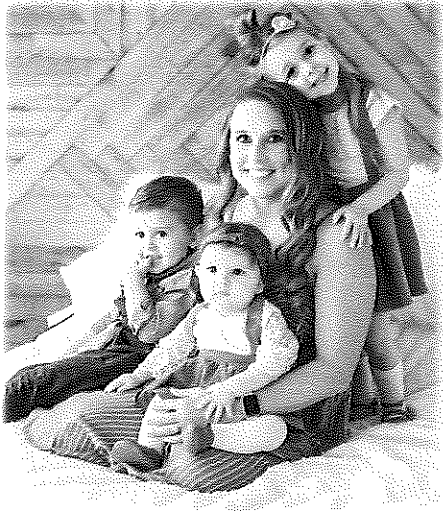
- Worked with and supported around 80 under-privileged children in an urban setting
- Created weekly lesson plans for various interactive activities, games, lessons, sporting events, and craft activities
- Organized weekly field trips to various attraction sites in the city of Philadelphia to provide the students with educational experiences

### ***Career Development Advocate***

January 2015 – November 2017

Career and Professional Development Center IUP, Indiana, PA

- Assisted with registering 300-400 students for mock interviews each semester
- Assessed students' career development needs and scheduled them with the appropriate career coach
- Organized paper work and completed assigned projects (e.g. organizing career fair data in Microsoft Excel)
- Addressed stakeholder concerns over the phone and in person
- Trained 3 new employees



# HEATHER GIBB

ELEMENTARY EDUCATION TEACHER

## PROFILE

I am eager to obtain an online elementary education teaching position so that I can continue my love for teaching and investing in the lives of our nation's future leaders while applying my strength of technology integration and communication.

## CONTACT

PHONE:  
717-574-2481

EMAIL:  
[Heather.c.gibb@gmail.com](mailto:Heather.c.gibb@gmail.com)

ADDRESS:  
58 Dogwood Lane  
Dillsburg, PA 17019

TWITTER:  
@HeatherGibb2

## EDUCATION

### **Pennsylvania State University**

Bachelor of Science in Education, Elementary and Kindergarten Certification (K-6) May 2011

- Member of Schreyer's Honors College: Curriculum & Instruction honors
- GPA 3.96
- Thesis: High Stakes Testing Research
- Minor: Education Policy Studies
- Penn State's Presidential Freshmen Award, 2008
- Nominated for Penn State's Student Teacher of the Year 4/8/11

### **California University of Pennsylvania**

Master of Science in Education, Educational Leadership with Principal Certification, May 2013

## WORK EXPERIENCE

### **Northern York County School District, 4<sup>th</sup> Grade Teacher at Wellsville Elementary, August 2008-Current**

- Created and implemented assessments, both formative and summative, to analyze progress/student learning and self-reflect on my own teaching, in turn, using data to drive future instruction.
- Built positive relationships with parents to involve families in the educational process.
- Led multiple district in-service sessions, focusing mainly on Guided Math approach to instruction and the Seesaw app.
- Wrote district math curriculum in 2013 and 2018.
- Planned lessons according to district, state, & national standards to cover all requirements and prepare for standardized tests.
- Incorporated technology into lesson planning to create engaging, multi-dimensional lessons, including but not limited to smartboards, iPads, Seesaw, DiscoveryEd, Schoology, Study Island, Xtra math, Khan.Academy, Coding, Brain Pop.
- Served as chair or member on the following committees throughout 2011-2019: American Education Committee (14-19), Field Day Committee (11-19), Elementary Forum (15-17), Leadership Committee (11-15)
- Taught students in all areas of classroom education, focusing more recently on science, writing, and math instruction as our school adopted a new decompartmentalize structure in 2017.
- Analyzed students abilities and coordinated lessons, cooperated with executive staff members and developed individualized learning plans to overcome student obstacles.
- Collaborated with administrators, colleagues, and other school team members on classroom policies, management strategies, and discipline. \*Worked with Messiah College in hosting two pre-student teachers

### **Mechanicsburg Area School District, Field Hockey Coach, August 2011-August 2015**

- Maintained thorough knowledge of all rules, game procedures, coaching techniques and current trends in field hockey

- Developed cohesive field hockey program
- Planned practices through reflection of game performances and needs of athletes

**Centennial School District, Student Teacher at Willow Grove Elementary, January 2011-May 2011**

- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement.
- Provided group teaching in a classroom setting, as well as individual student support
- Worked with classroom teacher to learn about current standards and best practices.
- Met with parents to discuss student behaviors and needs
- Assisted in developing student-led after-school tutoring program to teach under-privileged students.
- Established and maintained rapport with other staff, students, and parents to facilitate communication and academic progress.
- Experience working with high percentage of ESL students, learning to differentiate instruction in that manner.
- Created 9 week unit on African cultures and customs, taught through all 8 multiple intelligence.

**SKILLS**

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- Technology integration
- Student-centered/student-led learning
- District in-service presenter
- Data driven instruction
- Team collaboration
- Curriculum selection
- Teacher, Parent, Community relations
- Self-reflection of teaching

# Christine Grullon, LCSW

(H) 570-575-2510 || mrsgrullon421@yahoo.com | 118 Dunn Avenue, Old Forge, PA 18518

## SUMMARY

I have worked in the social work and counseling field for the last 13 years and I feel the experiences I have gained would be extremely beneficial to your students. My work experience has introduced me to varied populations with differing needs and I have been successful in all of these areas. I have a broad working knowledge of the counseling field and can be a strong support to the students attending the cyber program at Connections Academy.

## SKILLS

- Interpersonal skills
- Behavioral assistance
- Self-motivated
- Calm under pressure
- Emotional support
- Relationship building
- Creative
- Public speaking
- Social work

## EXPERIENCE

School Social Worker, Scranton School District, October 2018-Current Scranton, PA

- Counseling individuals and groups in specific problem areas.
- Provide crisis intervention support for students, families and educators.
- Assisting teachers with identifying, referring and supporting students.
- Serving as a member of Student Assistance Program for students.

School Counselor, New Story School, October 2014-October 2018 Throop, PA

- Coordinated the development and implementation of students Individualized Education Plans/Programs (IEPs).
- Worked collectively with education professionals to deliver in-school counseling support for identified students.
- Counseled students in career planning, job placement, and academic goals.
- Established developmentally-appropriate support groups and activities for elementary-aged students.
- Designed lesson plans focused on age and level-appropriate material.

**EDUCATION**

May 2010 Masters of Social Work, Marywood University, Scranton, PA 18509

May 2005 Bachelors of Social Work, Marywood University, Scranton, PA 18509

June 2001 High School Diploma Scranton High School, Scranton,PA 18510

**CERTIFICATIONS**

- Licensed Clinical Social Worker



Kathanne Hammaker (Kassie)  
616 Myrtle Ave Marysville, PA 17053

(717) 802-0516

Kassie.arbogast@gmail.com

GPA: 3.86

Praxis Social Studies Score: 160

Certification: Instructional I Social Studies 7-12 (8875)

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**Career Objective:** To teach/obtain employment in Connections Academy, Reach Cyber School

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## Education

**West Virginia University, Morgantown**  
Bachelors of Science, Political Science

August 2006 - June 2010

**Millersville University, Millersville PA**  
Post-Bachelorette Education, Social Studies

Spring 2013 – August 2016

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## Work Experience and Certification

The United Methodist Home for Children

June 2010 - Present

- Direct Supervision of at risk youth: Helping the residents learn and master everyday life skill tasks, while holding them responsible for their actions. Created level system, rulebook, life skills book, and behavioral support plans.
- Direct Supervision of Staff: Helping cottage staff members reach personal goals as workers while following agency policy.
- Write monthly evaluations, assist case-manager in updating health and safety plans monthly, update and create behavioral support plans monthly, write quarterly staffing reports
- Have attended: ISP meetings, Family Group Decision making meetings, scheduled court appearances with residents, Parent-teacher conferences, IEP meetings
- Safe Crisis Management Certified Trainer
- Conducted Anger Management Group and Individual Sessions
- Certified Trainer for National Resource Center for Youth Services: Residential Child and Youth Care Professionals
- Screen and review all referrals made to UMHC by county agencies
- Attend weekly Child Study Meetings at The West Shore School District to discuss students of concern
- Responsible for maintaining positive relations with The West Shore School District and being knowledgeable of every student/resident school placement needs and behavioral concerns

Field Placement in Allen Middle School, West Shore School District

May 2013

- Observed 6<sup>th</sup> grade Math

Field Placement in Hand Middle School, School District of Lancaster

Spring 2014

# LESLIE HARTOS

11539 Salerno Dr. | North Huntingdon, PA 15642 | lesloo04@gmail.com | (412) 654-6038

## SUMMARY

Good listener, hardworking, and responsible person who has been working with children since High School. From babysitting neighbors to working in a more structured environment her aspiration is to be a role model for children. Believes she can make a difference in children's and others lives. Relates well with children and is understanding of others. Eager to learn new things and likes to excel at while she does. Enthusiastic and driven person who has a zest for life.

## EDUCATION

**Post-Master Certificate, School Psychology, California University of Pennsylvania** May 2017 to May 2019

Cumulative GPA 3.7

**Master of Science in Education, Child Psychology, Duquesne University** May 2008 to May 2009

Cumulative GPA 4.0

**Bachelor of Arts, Psychology, Duquesne University** August 2004 to December 2007

Cumulative GPA 3.5, Minor in Sociology, Gerontology Certificate

Activities: Gamma Sigma Sigma—Philanthropy Chair (service sorority), Golden Key, Psi Chi (psychology honor society), Phi Eta Sigma (freshman honor society), Outdoor Odyssey (a camp that mentors at risk youth), Strong Women, Strong Girls (organization that mentors at risk girls), Psychology Club, Center for Creative Play for Our Time (organization that gives parents free time who have children with disabilities)

## EXPERIENCE

**Yough School District, Hermine, PA**

August 2018-May 2019

*School Psychologist Intern*

- Administer systematic psycho-educational, social, emotional, and behavioral evaluations
- Develop comprehensive evaluation reports, gifted written reports, and reevaluation reports through IEPWriter
- Initiate meetings to discuss evaluation findings and generate and implement research-based interventions based on analysis and synthesis of assessment data
- Facilitate group and individual counseling interventions
- Conduct Functional Behavioral Assessments and Positive Behavior Support Plans for students with behavioral needs
- Develop and implement academic intervention plans

**Glade Run Lutheran Services, Pittsburgh, PA**

September 2014-July 2018

*School Based Therapist for Woodland Hills SD and Pittsburgh Public SD*

- Provide individual, family, and group therapy for a variety of mental health diagnoses
- Complete intakes and develop measurable treatment plan goals
- Communicate and collaborate with designated school district personnel

**Glade Run Lutheran Services, Pittsburgh, PA**

November 2012-July 2018

*Licensed Behavior Specialist Consultant, Mobile Therapist*

- Works directly with children in the home, school or community setting, and provides direct one-to-one treatment interventions

- Works and communicates regularly with families to support them in acquiring skills to maximize the child's progress
- Facilitate development of treatment plan goals and objectives
- Maintain therapeutic records and all data necessary to monitor progress

**WJS Psychological Associates, McKeesport, PA**

June 2009 – December 2012

*Therapeutic Staff Support, Behavior Specialist Consultant, Mobile Therapist*

- Works directly with children in the home, school or community setting, and provides direct one-to-one treatment interventions
- Works and communicates regularly with families to support them in acquiring skills to maximize the child's progress
- Facilitate development of treatment plan goals and objectives
- Maintain therapeutic records and all data necessary to monitor progress

**YMCA of Greater Pittsburgh at Duquesne University, Pittsburgh, PA** January 2005 – August 2009

*Assistant Group Teacher*

- Worked with children ages two months to five years
- Responsible for all regular care giving, educational activities, and developmental activities to help the children use their fine and large motor skills
- Regularly communicate with parents and collaborate with faculty colleagues

**Cambria County Child Development Center, Ebensburg, PA**

March 2004 – August 2007

*Assistant Group Teacher*

- Worked with children ages two months to ten years in its daycare, preschool, and after school programs
- Responsible for all regular care giving, educational activities, and developmental activities to help the children use their fine and large motor skills
- Regularly communicate with parents and collaborate with faculty colleagues

### **OTHER ACCOMPLISHMENTS**

Behavior Specialist Licensed, Youth Mental Health First Aid Certificate, Member of Association of School Psychologists of Pennsylvania (ASPP), Member of National Association of School Psychologists (NASP), LETRS training, Competent with use of Q-interactive, YMCA service scholarship, Presidential scholarship, Applied Psychology Practicum at Arsenal Family and Children's Center, Studied abroad in Rome, Italy, Previous Therapeutic Crisis Intervention certification (TCI), First Aid CPR certified, Holds clearances, and Continuing education such as ASPP conferences.

# John R. Heinrich

JRH9328@gmail.com

(724) 944-5665

425 East Meyer Avenue, New Castle, PA 16105

## **Education:**

Slippery Rock University of Pennsylvania

Bachelor Degree of Social Studies in Secondary Education

Graduated May 9<sup>th</sup>, 2014

## **Objective:**

To obtain a position with a well-established organization that will enable me to use my strong organizational skills, dedicated work ethic, ability to work with others, and strong desire to help others achieve their goals.

## **Work Experience:**

### **Adult Probation Officer: Lawrence County Adult Probation Office. 430 Court Street, New Castle, PA. June 2017-Current.**

- Supervise adults with criminal backgrounds with the goal of decreasing recidivism.
- Enforce court orders imposed by the judge.
- Meet with clients in both the office setting and home setting to ensure that clients are not violating their supervision.
- Promote positive attitudes and good decision making with the goal of defendants becoming contributing members of society.
- Direct Supervisor: Andrea Anderson 724-714-1565

### **Strength/Conditioning Coach: Grossetti Performance. New Castle, PA: May 2015- Current.**

- Work 1 on 1 and in groups with clients of all ages and ability level using client specific programs to help each individual achieve their fitness or athletic goals.
- Owner: Terry Grossetti, 724-674-0996
- Direct Supervisor: Kyle Piper, 724-674-0399

### **Clinical Manager Supervisor: George Junior Republic. Grove City, PA: February 2017-June 2017**

- Supervise Clinical Managers to ensure quality of treatment and consistency of structure within the unit.
- Conduct groups with youth with goals of having a positive influence that will potentially encourage them to make better decisions.
- Responsible for home passes, new client intake information, youth monthly contacts, travel arrangements, and staff scheduling within the unit.
- Ensure all incidents and emergency safety physical interventions are documented correctly, accurately, and turned in to the appropriate individuals in a timely fashion.
- ✓• Campus Supervisor: Brenda Reppart, 724-992-4097

### **Clinical Manager: George Junior Republic. Grove City, PA: February 2016-February 2017**

- Direct care staff for juvenile delinquents.

- Supervise and provide therapeutic services to youth within special needs units who are at risk for absconding, aggression, defiance, suicidal thoughts, self-harm, and may have intellectual disabilities.
- Provide structure within daily routine in order to encourage youth to modify behaviors, make better decisions, follow instructions, respect authority, and eventually be eligible for discharge.
- Use client specific interventions and incentives in order to help youth meet short and long term goals. Interactions done in both school and residential settings.

**Therapeutic Support Staff (TSS): Vocational & Psychological Services. Lawrence County, PA; May 2014-February 2016.**

- Work one on one with clients' ages 4-17 diagnosed with mental and/or physical disabilities.
- Organize sessions with clients that are specific to each clients personalized treatment plan.
- Work together with family members and other staff to ensure proper behavior modification.
- Work with clients at school, home, and in the community with the goal of putting them in situations to improve behaviors.
- ✓ Direct Supervisor: Eric Verdi, 724-651-3157

**Instructional Experience:**

**Student Teacher: Neshannock Junior High School; Grade 7, New Castle PA; spring 2014**

- Prepared specific daily lesson plans independently for 16 weeks according to PA state standards and PA common core standards.
- Utilized the latest technology and other media when preparing lessons.
- Adapted lessons for advanced students and students with physical and/or mental disabilities.
- Developed a positive and professional rapport with other staff and students.
- Cooperating Teacher: Frank Antuono, 724-510-9679

**Coach: Head coach for the New Castle Red Hurricanes Junior Varsity Baseball Team (2015)**

- Promoted positive attitudes and sportsmanship along with motivating players to want to get better in order to achieve their goals.
- Encouraged players to be responsible and respectful while being competitive in order to be successful on and off the field.

**Skills and Interests:**

- Strong communication and organizational skills.
- Hard working, dedicated, and well disciplined.
- Able to complete tasks in a timely manner with a high degree of accuracy.
- Always conduct myself in a professional and respectful manner.
- Open minded with the ability to learn and apply new skills.

**Other Clearances/Certifications:**

- Act 151 Child Abuse, Act 34 PA Background Check, Act 24 Arrest of Conviction, and Act 114 FBI Federal Criminal History Background Check Clearances
- CPR/First Aid Certified
- Social Studies 7-12 Instructional I Professional Certificate, Commonwealth of Pennsylvania.
- Trained in Motivational Interviewing
- Trained in Basic Drug and Identification Safety

- Pennsylvania Board of Probation and Parole Certified
- Trained in Gathering Intelligence for Tactical Investigations Through Online Sources

# **Colleen M. Hinds**

*2927 Woodlawn Ave Erie, PA, 16510*

*chindsy13@gmail.com (814) 397-4229*

## **Professional Experience**

### **Family Coach**

Agora Cyber Charter School, King of Prussia, PA / Aug 2012 – Present

- Liaison between the families and teachers.
- Build rapport/relationships with families and students.
- Track attendance and complete SAIPs after 3 unexcused absences.
- Conference with students quarterly as many times as needed to help keep them on track with grades and attendance.
- Support team atmosphere among students, parents and staff.
- Help with state testing. Sometimes testing individually.
- Volunteered to help with college and career, to mentor new family coaches, and to plan back to school events and field trips. This past school year helped monitor tutoring with the National Junior Honor Society. Also involved in marketing and POC events.

### **Clinical Instructor**

Sarah A. Reed Children's Center, Erie, PA / Mar 2008 – Aug 2012

- Worked with students 7-12 grade.
- Instructed students in all subjects during the time they were at Sarah Reed.
- Helped monitor behaviors and strategies to reach goals.

## **Education**

### **Edinboro University of Pennsylvania**

Secondary Education English (December 2005)

### **Mercyhurst University- North East**

Associate Business Administration (May 2001)

### **Bethel Christian School**

High School Diploma (June 1998)

## **References**

Susan Lipiec: 814.882.3083  
Agora Cyber Charter School  
Special Education Teacher: Middle School

Rachael Ross: 412.606.9801  
Agora Cyber Charter School  
Family Coach

Bonnie Dailey: 814.671.2682  
DMG Mori Boldt  
Sales Administrator



# Andrew D. Hinshaw

6137 Washington Ln, Bensalem, PA 19020  
267-377-0589 [adh5713@verizon.net](mailto:adh5713@verizon.net)

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## Objective:

Results-driven professional seeking a position that can maximize management skills, quality assurance and program development.

## Professional Strengths and Abilities:

\*Public Relations \* Customer Service\* Relationship Management \* Account Management  
\* Market Research & Analysis \*Product Development  
\*Sales Force Development \*New Business Development \*Leadership

## Professional Experience

### **REO Property Inspector 2015 – 2018**

#### **Wells Fargo Home Lending Asset Management and Preservation ~ PA & NJ**

*A Mortgage Originator and Servicer*

- Responsible for inspections of properties acquired through the foreclosure process for the REO team to disposition.
- Handle confidential material in a professional, highly ethical manner.
- Identify risks and problem areas and recommend standards or procedures to improve performance.
- Effectively communicate and provide daily feedback to team members and management on property situations.
- Pull and assist with reviewing daily/weekly/monthly reports.
- Meet and exceed daily inspection goals.
- Completed Mentor Training in March 2017

### **Family Coach 2012 – 2015**

#### **Agora Cyber Charter School ~ Wayne, PA**

*Pennsylvania's Largest Online Public School serving K-12*

- Maintain a fluctuating caseload of students (100+ Students) throughout the school year.
- Conduct unannounced and scheduled home visits to establish school district residency.
- Conduct Home Visits to engage, advise and lead student engagement to success.
- Conduct Truancy Elimination Plans with truant students.
- Perform liaison role between students/families and teachers, counselors and social workers.
- Provide significant student and parent training.
- Motivate students to achieve and engage in class.
- Assist in State Testing PSSA.

**Director of Corporate Accounts 2005 - 2012**  
**D&H Real Estate Appraisers ~ Bensalem, PA**

*A Real Estate Appraisal Firm for Pennsylvania, New Jersey and Delaware.*

- Provide high level customer service to existing accounts.
- Foster positive client relationships via weekly and daily communications.
- Recruit lending institutions, appraisal management companies and brokers for D&H Real Estate Appraisers in key geographical areas of PA, NJ, and DE.
- Provide hands on management of all marketing efforts and materials (web sites, brochures and sales kits).
- Identify, develop, and evaluate marketing initiatives and strategies through consumer research, competitive / trends analysis and management reporting.
- Train and motivate sales team.

**Brokerage Representative 2002 - 2005**  
**Assurant Health / North Star Marketing ~ Trevese, PA**

*Assurant Health is a leader in the group and individual medical health insurance market.*

- Wholesale a diverse line of health insurance products by contacting and qualifying Insurance Agents/Brokers.
- Train agents/brokers on all products, field underwriting, laws, requirements, application process and sales techniques.
- Act as liaison between agents/brokers and underwriting staff to ensure the sale is complete following company guidelines for risk.
- Top National Producer 2003 for Assurant Health.
- Top National Producer 2004 for Assurant Health.

**Internal Sales Executive**  
**Broadview Networks ~ Horsham, PA 2001 - 2002**

*Broadview Networks is a leader in integrated communications solutions, including voice, data, Internet and IP based solutions.*

**Education:**

*Lock Haven University ~ Lock Haven, PA*

**Bachelor of Science in Interdisciplinary Studies --August, 2012**

Major: History/Mass Communications

**Licenses:**

Notary Commission Pennsylvania: Expires 04/09/2014 ID: 1255298

Licensed Appraiser Trainee Pennsylvania: Expires 06/30/2015 License Number: LAT000494

**Additional Activities:**

Lambda Chi Alpha - President, Vice President, Educator and Recruiter.

# Lynne Honsberger

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20 Hidden Valley Drive 610.476.6746 lynnehcm@comcast.net

## Objective

To further my professional career and utilize my experience, education and abilities at a company that will allow me the opportunity for growth.

## Education

### **BACHELOR OF ARTS | MARCH 21, 2016 | ASHFORD UNIVERSITY**

- Major: Applied Behavioral Science
- Major GPA 3.94
- Related coursework: Education and behavioral courses

### **ASSOCIATES DEGREE | JUNE 2013 | MONTGOMERY COUNTY COMMUNITY COLLEGE**

- Major: General Studies
- Major GPA 4.0
- Related coursework: Education Courses

## Skills & Abilities

### **COMMUNICATION**

- Duties as a family coach and all prior positions include skilled communication for phone and face to face interactions on a daily basis. I was a manager at several positions held where I was responsible to motivate teams of up to twenty-five employees and communicate what needed to be done daily. I served as a mentor to colleagues by providing coaching and feedback.

### **LEADERSHIP**

- I possess a strong interest in providing professional learning opportunities for those on my team. I have shown the ability to use data to inform practices. I have the ability to facilitate and encourage professional learning groups. I have shown the ability to be deeply insightful about Family Coach practices and express clearly what methods have worked successfully.

## Experience

### **FAMILY COACH | AGORA CYBER CHARTER SCHOOL | AUGUST 2010- PRESENT**

- As a Family Coach I have been able to provide consistent one-on-one support throughout the past six school years. I have made my role be the first and most meaningful relationship my students have with Agora by providing regular support to students, helping to remove barriers so my students can be fully engaged in learning.

- As a Family Coach I have responded to family concerns and provided continuous support.
- As a family Coach I have had regular communication and messaging through phone, text, email, and mail, along with conducting face to face visits.
- As a Family Coach I assisted students and parents with school systems and programs, monitored attendance and motivated students to achieve and engage in class. As a Family Coach I have had the chance to add many experiences to my skills set.

**PARAPROFESSIONAL | BOYERTOWN AREA SCHOOL DISTRICT | OCTOBER 2008 – AUGUST 2010**

- As a Paraprofessional I worked with students in general education classrooms; “inclusion classrooms” that include general education students and special education students taught together and in “self-contained classrooms” just for students with learning and attention issues. I also worked with children one-on-one or in small groups to reinforce what they learned earlier from the teacher.
- I worked as a long term substitute to provide extra support during a teacher’s instruction in Algebra courses.

**OFFICE MANAGER | GILBERTSVILLE | 2000 –2008**

- As an Office Manager- my responsibilities included: general office duties, payroll, bookkeeping, QuickBooks entries, invoices and estimates.

**SALES | HARLEYSVILLE | BUCKS MONT COURIER NEWSPAPER | 1993-1997**

- As a sales representative my responsibilities included inside and outside sales: duties included calls for classified ads, typing ad entries in computer, dealing with customer’s one on one, set up and design of ads.

**Branch Manager | Worcester | Americom Direct | 1990-1993**

- As a Branch Manager my responsibilities included the overall operation and management of phone room. Direct and coordinate all supervisory and support personal. Study production schedule and budgets to determine worker hour requirements. Responsible for recruiting, interviewing, hiring, and training all job applicants. The responsibility of overseeing a room of 20+ employees.

## Shelby Hoy

### Education

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- California University of Pennsylvania: *California, Pa* Conferral May 2018
- Bachelor of Science in Education
    - Dual Major of Early Childhood (PreK-4) and Special Education (PreK-8)

### Relevant Experiences

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- Substitute Teacher: *McGuffey School District, Claysville, Pa* August 2018-June 2019  
*Kelly Educational Staffing, Robinson, Pa*  
*Central Greene School District, Waynesburg, Pa*
- Took on the duties and responsibilities of the regular education or special education teacher, depending on the placement and class being covered.
- Student Teacher: *Ben Franklin Elementary School, Uniontown, Pa* January 2018- May 2018
- Took on all duties of an elementary school 4th grade teacher. As well as the duties of a special education teacher grades K-4.
- Job Shadow: *Children of Hope Child Development Center, Phoenix, AR* January 2017
- Job shadowed the Director as well as a teacher; experienced the day of the Director and teachers within a preschool
- Elementary Tutor: *Waynesburg Central Elementary, Waynesburg, Pa* August 2013- June 2014
- Assisted Kindergarten students and teacher within the classroom setting

### Academic Experiences

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- College Field Placements
- Brownsville Area Elementary: *Brownville, Pa* 2017
    - Kindergarten Classroom
  - Washington Park Elementary: *Washington, Pa* 2016
    - Autism Support Classroom
  - California Area Elementary: *California, Pa* 2016
    - Learning Support Classroom
  - Bentworth Elementary: *Bentleyville, Pa* 2015
    - PreK Classroom

### Work Experience

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- Michael Kors: *Washington, Pa* July 2016- February 2019
- Sales Associate
- EQT Rec Center: *Waynesburg, Pa* Summer 2018/2019
- Summer Camp Lead

### Training

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- ALICE 2019
- Active Shooter Training – McGuffey School District
- Suicide Prevention Training 2019
- In-Service Day Training – McGuffey School District

### Affiliations

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- Sigma Pi Epsilon Delta September 2017 – May 2018
- SPED is an honorary for students majoring in Special Education.
    - Volunteered at the 2017 Special Olympics at Villanova University
- Council for Exceptional Children November 2016-November 2016
- The Council for Exceptional Children is a professional association of educators dedicated to advancing the success of children with exceptionalities.

**OBJECTIVE**

To obtain a teaching position where my knowledge, leadership, communication and managerial skills as well as my hard work and dedication will assist in facilitating growth among students and staff.

**WORK EXPERIENCE**

April 2015-June 2015

**ACTING DEAN OF STUDENTS**

GREENSBURG SALEM HIGH SCHOOL

Greensburg, PA

- Assists the Principal in providing instructional leadership to the school
- Administers disciplinary procedures in accordance with district policies and state laws
- Confers with students, parents, teachers, community agencies, and law enforcement
- Responds to and resolves parent, student, and staff concerns and complaints
- Supervises students on campus before and after school; monitors students during lunch, passing periods, and other activities

2011-Present

**LEARNING SUPPORT TEACHER (HIGH SCHOOL)**

GREENSBURG SALEM SCHOOL DISTRICT

Greensburg, PA

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Maintain effective and efficient record keeping procedures that monitor academic progress and progress on transition goals
- Develop, plan, recommend, implement, and monitor goals and objectives
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis
- Collaborate with peers to enhance the instructional environment
- Model professional and ethical standards when dealing with students, parents, peers, and community
- Ensure that student growth and achievement is continuous and appropriate for age group, and subject area.
- Demonstrate gains in student performance through progress monitoring
- Led professional development in relation to special education practices/laws to school staff
- Connect families with the community services that are of need that help support students
- Provide consistent, individualized reinforcement of student behavior; develop and implement Positive Support Behavior Plans
- Recommend educational strategies that best serve the needs of students that support college and career readiness
- Adhere to special education law requirements as dictated by the state and Federal government

2005- 2011

**LEARNING SUPPORT TEACHER (SECONDARY)**

WESTMORELAND INTERMEDIATE UNIT #7

Greensburg, PA

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Maintain effective and efficient record keeping procedures
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis
- Collaborate with peers to enhance the instructional environment
- Model professional and ethical standards when dealing with students, parents, peers, and community
- Ensure that student growth and achievement is continuous and appropriate for age group, and subject area.
- Demonstrate gains in student performance through progress monitoring
- Led professional development in relation to special education practices/laws to school staff
- Meet professional obligations through efficient work habits
- Provide consistent, individualized reinforcement of student behavior
- Recommend educational strategies that best serve the needs of students
- Adhere to special education law requirements as dictated by the state and Federal government

**EDUCATION**

California University of Pennsylvania: August 2012

- Educational Leadership Certification

Seton Hill University: May 2008

- Master of Arts in Special Education

Seton Hill University: May 1998

- Bachelors of Arts in Family Studies
- Mid-Level Science Certification
- Elementary Education Certification

Westmoreland County Community College-Transfer student

**ADDITIONAL EXPERIENCE**

- \* Taught adjudicated youth males in both maximum and minimum security facilities
- \* Student Assistance Program Drug & Alcohol/Mental Health Prevention Specialist  
-Acting Supervisor for Prevention Program
- \* Project Max training program (provides resources for those with complex needs)
- \* Stakeholder in Assisted, Targeted School Improvement Plan (ATSI)

**TECHNOLOGY EXPERIENCE**

- \* Google Drive
- \* IEP Writer
- \* Apple Access
- \* Office 365
- \* SOLO/Kurzweil

**Mr. Moshé Jenkins**

Moshe.Jenkins@Yahoo.com

Cell: (267) 240-9220

**Career Objective**

Seeking a position where I can utilize my problem solving skills, clinical capabilities and professional experience to provide support to children and families in various settings.

**Education**

**Lincoln University**

Philadelphia, PA 19104

Major: Counseling Psychology

Degree: Master of Human Services

Graduated: May 2014

**Lock Haven University of Pennsylvania**

Lock Haven, PA 17745

Major: Communications w/minor coursework in Sociology

Degree: Bachelor of Arts

Graduated: December 2008

**Professional Experience**

**Child and Family Focus - On My Way Supervisor/Team Leader**

**Broomall, PA**

**610-325-3131**

**June 2018 – Present**

- Administratively supervise and clinically support a first Episode Psychosis program.
- Supports comprehensive treatment for young people experiencing early stages of psychosis
- Provides services guided by a young person's voice and choice
- Ensures that all team members are working together towards a young person's identified needs and goals
- Provides psychosis psycho-education to young people and their families both individually and in groups

**Child and Family Focus -Children's Review Team Specialist**

**Audubon, PA**

**610-650-7750**

**April 2016 – June 2018**

- Partnering with children and families to maximize community resources, services and natural supports
- Engaging and empowering families via the CRT process

- Collaborating with Interagency Teams for identified clients
- Developing Service Plans and Discharge Plans with the child and family and all Interagency Team members
- Communicating and working alongside county partners on behalf of at risk youth.
- Facilitating Interagency Service Planning Team Meetings
- Providing direct linkages to services and resources to families

**Agora Cyber Charter School – Family Coach**

**King of Prussia, PA/Philadelphia, PA**

**(844) 402 – 4672**

**October 2015 – February 2016**

- First respondent to family concerns and provided relentless support to resolving them
- Performed liaison role between students/families and teachers, counselors and social worker as needed
- Ensured student and families were aware of and receiving all appropriate academic and social supports offered by the school
- Identified barriers and provided resources: community, school, attendance, and School Assistance Program (SAP) etc.

**Child and Family Focus – Mobile Therapist/Behavior Specialist Consultant**

**Audubon, PA**

**(610) 650-7750**

**May 2014-Present**

- Works with children and families to provide interventions and services that will support the needs of the entire family system.
- Provides child-centered, family-focused psychotherapy using a variety of treatment modalities.
- Provides intensive home treatment in individual or family settings.
- Provides support in the school setting as a behavior specialist

**Child and Family Focus – School Based Specialist/Case Manager**

**Valley Forge, PA**

**(610) 783-1788**

**February 2012-May 2014**

- Assisted and supported children and families in the school/home setting to decrease problem behavior
- Provided transfer of skills to caregivers
- Provided and developed child centered services that address behavioral health needs

**Valley Creek Crisis Center – Crisis Specialist**

**Exton, PA**

**(610)-280-3270**

**January 2013- February 2017**

- Assists adolescents and adults experiencing varying levels of crisis
- Provides group and individual therapy to residents
- Provides case management services for individuals who are in crisis



**Carelink Community Support Services – Residential Counselor**  
**Coatesville, PA**  
**(610) 384-8518**

**March 2011- March 2013**

- Created and maintained service plans
- Wrote daily notes and summaries
- Served as support for residents with mental health disabilities
- Provided crisis intervention as needed

### **Leadership/Organizational Skills**

- Attended various trainings and courses involving behavioral health, mental health recovery and substance abuse.
- Presented support programs to insurance companies and county delegates
- Obtained continuing education credits for mental health counseling
- Actively working toward Licensed Professional Counselor (LPC) Credential

### **Certifications**

#### **Functional Behavior Assessment Certification**

PA Department of Public Welfare-Office of Mental Health and Substance Abuse Services

#### **Mental Health First Aid Certification**

National Council for Mental Health

#### **Trauma Focused Cognitive Behavioral Therapy Certification**

Medical University of South Carolina

#### **Emotional CPR**

Resources for Human Development/Montgomery County PA

**References available upon request**

# Benjamin Leibowitz

100 Potters Pond Drive, Phoenixville, Pennsylvania, 19460

610-212-7736

benjaminleibowitz@gmail.com

## **EDUCATION AND TRAINING**

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### **CERTIFIED INSTRUCTOR: ENGLISH LITERATURE (7-12) AND PREK-4 ELEMENTARY EDUCATION**

Gwynedd Mercy University

### **MASTER OF SCIENCE IN EDUCATION**

Gwynedd Mercy University, 2018

### **APPLE CERTIFIED TEACHER**

Apple Teacher Learning Center, 2017

### **SPECIAL EDUCATION PARAPROFESSIONAL TRAINING CERTIFICATE**

Pennsylvania Department of Education: PaTTAN, 2014

### **BACHELOR OF ARTS IN ENGLISH LITERATURE, MINOR IN BUSINESS AND TECHNICAL WRITING**

West Chester University, 2003

## **PROFESSIONAL EXPERIENCE**

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### **Collegium Charter School**

**Exton, PA**

*English/Language Arts Long-Term Substitute, Building Substitute*

*2018-PRESENT*

- Utilizes technology to teach engaging, standards-based lessons.
- Manages classes to create a welcoming environment focused on student achievement.
- Implements differentiated instruction for students with IEPs and specific learning needs.

*High School Emotional Support Instructional Assistant*

*2017 – 2018*

- Assisted with instruction in Language Arts classes while cultivating relationships with students.
- Tutored students and facilitated organizational time during transition support lab.
- Collaborated with teachers to maximize instructional best practices and to follow IEP guidelines.

### **Chesterbrook Academy**

**West Chester, PA**

*4<sup>th</sup> Grade Teacher*

*2016-2017*

- Incorporated technology in all subjects for lesson delivery and assessment in Language Arts.
- Implemented project-based learning using technology across multiple grade levels.
- Communicated daily with parents to strengthen classroom community and build relationships.

### **Renaissance Academy Charter School**

**Phoenixville, PA**

*3<sup>rd</sup> and 4<sup>th</sup> Grade Assistant Teacher & Special Education Para-Educator*

*2014-2016*

- Tutored small groups of Kindergarten through 6<sup>th</sup> grade in Language Arts.
- Assisted and collaborated with classroom teachers to support students with IEPs.
- Recipient of the “Above and Beyond Award.”

**Sarah R. Long**  
10 West School Lane  
Yardley, PA 19067  
(610) 334-9751 - Cell  
longperez@me.com

**Education**

8/2001 to 5/2005

**Bachelor of Science in Elementary, Early Childhood and Special Education**  
*Certified in Pennsylvania and New Jersey in Elementary and Special Education*  
*Highly Qualified in Science*  
Temple University, Philadelphia, PA  
Cumulative GPA 3.54

1/2005 to 5/2005

**Student Teacher**, Fort Washington Elementary School, Fort Washington, PA  
Taught educational experiences in a 3<sup>rd</sup> grade inclusion classroom  
Responsible for all teaching and classroom management

9/2004 to 12/2004

**Practicum Teacher**, Fort Washington Elementary School, Fort Washington, PA  
Taught educational experiences in a 4<sup>th</sup> and 5<sup>th</sup> grade special education classroom  
Assisted and guided students through learning experiences

1/2004 to 5/2004

**Practicum Teacher**, Emlen Eleanor C. Elementary School, Philadelphia, PA  
Taught educational experiences in 2<sup>nd</sup> grade inclusion classroom  
Assisted and guided students through learning experiences

**Employment History**

10/2009 to Present

**Science Special Education Teacher**, Northern Burlington County Regional High School,  
Columbus, NJ  
Learning specialist, with a concentration in science grades 7-12 Replacement, Resource, and  
In-Class Support: *Subjects include: Integrated Earth and Physical Science,*  
*Biology, Life Sciences, Science 7 & 8*  
Adhere to federal and state administrative guidelines that governed special needs students  
Monitor and evaluate Individual Education Plans (IEP)  
Develop and implement alternative instructional material and strategies  
Infuse technology and information systems to support and monitor special education programs and  
services  
Implementation of NGSS standards  
Attend NGSS STEM professional development  
Implement 21<sup>st</sup> century skills in educational settings for students with disabilities  
Collaborate with content teachers to ensure implementation of Individual Education Plans for  
students in inclusion classes  
Accountable for all teaching and classroom management  
Develop long and short term student learning goals  
Member of child study team meetings, parents, and staff in regards to IEP decisions and  
making necessary adjustments  
Advocate for students with learning disabilities and adhere to the goals and objectives for  
students as listed on their IEP's  
Contact teachers and parents of students on a daily basis  
Implement comprehensive instructional modifications  
Create labs, activities, and lessons based on the theory of multiple intelligences  
Inspire students to develop curiosity and a love for the world and their relationship to science  
Enrich subject material by adding elements of art, mathematics, and creative writing

01/2006 to 10/2009

**Science Special Education Teacher**, Montclair High School, Montclair, NJ  
Teach educational experiences grades 9-12 Resource center and In-Class Support  
*Subjects include: Physical Science, GeoPhysical Science, and Chemistry*  
Accountable for all teaching and classroom management  
Advocated for students with learning disabilities and adhere to the goals and objectives for  
students as listed on their IEP's  
Provided In-Class Support (ICS) for various students according to their IEP and/or 504

Contacted teachers and parents of students on a daily basis  
Implemented comprehensive instructional modifications  
Created labs, activities, and lessons based on the theory of multiple intelligence  
Inspired students to develop curiosity and a love for the world and their relationship to science  
Enriched subject material by adding elements of art, mathematics, and creative writing

Summer 2006 and 2007

**Youth Entrepreneur Teacher**, Empowerment Group, Philadelphia, PA

Teach educational experiences grades 4-8

*Subject taught: Business and Entrepreneurship*

Provided youth with hands-on training and real-world business knowledge

Educated youth to help them succeed in today's competitive business environment

Led students through a creating a business

Assisted students in selling products and services based on the business they created

Implemented a curriculum including topics, but not limited to the following:

- Market research
- Financial development
- Marketing and advertising
- Company development

09/2005 to 12/2005

**Substitute Teacher**, Lancaster County, PA

Taught students from various grade levels ranging from Kindergarten to 12th grade

Responsible for all teaching and classroom management

### Activities/Awards

2016 to Present

**Member** of Sustainable Jersey for Schools

2014 to Present

**Member** of School Climate Committee

2008 to Present

**Tutor** of varying subjects to young adolescents

2005 to Present

**Member** of Golden Key International Honor Society

2005 to Present

**Member** of Kappa Delta Pi International Honor Society in Education

2005 to Present

**Member** of Phi Delta Kappa International Honor Society in Education

2005 to Present

**Alumni Member** of Pi Phi Sorority

2012 to 2014

**Advisor** of Odyssey of the Mind

2006 to 2009

**Member** of Social and Emotional Learning Committee at Montclair High School

2001 to 2005

**Member** of Pi Phi Sorority

**Executive Guard**, Head of Community Service and Disciplinary Board,

August 2003 to May 2005

**Chairperson** of social and photography committees, August 2002 to May 2003

2003 to 2004

**Elected** Who's Who Among Students in American Universities and Colleges

08/2001 to 05/2004

**Member** of Temple University Ambler Program Board

**Vice President of Program Board**, August 2002 to May 2003

08/2002 to 05/2003

**Residential Co-team Captain** for March of Dimes

### Skills

Maintain a high degree of accuracy with typing speed at 55 wpm

Proficient skills with both PC and Macintosh computers

Google Classroom and Google Apps for Education trained

Excel in the arts: pottery and clay work

### References

**Andrew Kearns**

*Principal*

Northern Burlington County Regional School District, Columbus, NJ 08022

609-298-3900 x 4011 (W)

**Holly Post**

*Director of Special Services*

Northern Burlington County Regional School District, Columbus, NJ 08022

609-298-3900 x 2039 (W)

**Karen Garibaldi**

*7th Grade Science Teacher*

Northern Burlington County Regional School District, Columbus, NJ 08022

215-310-8992 (C)

# Sarah Neill

220 E Richardson Avenue, Langhorne, PA 19047  
717.283.6949 | [neill.sarah@ymail.com](mailto:neill.sarah@ymail.com)

**OBJECTIVE:** Seeking a secondary mathematics position in a virtual teaching environment

## CERTIFICATION

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*PA State Teaching Certificate, Mathematics, 7-12*  
*MD State Teaching Certificate, Mathematics, 7-12*

## PROFESSIONAL TEACHING EXPERIENCE

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**Mariana Bracetti Academy Charter School, Philadelphia, PA** 2012–Present

- Teach Algebra I and Algebra II
- Maintain electronic attendance and grading information
- Prepare students for and proctor Keystone Algebra 1 Exam
- Collaborate and co-teach with Special Education teachers
- Communicate with parents and students about academic and behavioral performance
- Participate in Professional Learning Communities

**Multi-Cultural Academy Charter School, Philadelphia, PA** 2011-2012

- Taught Algebra and Geometry to struggling students after school

**Easton High School, Easton, MD** 2004–2007

- Taught Algebra I, Algebra II, and Geometry
- Prepared students for and proctored MD State High School Assessments
- Collaborated and co-taught with Special Education teachers
- Participant on school improvement teams
- Part of one-to-one laptop initiative incorporating technology into classroom activities

**North Carolina High School, Ridgley, MD** 2002–2004

- Taught Pre-Algebra, Algebra I, Geometry, and College Prep Math
- Prepared students for and proctored MD State High School Assessments
- Collaborated with Special Education teachers
- Participant on school improvement teams
- Taught distance-learning class via video conferencing

**Multi-Cultural Academy Charter School, Philadelphia, PA** 2001-2002

- Taught Pre-Algebra course
- Created curriculum for and taught Cross-Cultural Communication course
- Sponsored and edited school yearbook

## OTHER WORK EXPERIENCE

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Cairn University, Langhorne, PA

2010–2012

### **Education Associate**

- Supported faculty: edited syllabi, posted course materials, coordinated meetings, ordered textbooks
- Supported students: maintained files, scheduled advising, addressed general inquiries
- Assisted Director of Student Teaching: maintained placement database; distributed materials to students, schools, and cooperating teachers; verified background clearances; processed applications

Christ's Home for Children, Warminster, PA

2007–2010

### **Teaching Parent**

- Responsible for 24-hour daily care of 6 foster children (ages 0-4)
- Completed weekly reports, visitation summaries, and menus per state guidelines
- Reconciled receipts; responsible for house budget and financial reports
- Scheduled, supervised, and evaluated relief staff in the home
- Communicated with biological parents, caseworkers, and therapists on daily basis
- Responsible for scheduling health, visitation, and therapeutic appointments for children
- Maintained client files for state inspection and court hearings

Multi-Cultural Academy Charter School, Philadelphia, PA

2001–2002

### **Administrative Assistant**

- Assisted with E-rate technology grant and coordinated services provided by grant
- Completed and submitted PA Department of Education forms and reports
- Adapted new software for discipline record keeping and entered data on daily basis
- Scheduled Extended Day Program for students, as well as fall and spring state testing
- Collected and placed orders for school textbooks from teachers
- Compiled parent survey results for state reports
- Acted as liaison between Headmaster and parents or teachers

## EDUCATION

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Cairn University, Langhorne, PA

**Teacher Certification Program**

West Chester University, West Chester, PA

**B.A. in Psychology**

Salisbury University, Salisbury, MD

**103 undergraduate; 15 graduate credits**

## TECHNICAL SKILLS

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- Strong knowledge of Microsoft Office applications: Word, Excel, PowerPoint, and Outlook
- Familiarity with Mac Programs: iMovie, iPhoto, and Comic Life
- Experience with online attendance, grading system, course resource, and database management
- Practice in facilitating computer and group based curriculum

## PROFESSIONAL DEVELOPMENT & RECOGNITION

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- Recognition of Excellence on the Praxis II for Mathematics Content Knowledge (ETS)
- MD Governor's Academy for Algebra (2005)
- Kagan Cooperative Learning Workshop (2004)

## CAREER OBJECTIVE

I am seeking a position as an Elementary School Teacher (N-K) through an online teaching platform that will utilize my strong dedication to children's development and to their educational needs.

## EDUCATION

**Fall 2009 – May 2013 THE PENNSYLVANIA STATE UNIVERSITY, University Park, PA**

Bachelor of Science, Elementary and Kindergarten Education (K-6) Teaching Option: Elementary Education

Minor: Special Education

Overall GPA 3.45; Dean's List Major GPA 3.51

## CERTIFICATIONS

**Professional Teaching Certificate, State of Pennsylvania**

• **Instructional I: K-6**

## TEACHING EXPERIENCE

**FRIENDS' CENTRAL LOWER SCHOOL**

**Wynnewood, PA**

**August 2017 - Present: Kindergarten Assistant Teacher**

- Collaborate with Lead Teacher on designing and planning curriculum
- Plan lessons and facilitate small group learning in partnership with Lead Teacher
- Help to create, administer, and analyze formative and summative assessments in order to inform instruction
- Assist the lead teacher in preparing for conferences and in the writing of progress reports
- Share responsibility of creating and updating classroom blog and sharing student work on online portfolios
- Develop positive working relationships with students
- Demonstrate a commitment to diversity and inclusivity

**January 2016 - June 2017: 5th Grade Math Teacher/Homeroom Teacher**

- Conducted interactive, hands-on, and technology infused lessons to engage students
- Taught math topics based on the scope and sequence of skills that students are intended to have been exposed to (in 4th grade), should have mastered (by the completion of 5th Grade), and enter the 6th grade level knowing
- Differentiated instruction based on learning style, student need, and academic level
- Created, assigned, and corrected homework to assess students' learning from daily classroom lessons
- Facilitated 5th grade class through the class play, field trips, behavior modifications, and school-wide thematic integrated learning

**October 2015 - December 2015: Nursery Assistant Teacher**

- Worked alongside Lead Teacher to plan and implement developmentally appropriate activities for 3-4 year olds
- Conducted lessons on map exploration, city planning, and letter name recognition

**UPPER DARBY SCHOOL DISTRICT/HIGHLAND PARK ELEMENTARY SCHOOL, Upper Darby, PA  
February 2015 – June 2015: 2<sup>nd</sup> Grade Teacher (Long-term Substitute)**

- Aligned instruction to Common Core Standards while outlining the effectiveness for student learning and achievement through usage of the Charlotte Danielson Framework
- Created daily lesson plans and implemented these plans to ensure student learning of curricular objectives
- Engaged students in learning using Doug Lemov's *Teach Like A Champion* strategies
- Aligned behavior modification specifications with PBIS

**August 2013 - February 2015: Reading Interventionist**

- Provided targeted reading instruction to struggling elementary school students using various researched based Interventions (*Foundations, Read Naturally, SRA, Strategic Kit*)
- Analyzed data, monitored progress of students and adjusted instruction according to their differentiated needs
- Worked with students with non-specific learning disabilities to help them set and achieve measurable goals
- Possessed a thorough knowledge of the developmental and academic needs of adolescents

**September 2013 - December 2014: Substitute Teacher for Substitute Teacher Service, STS**

- Provided continuity in the day-to-day responsibilities during the absence of the K-6 grade level teacher
- Presented educational material employing diverse teaching strategies designed to effectively address differentiated needs and ability of students, including group discussion, demonstration/modeling, cooperative learning, and individualized instruction
- Developed and maintained positive interactions with students, faculty, and administrators, while building a rapport in order to gain respect and trust to ensure an environment conducive to learning

**Summer 2006 - Present Position: Friends' Central School Summer Camp Counselor****Wynnewood, PA**

- Assist campers aged 8-10 in guiding them to designated activities
- Create exciting social yet academic environment for campers to experience growth during the summer
- Have held various counselor positions: Junior Counselor, Assistant Counselor, and most recently Head Counselor



## OTHER EXPERIENCE/INTERESTS

### EDUCATION

- One Book One School member at Highland Park Elementary School
- T.E.A.C.H. (Teachers Enriching A Child's Home) member at Highland Park Elementary School
- Member of NCTM, NCSS, and Student PSEA teaching organizations
- Substitute for two years at Overbrook Presbyterian Preschool and Kindergarten
- Founder/President of the LifeLink PSU Mentor Society
- Recipient of The Rotarian Club College Scholarship Award; Spring 2009

### SERVICE

- Participated in the Penn State Dance MaraTHON; Fall 2009 - Spring 2013
  - Danced in THON 2011, which consisted of not sitting or sleeping for 46 consecutive hours
  - Raised nearly \$6,000 in order to be put into the dancer lottery
  - THON Special Events committee member in THON 2010, 2011, and 2013
  - Elected to positions such as the Gear Chair and Lieutenant Captain on the Special Events Committee
  - THON Rules & Regulations committee member in THON 2012

### RUNNING

- Initiated/Founded 1<sup>st</sup> - ever Highland Park Running Club
- Member of the Penn State Club Cross Country team for three seasons
- Volunteer Coach for the Haverford Middle School Girls and Boys Cross Country team for the Fall 2013 season
- Member of Achilles International (Philadelphia Chapter) running organization guiding a blind athlete in various mileage races; practicing every Saturday with the team in Philadelphia
- Have completed (4) Tough Mudder races, (2) Spartan races, the Philadelphia Half Marathon (3x), the Nittany Valley Half Marathon, the Nashville Country Music Half Marathon, the Hershey Half Marathon, the Philadelphia Full Marathon (3x), the Steamtown Full Marathon, the Pittsburgh Full Marathon, the NYC Full Marathon, among other distance/endurance races

### OTHER - COACHING

- Assistant coach for Friends' Central Girls and Boys Water Polo and Swimming; Fall/Winter 2018-2019

### SPIRITUALITY

- Lector/Member of the Catholic Campus Ministry, Pasquerilla Spiritual Center, University Park, PA; Fall 2009 - Spring 2013

Lisa Malsberger  
1318 Hampton Drive  
Archbald, PA 18403  
570-499-4895  
LMalsberger@gmail.com

Affiliations:  
NBEA, PBEA, PSEA, McCann Cause Advisor, Career Technology Center Occupational Advisory Committee, CTC Safety Committee Secretary

Highlights:  
Experience teaching all grades, kindergarten through post-secondary •  
3.94 GPA in master's degree program  
Developed creative lesson plans to engage all students in learning  
Used industry experience to teach business concepts

Certification:  
Teaching Certification: PA Level II, K-12, Business, Computer and Information Technology

#### Professional & Teaching Experience

Commonwealth Charter Academy  
Business Education Teacher  
2016-Present

Commonwealth Connections Academy  
Business Education Teacher  
2013-2016

Career Technology Center of Lackawanna County  
Continuing Education Coordinator August 2012 – June 2013  
Ascertained the needs of local citizens, unions, business and industry for specific courses  
Assisted the CFO in the preparation of yearly budgets and reports for programs  
Promoted the CTC and CTC programs within the community  
Developed course catalogs, brochures and schedules for print and website delivery  
Assisted in the development of new continuing education programs

Career Technology Center of Lackawanna County  
Business Education Teacher August 2012 – June 2013  
Courses Taught: Business Law, Office Procedures, Computer Applications  
10-12th grade

McCann School of Business & Technology  
Instructor January 2012 – August 2012  
Courses Taught: Oral Communications, Introduction to Computers, Microsoft Word Processing, Document Processing, Marketing Principles, Foundations of Accounting, English

Career Technology Center of Lackawanna County  
Business Education Teacher January 2011 – June 2011  
Courses Taught: Business Law, Office Procedures, Computer Applications  
10-12th grade

G.A.R Memorial High School August 2010 – December 2010  
Courses Taught: Computer Applications I & II, Business Technology & Accounting I  
9-12th grade

Dunmore School District  
Long Term Substitute Business Education Teacher September 2009 – June 2010  
Courses Taught: Computer Applications, Foundations of Keyboarding  
K-7th grade

Bloomsburg University  
Graduate Assistant January 2009 – May 2009  
Project manager for undergraduate research team, Assisted professors in curriculum enhancement and professional research, Proctored exams, Provided advice and assistance to undergraduate business students

Penn Security Bank & Trust  
Commercial Credit Analyst January 2007 – July 2008  
Analyzed company strengths and weaknesses to determine credit risk, prepared credit presentations to be sent to loan committees, Implemented new filing system, Trained employees on new analyzer computer software

Penn Security Bank & Trust  
Bank Teller March 2005 – January 2007

Education

## Dawn C. Pepper

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1377 Bonney Road  
Granville Summit, PA 16926  
Home (570) 364-5283

Cell (570) 250-3743  
dpep38@frontiernet.net

**Profile:** A veteran teacher and seasoned health and fitness professional with a wide range of experience; background in education, fitness and nutrition coaching, and strength training.

**Professional Experience:** 2018-present Canton Fitness Center Trainer/Group Fitness Instructor  
Duties: Client services, business software use, WODIFY workout app use, client fitness program design and implementation, PN1 Certified Nutrition Coach, group fitness instructor for ages 3-83

2013-2017 Canton Fitness Center Operational Business Manager  
Duties: Run every aspect of the business including marketing, financial management, purchasing, scheduling, staff management, staff training, social media, and business software use. Additional duties of day-to-day fitness center operation including client services, personal trainer, WODIFY app workout designer, health education seminar presenter, PN1 Certified Nutrition Coach, and group fitness instructor

2004-2013 Independent fitness coach; fitness center manager, personal trainer, group fitness instructor

1992-2003 Canton Area School District 7-12 Physical Education teacher  
Duties: Develop and implement activity-based lesson plans for students; student project advisor; SAP team member; track coach

**Education:** BS in Health and Physical Education – Indiana University of PA -- 1991  
Graduate Courses – Penn State University—1992-2003  
Non-degree continuing education courses – 2003-present

**Certifications:** National Strength and Conditioning Association Certified Strength and Conditioning Coach – 1995 to present  
Precision Nutrition Level 1 Coaching Certification – 2015 to present  
American Heart Association CPR and AED certified –current

Marcelina Perez  
59 Meadowbrook CT  
New Cumberland, PA 17070  
Marcyperez03@gmail.com  
717-565-0698

### Skills

I have experience with duties pertaining to paralegal assistant and I am an organized and detailed oriented person. I can also speak and write Spanish fluently. I am looking for an opportunity to start a new career at a growing company that will provide me with different challenges.

### Experience

May 2019 to Present  
BB&T-Bank Teller

- Process deposits
- Process withdraws
- Check account balance

November 2018 to March 2019  
Reach Cyber Charter School- *Administrative Assistant*

October 2015 to May 2018  
Lord and Taylor, Wilkes Barre PA - CSA

- Inbound call center to place orders.
- Help track orders
- File disputes if there was a lost package.

May 2014 to August 2015  
Bank of America, Scranton - CSA

- I needed to provide credit card information.
- Process balance transfer and read proper verbiage for the agreements.

March 2010 to April 2014  
Cigna Healthcare, Scranton – CSA

- Inbound Call Center
- Reviewed Claims
- Helped customers review their selected health plan

### Education

09/2000-6/2003

## NOAH CLAY REAM

3267 Water Level Road Somerset, PA 15501 | (814) 445-5942 | nream05@gmail.com

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### Education

Frostburg State University  
Bachelor of Science: Elementary and Middle School Education  
GPA 3.8  
Frostburg, MD  
December 2016

Allegany College of Maryland  
Associate of Arts: Teaching  
Associate of Science: Elementary Education  
GPA 3.5  
Cumberland, MD  
December 2014

Rockwood Area High School  
High School Diploma  
Rockwood, PA  
June 2005

### Teaching Experience

Meyersdale Area School District  
Substitute Teacher  
Meyersdale, PA  
Spring 2017, Fall 2018-Present

Rockwood Area School District  
Substitute Teacher  
Rockwood, PA  
Spring 2017, Fall 2018-Present

Lake and Peninsula School District - Meshik School  
Elementary and Middle School Generalist Teacher  
Taught K-3 all subjects and 6-7 science and social studies  
Port Heiden, AK  
Fall 2017-Spring 2018

Meyersdale Area School District  
Student Teaching  
Taught grades 4-8  
Meyersdale, PA  
Spring 2016-Fall 2016

### Work Experience

Marine Reservist - Kilo Company  
Machine Gun Squad/Section Leader  
North Versailles, PA  
Summer 2013-Fall 2018

United States Marine Corps - Active Duty  
Machine Gun Team/Squad Leader  
Deployments in 2008 and 2009/2010  
Camp Lejeune, North Carolina  
Winter 2007-Winter 2011

### Honors

SALUTE – Veterans Honor Society  
Dean's List  
Fall 2015  
Spring 2011-Fall 2015

# Paige Rigby

243 Colebrook Rd. Elizabethtown, PA 17022 • 717.425.3335 • paigenorman83@gmail.com

## EDUCATION AND TRAINING

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<b>University of Alaska Southeast</b> , Juneau, AK	June 2018
Master of Education in Educational Leadership	
<b>Certification:</b> Type B Administrative (K-12)	
Early Childhood Special Education ( <i>Cont. Edu.</i> )	Spring 2016
Classroom Management in Early Childhood Special Education ( <i>Cont. Edu.</i> )	Summer 2016
<b>Augustana University</b> , Sioux Falls, South Dakota	
In the Face of Poverty ( <i>Cont. Edu.</i> )	Spring 2016
What Kids Need: Building Self Discipline ( <i>Cont. Edu.</i> )	Spring 2016
<b>Alaska Pacific University</b> , Anchorage, Alaska	
Creating Culturally Responsive Schools ( <i>Cont. Edu.</i> )	Spring 2016
Extending Number Sense to Fractions in Grades 3-5 ( <i>Cont. Edu.</i> )	March 2016
<b>Centenary University</b> , Hackettstown, NJ	May 2014
Bachelor of Arts in Liberal Arts	
<b>Certifications:</b> Teacher of Elementary Education (K-6), and Teacher of Students with Disabilities (K-12)	

## TEACHING EXPERIENCE

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<b>Substitute Teacher Services</b> , Harrisburg, PA	Sept 2018- June 2019
<i>Chambers Hill Elementary School Building Substitute</i>	
<ul style="list-style-type: none"><li>Instructed students using given lesson plans in a variety of classroom settings for students in grades K-5</li><li>Maintained school-wide Positive Behavioral Interventions and Supports (PBIS) strategies and addressed student behaviors as necessary, informing relevant school staff to resolve incidents as per district policy</li><li>Assumed all responsibilities of a 5<sup>th</sup> grade general education classroom teacher for six weeks in the Spring, including creating and adapting lesson plans, maintaining an up-to-date gradebook, managing student behaviors, and collaborating with staff and family members to ensure student success</li></ul>	
<b>Nondalton School</b> , Nondalton, AK	
<i>Special Education Teacher</i>	Aug 2015 – May 2018
<ul style="list-style-type: none"><li>Adapted lessons and differentiated instruction to meet the needs of all learners, including those with Down Syndrome, severe cognitive disabilities, behavioral disorders, and specific learning disabilities</li><li>Researched, organized, and aligned curriculum to the Dynamic Learning Map Essential Elements for cognitively impaired students, in the subjects of ELA and Mathematics, prior to instruction</li><li>Taught and encouraged students to advocate for themselves so they would receive fair treatment</li><li>Utilized PowerSchool software to keep accurate student records including grades and Sp.Ed. paperwork</li><li>Facilitated meetings and engaged in positive collaboration with caregivers and school staff regarding items such as developing Individualized Education Plans, Evaluations, and Behavioral Intervention Plans</li><li>Built positive working relationships with itinerant specialists in order to properly provide services in the areas of Speech, Language, and Occupational Therapy</li><li>Monitored student progress towards annual IEP goals and provided parents with progress reports</li></ul>	
<i>Administrative Internship</i>	Aug 2017 – May 2018
<ul style="list-style-type: none"><li>Served as substitute principal during regularly scheduled principal absences</li><li>Collaborated with staff to review data and develop goals for the Nondalton School Improvement Plan</li><li>Wrote an Artists in School grant, received funding, and utilized the funds to conduct programming</li></ul>	

- Itinerant Special Education* Aug 2016 – May 2018
- Traveled to two other school sites in the district to provide monthly progress check-ins with students receiving special education services as well as to visit with their families and general education teachers
  - Assisted general education teachers with issues such as accommodations, resources, and curriculum adaptations via email, phone call, or video conferencing
  - Facilitated meetings for students receiving services, their parents, teachers, and specialists as needed

- Lead Assessment Coordinator for Alternate Assessment* Aug 2015 – May 2018
- Participated in annual Test Administrator and Lead Test Coordinator training in preparation for training special education teachers
  - Worked closely with the District Testing Coordinator to ensure student data was correct based on accommodations listed in their IEPs and that test administrators and students were prepared for testing
  - Ensured district students were assessed during the testing window and assisted special education teachers with administration concerns as they arose

- Tutor* Jan 2015-May 2015
- Provided one-on-one mathematics and language arts interventions for students in grades 3-12 in preparation of the Alaska Measures of Progress assessment
  - Utilized AIMSweb assessments to assist with measuring student growth and recording student data

- Pilot Point School, Pilot Point, AK** Aug 2014-Dec 2014  
*Teacher*
- Developed and taught lessons that adhered to AK State and Common Core Standards for students in grades 3-12 while coordinating student schedules to provide small group instruction for children at varying grade and ability levels
  - Worked closely with one other on-site teacher to ensure that students were learning in a safe and nurturing environment
  - Modified and adapted lessons to meet the needs of students as a part of a Standards Based System

- Byram Lakes Elementary School, Stanhope, NJ** Sept 2013 – June 2014  
*Student Teacher*
- Created and instructed lessons that adhered to third and fourth grade NJ Common Core Standards in both general education and resource room settings
  - Collaborated with and co-taught alongside general education and special education teachers

**PROFESSIONAL DEVELOPMENT**

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- Alaska Statewide Special Education Conference** Feb 2016, 2017, 2018  
**Crisis Prevention Institute, Nonviolent Crisis Intervention Training** Nov 2017  
**Learners Edge Amazing Teacher Contest, Finalist** Apr 2017  
**Google Certified Educator Level 1** Sept 2016

**COMMUNITY ENGAGEMENT**

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- Brain Games Club, Host, Nondalton, AK** Sept 2016 – May 2018
- Held twice weekly meetings to allow students to play board games in a positive and safe environment
  - Hosted monthly game nights in a substance free environment to encourage positive family relationships
- Nondalton School, Cross Country Coach, Nondalton, AK** Aug 2015 – Oct 2017
- Coached students in grades 7-12 to prepare them for participating in LPSD’s annual Cross-Country meet
  - Chaperoned and ensured the safety of LPSD students in grades 7-12 during multi-day athletic events

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# JULIE C RININGER

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JULIECRININGER@GMAIL.COM



814-979-8368  
814-623-8683

"I'M NOT SAYIN' I'M GONNA CHANGE THE WORLD, BUT I GUARANTEE THAT I WILL SPARK THE BRAIN THAT WILL."  
(TUPAC SHAKUR)

**REFERENCE LETTERS AVAILABLE  
UPON REQUEST**

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## OBJECTIVE

To obtain a full-time teaching position at the elementary level or working within the education field with students and adults, delivering educational material and support

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## SKILLS

Known for having an outstanding rapport with both students and parents; works well with others as a teammate; leads parent groups with ease and with without judgment; takes on challenges and projects and carries them out  
Enjoys challenges and continued learning

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## EXPERIENCE

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**2018-CURRENT BEDFORD AREA SCHOOL DISTRICT**  
SHORT-TERM LEARNING SUPPORT PRIMARY TEACHER / DAY TO DAY  
SUBSTITUTE TEACHER FOR GRADES KINDERGARTEN – 12TH GRADE

**2011-2018 HOPE FOR HYNDMAN CHARTER SCHOOL**  
**1<sup>st</sup> Grade Classroom Teacher/Reading Teacher/Learning Support for Math Intervention**

Teacher of 1<sup>st</sup> grade students in all subject areas; teacher of SFA reading program (levels 2.1, 2.2, 3.1, 3.2)

Responsible for carrying out all necessary duties as the only 1<sup>st</sup> grade teacher in building; Developed classroom Facebook page for parents

**\*\* Senior Class Adviser**

**After School/After 3 Coordinator**

**Reading Competition Adviser**

Coordinated and supervised the school's government-funded (21<sup>st</sup> Century) after school program; recruited students; worked with staff to better help students in grades 2-12; plans and implements activities, tutoring, and PSSA practice

**Facilitator for 21<sup>st</sup> Century Incredible Years Parenting Program**

Facilitate and delivered the 21<sup>st</sup> Century Incredible Years Parenting Program to families, both for ages 3-8 and ages 6-12. Responsible for attending trainings and keeping certification current

**2007-2009 BEDFORD AREA SCHOOL DISTRICT**  
**Facilitator for 21<sup>st</sup> Century Incredible Years Parenting Program**

Facilitated/delivered the 21<sup>st</sup> Century Incredible Years Parenting Program to families, for ages 3-8 and ages 6-12. Responsible for attending trainings and keeping certification current

**2008-2010 BEDFORD AREA SCHOOL DISTRICT**  
**EAP**

Assisted/set goals/taught elementary students math and reading skills to help them for academic and PSSA success

**2000-2008 ST. THOMAS THE APOSTLE SCHOOL**



**Pre-k, Kindergarten, and 3<sup>rd</sup> Grade Teacher**

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**EDUCATION**

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**BACHELOR'S DEGREE ELEMENTARY EDUCATION**  
**California University of PA**

- Member of two honorary fraternities/graduated with honorary recognition

**MEMBER OF NCTM**

**UNIVERSITY OF CALIFORNIA (IRVINE)**

Received credits toward Master's Degree

**ATTENDED MANY STEM CLASSES/TRAININGS VIA**  
**PENN STATE UNIVERSITY**

**ATTENDED NATIONAL CONFERENCES (21<sup>ST</sup> CENTURY) IN**  
**PALM SPRINGS, CALIFORNIA**

**ATTENDED GOVERNOR'S INSTITUTE FOR "FINANCIAL**  
**EDUCATION" AT ELIZABETHTOWN COLLEGE, PA**

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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- ASSISTS AND VOLUNTEERS WITH SEVERAL SCHOOL FUNCTIONS, FUNDRAISERS, PROJECTS, ETC
- RESEARCHED EDUCATIONAL BENEFITS TO HAVING A CLASSROOM DOG AND WAS SUCCESSFUL IN HAVING THE 1<sup>ST</sup> CLASSROOM DOG AT FORMER SCHOOL (WHICH IMPACTED STUDENTS AND STAFF IN A POSITIVE MANNER)

# Ryanne Rosengrant

rosengrantryanne@gmail.com • 100 Lakepoint Drive, Harrisburg, PA 17111 • (570) 390-0628

## EXPERIENCE

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### **Bradbury-Sullivan LGBT Community Center**

August 2018- May 2019

#### *Health Programs Intern*

- Cold call to recruit representatives from outside agencies to join in collaborative efforts to gain community presence
- Raise awareness of increased risks of lgbt-related health disparities to the general public
- Created a referral guide that employees can use to locate qualified services for clients in the referral process
- Maintain and record data of all interactions with outside agencies on Microsoft Excel

### **YMCA Leap and Learn Day Care Center**

August 2017-May 2019

#### *Preschool and Infant Teacher*

- Responsible for the development and implementation of academic activities for students that aid in the enhancement of gross and fine motor skills
- Ensure safety of the students by maintaining active communication with parents and guardians, as well as serving as an advocate and mandated reporter on the students' behalf when necessary

### **Legislative Advocate, Harrisburg, Pennsylvania**

April 2016

#### *Social Work Legislative Advocate*

- Met with members of the legislative General Assembly to advocate on behalf of licensed clinical social workers for the passing of House Bill 1415

### **Lake Region IGA, Hawley, Pennsylvania**

August 2013- September 2017

#### *Customer Service Representative*

- Answered customer questions and provided information on store policies
- Ensured that each customer received outstanding service by providing a friendly environment
- Maintained an awareness of promotions and advertisements

## LEADERSHIP

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### **Social Work Preceptor, Kutztown University**

August 2018-May 2019

#### *Preceptor Student Supervisor*

- Mentored another student in the professional practice of social work in the field setting
- Oversaw all work completed by the student to ensure that tasks were completed properly
- Trained the student to effectively conduct outreach in a professional and competent manner

### **National Leadership Conference, Indianapolis, Indiana**

July 2017

#### *Zeta Tau Alpha Leadership Conference*

- Attended a week-long seminar to proactively improve my leadership abilities
- Attended workshops on problem solving and conflict resolution

### **Zeta Tau Alpha Fraternity, Pennsylvania Kappa Psi Chapter.**

November 2015- December 2018

#### *Historian*

- Managed the public relations of the fraternity through social media
- Organized philanthropic events to raise funds for breast cancer awareness, education, and survival recognition
- Led the creation of the annual report sent to the headquarters of the fraternity

## EDUCATION

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### **Kutztown University, Kutztown, PA**

Graduation: May 2019

#### B.S. Social Work

#### Minor in Psychology

- Relevant Coursework: Research Methods and Practice, Principles of Psychological Measurement, Statistics for the Social and Behavioral Sciences, Practices with Organizations and Communities

## SKILLS & INTERESTS

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- Computer proficient, excellent in verbal and written communication

## **Rachael Ross**

2606 Glendale Ave

Erie, PA 16510

(412) 606-9801

[rachaelgazica@hotmail.com](mailto:rachaelgazica@hotmail.com)

**Summary** Dedicated professional with four years experience working in a cyber school setting collaborating with students, learning coaches and staff to create and implement individualized learning plans for students. Capable of successfully handling several responsibilities simultaneously. Exceptional organizational skills and communication skills, both written and verbal.

**Education** 2005-2008 Slippery Rock University of Pennsylvania  
B.A, Science, Community Programs for Americans with Disabilities

**Work experience** September 2015- Present Agora Cyber Charter School Online Erie, PA  
**Family Coach**

- Create SMART goals and evaluate student progress regularly to determine effectiveness of goals towards student success
- Meet with the students and parents regularly to build and maintain strong relationships and provide ongoing consistent communication
- Serve as the primary point of communication and liaison for families
- Respond to family concerns and provide continuous support to assure student success
- Conduct home visits as needed and/or required
- Assist students and parents with school systems and programs
- Monitor student attendance and create School Attendance Improvement Plans (SAIP)
- Administer state assessment tests

**Work Experience** January 2012- September 2015 Stairways Behavioral Health Erie, PA  
**Assertive Community Treatment Mental Health Professional**

- Make assessment to determine best intervention for mentally challenged individuals who are experiencing a crisis situation
- Researched resources needed to meet needs of residents, scheduled appointments and escorted residents to appointments
- Educated clients on budget, socialization and daily living skills.
- Implemented comprehensive treatment goals, service plans, assessment
- Administered and monitored medication daily

August 2010 -2012 Stairways Behavioral Health Erie, PA

**Targeted Case Manager**

- Provided interventions to individuals with mental health illness to assist them through crisis situations
- Coordinated internal and external services/resource referrals
- Educated clients on budgeting, socializing and daily living skills
- Implemented comprehensive treatment goals, service plans, and assessments
- Administered and monitored medication daily

July 2010- July 2011 Perseus Brighter Horizons Meadville, PA

**Behavioral Specialist**

- Performed assessments to determine emotional wellbeing of residents
- Created comprehensive treatment plans with included specific goals
- Monitored and advocated for client's needs.
- Intervened when crisis situations arouse
- Daily living support through residential treatment facility
- Administered and monitored medication daily
- Worked with ages 11-18 years old girls and families

June 2008-July 2010 Mercy Behavioral Health Pittsburgh, PA

**Counselor Mental Health Worker**

- Daily contact with individuals diagnosed with various mental illness
- Instructed mental health adults on skills necessary to maintain independent living
- Composed comprehensive treatment goals
- Coordinated and facilitated treatment team meetings
- Recommended available (necessary) resources, scheduled appointments and escorted patients to meetings

November 2009- July 2010 PA Connecting Communities Pittsburgh, PA

**HAB Aid**

- Attended trainings on preventative treatments.
- Assisted individuals with intellectual disabilities

- Worked on various ADL's and helped clients integrate into the community
- Created treatment plans with community resource referrals

**\*References upon Request**

# LYDIA SARGENT

1313 Aviara Pl.  
Gibsonia, PA 15044

724-504-8741  
lsargent1@live.com

**OBJECTIVE:** To have a career working with and inspiring children as an elementary school teacher.

## EDUCATION:

**Slippery Rock University**  
*Major: Early Childhood Education*

**Graduation: December 2018**  
GPA: 3.83

**Pine-Richland High School, Gibsonia, PA**

**Graduated 2013**

## RELATED EXPERIENCE:

**Extended Substitute Teacher**  
**North Allegheny School District**

**Spring 2019**

- Teacher in a 5<sup>th</sup> grade classroom. Responsible for providing and creating engaging lesson plans, building a positive relationship with students, communicating with families and staff, and working within a team

**Extended Substitute Teacher**  
**Seneca Valley School District- Rowan Elementary**

**Winter/Spring 2019**

- Teacher in a 4<sup>th</sup> grade classroom. Responsible for providing and creating engaging lesson plans, building a positive relationship with students, communicating with families and staff, and working within a team

**Middle School Soccer Coach**  
**Pine-Richland Middle School**

**Fall 2017**

- Responsible for the instruction and encouragement of the middle school girls' soccer team
- Prepared practice schedules, communicated with parents, organized activities and provided constructive criticism and positive feedback during games

**KinderCare Toddler Teacher**  
**Seven Fields, PA**

**2015-2016**

- Responsible for creating lesson plans, caring for multiple children, communicating to the parents, and maintaining a safe, energetic, positive environment.

## **OTHER WORK EXPERIENCE:**

**Nanny** **January—June 2015**  
**Sydney, Australia**

- Part-time nanny for two families concurrently while living in Australia
- Provided comfort, nourishment, diaper changes, naptime, and fun playtime.

**Bethany Beach Patrol Lifeguard** **Summer 2013, 2014**  
**Bethany Beach, DE**

- Responsible for the safety of patrons on the beach and in the surf.
- Enforced beach rules, performed ocean rescues of swimmers in distress and administered first aid as necessary
- Communicated with other guards regarding safety issues, returned lost children to their parents, and kept guardhouse clean and organized.

**Lifeguard/Swim Instructor** **2011-2013**  
**Woodlands Foundation, Wexford, PA**

- Responsible for the safety of swimmers at the Woodlands, a campus for individuals with special needs and disabilities
- Taught swim lessons to children (ages 3-14) with special needs, ensuring participants felt welcomed, safe and confident

**Childcare, First Presbyterian Church of Bakerstown** **2009- 2013**  
**Bakerstown, PA**

- Responsible for multiple children at a time; newborn to school-aged
- Involved the children in a variety of age-appropriate activities, while maintaining a positive, upbeat attitude.

## **CERTIFICATIONS/SKILLS:**

FBI, Criminal Record, and Child Abuse clearances

Very comfortable with technology used in the classroom

CPR/AED/First Aid Certified

Excellent communication and listening skills

Very organized with great time management skills

Strong team member

**References: Upon request**



# KAYLA SCHULTZ

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1330 Clay Pike  
North Huntingdon, PA 15642  
(814) 241-2243  
kschultz929@gmail.com

## EDUCATION & CERTIFICATIONS

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### **Master of Education, Business & Technology Education**

Indiana University of Pennsylvania, Indiana, PA

GPA – 4.0 – December 2011

### **Bachelor of Science in Finance, Minor Economics**

Indiana University of Pennsylvania, Indiana, PA

GPA – 3.55 – December 2004

### **Business, Computer, Information Technology Certification (BCIT)**

December 2011 – Level I Awarded, January 2015 – Level II Awarded

State of Pennsylvania, K-12

## EDUCATION EXPERIENCE

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### **Agora Cyber Charter School, King of Prussia, PA**

*Lead Family Coach*

*2018-present*

- Mentored Family Coaches in improving their practice through quarterly Peer Empowerment Meetings
- Developed and implemented department wide centralized resource
- Supported student roster of 50+, building rapport and monitoring engagement to increase performance
- Assisted Family Coach Coordinator with managerial and supervisory tasks

### **Agora Cyber Charter School, King of Prussia, PA**

*Family Coach*

*2015 – 2017*

- Supported student roster of 80+, building rapport and monitoring engagement to increase performance
- Visited all students at their homes to assess learning environments, nurture relationships, and help remove barriers to learning
- Effective communicator covering a wide range of topics with families and students from varied backgrounds
- Obtained top tier distinguished rating each year as a Family Coach

### **Pittsburgh Science and Technology Academy, Pittsburgh, PA**

*Computer Science Teacher*

*2012 – 2015*

- Academic advisor to 15 students, improving grades, attendance, and study skills
- Executive Experience program coordinator, pairing seniors with opportunities at Google and CMU
- Obtained top tier distinguished teacher rating two consecutive school years, 2013-14 and 2014-15
- Fully developed and implemented curriculum for 9 unique STEM Computer Science courses
- Firm, fair, flexible, and positive leader with an excellent rapport among faculty, administration, students, and families

## PROFESSIONAL EXPERIENCE

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### **DRS Laurel Technologies, Johnstown, PA**

*Program Administrator (Contract Position)*

*2009 – 2010*

- Developed Visual Basic code to automate and maximize bidding opportunities.

### **JP Morgan (Formerly Bear, Stearns & Co.), Brooklyn, NY**

*Operations Analyst*

*2007 – 2009*

- Analyst working with hedge fund clients to ensure understanding and timely response regarding voluntary corporate actions instrument.

*References available upon request*

# Stacy E. Seamon

1288 Glen Hazel Rd.  
St. Marys PA 15857  
(814)335-2446  
searle001@gmail.com

## OBJECTIVE

To obtain the position of teacher utilizing my extensive environmental and educational background. Furthermore, to advocate my experience of natural resources, management skills and ability to address the public.

## EXPERIENCE

- Horizon Middle School** *Osceola County, FL* Oct 2014- Present  
Currently: 7<sup>th</sup> and 8<sup>th</sup> grade Agricultural sciences Teacher  
Previously: 6<sup>th</sup> -8<sup>th</sup> grade, Integrated science, Life science, Earth Space, Physical Science, Critical thinking
- Teacher of the Year for Horizon Middle School and top 10 finalist for Osceola county school district. Nominated for national Agricultural teacher of the year.
  - Established the first full time middle school Agriculture program in Osceola County, including creation of curriculum, sourced funding from internal and external sources.
  - Supported partnership with University of Florida and the 4H extension office to bring advanced labs and curriculum to our agricultural students.
  - Fostered partnerships with Cattlemen's association, FL department of Agriculture, University of Florida, 4-H cooperative extension, Wild Florida, and Whole foods to fund and support fledgling Agricultural program.
  - Rebuilt and established school greenhouse as a hands-on hydroponic facility that brings current agriculture technology to students.
  - Wrote and published all middle school agriculture learning and benchmark scales for Osceola County.
  - Participated in Teach-the-Teacher professional development: I taught other teachers in the district how to breakdown standards, benchmarks, write curriculum, develop pacing guides and scales.
  - Currently Elective Team leader
  - Participated in Math Science partnership that included central Florida teachers to co publish lessons within CPALMS.
  - Co-published 5E lessons within Osceola school district.
  - Helped achieve national recognition: Model PLC School.
  - Procured over \$8000 of grant money for school projects and classrooms.
  - Established the Horizon Middle school fair group to participate in the Osceola County fair.
  - Established Science Olympiad and students competed at the regional level.
  - Taught high school credit physical science for gifted and honors students.
  - Part of the mentorship program at our school for the development of new teachers.
  - Organized end of the year field day and Talent Show for over 400 8<sup>th</sup> grade students.
  - In partnership with other teachers to develop a comprehensive FSSA state test review. This increased our school scores into the top percentage in the district.
  - Continued education of students by teaching advanced subject material including: Radio telescope and telemetry, oceanic and atmospheric chemistry, Florida's involvement in nuclear energy and alternative fuels, geological and stratigraphic compositions of Florida's substrate and further captivated students by teaching an introspective view of NASA's space program and its involvement with Florida.
- FLVS** *Florida Virtual School* Apr 2013- Oct 2014  
9<sup>th</sup> -12<sup>th</sup> Grade Earth Space Science Teacher
- Online virtual school platform
  - Conducted "real-time" online lab sessions with students on blackboard
  - Conducted remote discussion based questions with students
- Maynard Evans High school** *Orange County, FL* Oct 2010- April 2013

10<sup>th</sup> -12<sup>th</sup> grade Chemistry and IB physics teacher, 9<sup>th</sup> – 11<sup>th</sup> grade Integrated sciences

- Title 1 school
- Helped to develop a Chemistry PLC
- International Baccalaureate trained for Physics
- Fostered a partnership with Orange county science center to bring in additional chemistry labs to students.
- Conducted an in-depth lesson study with PLC chemistry teachers.

**HSA Sinkhole investigations** *Tampa, FL* Jan 2010-Jul 2010

- Conducted residential sinkhole investigation within Central and South Florida
- Soil testing and identification

**Boone Middle School** *Haines City, FL* August 2008 –Jan 2010

6<sup>th</sup> Grade Earth and Space Science Teacher

- SINI Tier 5 School
- Developed and Implemented an Advanced Environmental Studies Class focusing on natural resources and disasters.
- Implemented after school labs for furthering enrichment of exceptional students.
- Cofounder of the "Green Team" for Boone Middle, specializing in recycling technologies.
- Procured Grant monies for Green Team to advance its effectiveness.
- Developed and managed budget for Green Team and other extra-curricular clubs.
- Created a Geo-Caching club for exceptional students to learn about GPS, GIS systems, environmental impacts and human involvement within our local ecosystem.

**Internships**

Chesapeake Bay Watershed Project 2005

- Researched the impact of fishing on the water shed. Fish studies included: species, growth patterns, and diseases. Also, Plant species identification (natural and non native species).
- Soil sampling: potential pollutants and hazards from local agricultural areas. Nitrogen count, nutrient levels, pesticides and PH mapping. Conducted geological and topographical mapping.
- Cooperative partnership with NOAA.

West Virginia Subterranean Program 2004

- Mapped PH and pollutants of underground water aquifers, nutrient levels, animal species identification, fossil documentation (categorizing and dating cave formations), stratigraphy of caves, and Soil tests within subterranean aquifers.

Natural Hazards and Oceanography 2003

- Identification of cause and effect for ground instability, saturation of underground aquifers and unstable "bed rock".
- Creation of action plans for Virginia Beach area to deal with: flooding and hurricane evacuations.
- Studied costal geological locations, marine ecology and geological structures and formations. Researched water movements and natural purification methods. And the impact of human activities on costal environments.

Army Corp of Engineers: East Branch Dam 2000

- Studied the impact and effects of pollutants: natural, agricultural, industrial and recreational.
- Conducted research on lake ecology and water sources.
- Conducted tests on dam stability, structure and projected lifespan (Earthen Dam).

**Army ROTC Advanced Officers training course.** *Ft. Lewis, WA.* 2003 - 2003

- Attended and passed the OTC with specialization in: Management and team participation, problem solving, Firearm safety, fire prevention, land navigation and Military Standard Operating Procedures.
- Responsible for and managed battalion supplies. Worth in excess of \$500,000 USD.

## EDUCATION AND CERTIFICATION

### **Highly Qualified and Highly Certified Teacher**

Professional educators Test	2009
General Knowledge Test and Essay	2008
Earth and Space Science 6-12	2008
PreK-Primary Education (preK-3 <sup>rd</sup> grade)	2011
General Science 5-12	2015
Gifted Endorsed	2018

### **Polk County Community College**

2008-2009

Enrolled in the EPI (Educator Professional Institute) Program.

- Classroom Management
- ESOL
- Technology in the classroom
- Diversity
- Differentiated Instruction

Also attended workshop series "Classroom management" and "Integration of Technology within the classroom" with Dr. Barbra Block.

### **Lock Haven University of Pennsylvania**

2005-2007

B.S. in General Studies of Geology, Advanced Sciences and Leadership.

### **Old Dominion University**

2000-2004

Majored in Geology with a minor in geography and military leadership.

## Skills and Training

- Kagan strategies trained
- Paige Keely NSTA use of science probes trained
- Argument Driven inquiry Trained
- AP Chemistry training
- IB and pre IB physics trained
- Diversity and ESOL/ESE Trained
- Member of the Kissimmee Valley Live Stock showmen and fairground judge.
- MS Office Suite
- Guest service experience
- HAZMAT Training

## INTRESTS

- Gardening
- Reading
- Outdoor activities: Hiking, camping, etc.
- Fossil Collecting and preservation.

<https://www.linkedin.com/in/stacy-seamon-248757184>

# Natalie Joy Selby

102 W. Wood Street, Norristown PA, 19401 | 484-213-0941 | njselby@liberty.edu

## PROFESSIONAL SKILLS PROFILE

Experienced professional, who is highly motivated, learns quickly, has strong communication skills, and desires to work with a diverse population in the school-counseling field.

## SUMMARY OF COUNSELING SKILLS

- Registration and Placement
- Scheduling
- New Student Transition
- Academic & Career Advisement
- College applications
- Family and Teacher Consulting
- Crisis Intervention
- Individual Counseling

## EDUCATION Sept - 2018 ~ Graduate Certificate in School Leadership

**Dec – 2015 ~ Masters of Education in School Counseling** Liberty University Lynchburg, VA

**May 2010 ~ Bachelors of Arts in Psychology** Liberty University Lynchburg, VA

**Computer Skills:** Proficient in Microsoft Office Tools: Word, Excel and PowerPoint, Google Applications, Canvas, and Moodle.

## WORK EXPERIENCE

### **Aug 2016 – Present ~ PA Leadership Charter School ~ School Counselor**

- Counsel students individually, in small group counseling sessions and in classroom counseling lessons.
- Provide direct services through the School Counseling Curriculum, Individual Student Planning and Preventive and Responsive Services, program management, system support and accountability.
- Provide students with comprehensive experiences and programming that address transitional needs and career planning.
- Gather information and direct students in order to achieve transitional and post-secondary goals.
- Coordination of K-12 Section 504 Planning & K-12 Student Assistance Program (SAP).
- Responsible for all communications to staff teams and parents, including follow-up communications, maintaining documentation, scheduling meetings, etc.
- Convenes and leads meetings with grade level teams
- Work closely with the Supervisor of Guidance, High School Principal, School Counselors, and all relevant personnel to adhere to and monitor all aspects of the plans.
- Provide referrals as needed.
- Maintain a written plan for effective delivery of the school counseling program based on the ASCA National Standards, PA Career Education Standards and the current individual school data.
- Provide referrals to external agencies as needed
- Create and implement program projects and initiatives, when applicable.
- Conduct home visits as needed.

### **Oct 2010 – August 2016 ~ Student Services & Standardized Testing Team Member**

- Communicate effectively with parents to prepare and inform them about Pennsylvania Standardized Testing requirements to ensure participation and accountability.
- Assisted the Standardized Testing Department in administering and implementing Pennsylvania Standardized Tests by coordinating test events, ordering required material, providing training for all test administrators, and developing manuals that are in line with PA Department of Education Standards.
- Collaborated with the Special Education Department, Guidance, and Administration to facilitate smooth implementation of all standardized testing.
- Able to effectively process student records to assure state requirements were met.
- Utilized my graduate work to provide insight and education to the Standardized Testing Team about Pennsylvania State Standards, changes in special education accommodation, and all current policies and procedures put in place by the PA Department of Education.
- Assisted with orientations, clerical work, reception, assisting with graduation planning and any other related duties assigned by the director.

### **Aug 2015 – Dec 2015 & Oct 2016 – Feb 2017 ~ Norristown Area School District**

#### **Oct 2016 - Feb 2017 ~ Roosevelt Campus of NAHS – TR Program Counselor (part-time)**

- Counsel students individually, in small group counseling sessions
- Provided referrals as needed.
- Provided students with comprehensive experiences and programming that addressed transitional needs and career planning.
- Gather information and direct students in order to achieve transitional and post-secondary goals.
- Work closely with the High School Principal, School Counselors, and all relevant personnel to adhere to and monitor all aspects of the plans.
- Other responsibilities as assigned

### **CERTIFICATIONS**

- Educational Specialist I – Elementary & Secondary School Counselor PK-12
- Student Assistance Program (SAP) Certification

### **AFFILIATIONS**

- American School Counselors Association
- Pennsylvania School Counselors Association

## **EDUCATION**

**Master of Education in Counseling Psychology** May 2018  
*Temple University, Philadelphia, PA* GPA: 4.0

**Bachelor of Science in Secondary Education/English** January 2013  
*Temple University, Philadelphia, PA* GPA: 3.6

*Temple University Rome, Rome, Italy* Summer 2012

## **CERTIFICATIONS**

*Pennsylvania Instructional I: English Education 7-12* January 2013

*Pennsylvania Instructional I: Social Studies Education 7-12* September 2016

*Pennsylvania Educational Specialist I: Elementary & Secondary School Counselor PK-12* May 2018

## **TEACHING EXPERIENCE**

**Teacher, English & Social Studies** August 2016 – June 2017

*Grade 11, The LINC High School, Philadelphia, PA*

- Created and implemented lessons and activities that related to the literature curriculum, including lessons on plot, characterization, theme, and literary devices.
- Connected literature to social sciences, such as principles of government, economics, and psychology, to ensure a higher level of learning and understanding.
- Communicated with administration and parents, as needed.

**Long-Term Substitute Teacher, English** January 2015 – May 2015

*Grade 9, Harry S Truman High School, Levittown, PA*

- Instituted daily grammar and spelling practice in the form of a Daily Edit activity.
- Created and implemented lessons and activities that related to the literature curriculum, including lessons on plot, characterization, theme, and poetry.
- Connected literature to contemporary examples to ensure a higher quality of understanding.
- Communicated with administration and parents, as needed.

**Long-Term Substitute Teacher, Creative Writing** October 2014 – January 2015

*Grades 7-8, Neil A. Armstrong Middle School, Fairless Hills, PA*

- Designed and integrated a Creative Writing curriculum for 8<sup>th</sup> grade to replace the Industrial Arts elective during the teacher's absence.
- Planned, graded, and instructed four classes per day of Creative Writing, while also periodically covering other classes and performing substitute duties.

**Teacher, English & Creative Writing** August 2013 – June 2014

*Grades 6-10, Center for Student Learning Charter School, Levittown, PA*

- Instructed in an alternative school with four classes daily of literature and creative writing.
- Created and implemented lessons and activities that related to the literature curriculum, including lessons on plot, characterization, theme, and literary devices.
- Connected literature to contemporary examples to ensure a higher quality of understanding.

## **HONORS & SCHOLARSHIPS**

Kappa Delta Pi International Honor Society in Education, October 2012

Temple University's College of Education Dalibor W. Kralovec Scholarship, Fall 2012

Temple University's College of Education Graduate Tuition Award, 2015-2016

Temple University's College of Education Roy B. Hackman Scholarship, Spring 2016

## **INTERNSHIP & VOLUNTEER EXPERIENCE**

### **School Counseling Intern**

September 2017 – April 2018

*The LINC High School, Philadelphia, PA*

### **Curriculum Team Lead**

August 2014 – November 2017

*Schools for Sustainability, Philadelphia, PA*

## **WORK EXPERIENCE**

### **Pennsylvania Free Enterprise Week**

Summers 2013 – Present

*Resident Hall Advisor*

### **Pier 40 Self Storage**

Aug. 2011 – Sept. 2012, Aug. 2015 – Sept. 2016, Aug. 2017 – June 2018

*Site Manager*

### **Substitute Teacher Service**

September 2014 – June 2018

*Substitute Teacher*

### **Instacart**

September 2015 – April 2016

*Full Service Shopper*

### **Journey's Shoes**

November 2014 – December 2015

*Sales Associate*

### **Penndel Bowling Center**

April 2011 – May 2014

*Control Desk Operator/Cook/Bartender*

### **Bristol Township Girls Softball League**

April 2009 – October 2012

*Umpire/Coach*

### **Claire's Boutique**

November 2010 – May 2011

*Sales Third Key/Piercer*

### **The Shoe Department**

December 2007 – February 2011

*Sales Associate*

### **Piercing Pagoda**

May 2010 – November 2010

*Sales Key Holder/Piercer*

### **The Towson Fund**

September 2009 – May 2010

*Caller*

### **Bucks County Playhouse's Open Air Theater**

May 2007 – September 2007

*Stage Manager/Lighting Technician*



**Andrea Smith**  
[andreasmith.8058@gmail.com](mailto:andreasmith.8058@gmail.com)  
*National Boards Certified Teacher*  
*Mathematics Teacher*  
 1008 Meadowbrook Dr  
 Canonsburg, PA 15317

**Education:**

<b>Master of Arts</b> in Secondary Education, West Virginia University, Morgantown, WV Certification in 5-Adult Mathematics	May 2003
<b>Bachelor of Arts</b> in Mathematics, Cum Laude West Virginia University, Morgantown, WV	May 2003

**Professional Experience:**

<b>Science Hill High School (9-12) Johnson City, TN</b> Geometry and Algebra 2	2018-present
<b>Sullivan East High School (9-12) Bluff City, TN</b> Algebra 1 and RTI	2016-2018
<b>Mustang High School (9-12) Mustang, OK</b> Algebra 2 and Pre-AP Algebra 2 (Honors), ACT Prep	2013-2015
<b>Morgantown High School (9-12), Morgantown, WV</b> Instructed Applied I (Regular and Collaborative), Applied II (Collaborative), Algebra 1, Geometry, Algebra II (Regular and Collaborative), College Transitional Math, Pre-Calculus, and C++	2004-2012
<b>West Virginia University, Adjunct Professor</b> Educ 401 – Classroom Management for Secondary Classroom, C&I 434 – Mathematics Methods in the Secondary Classroom,	2010-2012 2010-2012 2010-2012
<b>Wheeling Park High School (9-12), Wheeling, WV</b> Instructed Applied Math II and Conceptual Math	2003-2004

**College/Clinical Experience:** A five year Masters program where you gain a degree in your area of study with your education degree. Over 1000 hours experience in the classroom through combined placements at Morgantown High and Bridgeport Middle School. In the 3<sup>rd</sup> year, I served as a “Tutor” at **Morgantown High** working with small groups and individuals in Algebra 2 regular and co-taught classes. In the 4<sup>th</sup> year, I spent my Fall Semester at Morgantown High working in Algebra II, Applied Math I and AP Calculus for 5 hours a week. My Spring Semester was at **Bridgeport Middle** working with 8<sup>th</sup> grade math (MathScape) and Algebra 1 for 14 hours a week. My 5<sup>th</sup> year and Internship was at Morgantown High. I taught full time in the fall for Algebra 1, Pre-Calculus, Algebra II-Honors and Algebra II collaborative.

**Career-related Experience:**

<b>National Boards Certified Teacher</b>	2009-2019
<b>Instructor and Co-Developer of ACT/SAT Prep Course</b>	2006-2012
<b>West Virginia University Student Teacher Assistant Coordinator- Morgantown High</b>	2005-2008
<b>Benedum Collaborative Mentor Teacher – West Virginia University</b>	2005-2012
<b>Action Research Fellow for Benedum Collaborative, WVU</b>	Fall 2004-Spring 2005
<b>Private Tutor</b> (Algebra I, Geometry, Algebra II, Geometry, College Algebra and Trigonometry)	2001-2012
<b>Americorps WVU / Energy Express Mentor</b> Taught six week summer literacy program for children living in rural and low income communities in WV	1999-2002
Trainer and coach for Americorps training at WV Wesleyan	Summer 2001
Payroll department	Summer 2002
<b>Mentor Assistant - organized and presented seminars to 3<sup>rd</sup> and 4<sup>th</sup> year educ. majors</b> College of Human Resources & Education, West Virginia University	Spring 2003
<b>West Virginia Governor Internship</b>	Summer 2002

**Professional Presentations/Activities:**

<b>Digital Learning Day Organization Committee</b>	2018-2019
<b>Technology Academy - Johnson City, TN</b>	July 2018
<b>Common Assessments and Standard Training</b>	July 2018
<b>Algebra 1 Toolbox Writer - Sullivan County Schools</b>	Summer 2017

<b>NCTM National Conference</b>	2013
<b>WVTM Conference</b>	2013
<b>VISION 2020 Conference Oklahoma State Department</b>	2013
<b>Senior Class Sponsor</b>	2007-2012
<b>Junior Class Co-Sponsor</b>	2007-2009
<b>Co-Speaker at Professional Development Schools Conference in New Orleans</b>	March 2011
<b>Young Life Leader and Morgantown High Sponsor</b>	2008-2012
Counselor at camp, assists with meetings, and works with girls group	
<b>WVDE Mentorship and First Year Teacher Website Project</b>	Fall 2007
<b>Faith Fellowship Club Co-Sponsor</b>	2004-2009
<b>Habitat For Humanity MHS Group Leader to St Johns for build</b>	2008
<b>EF Tour Leader to Paris, Rome, and Florence</b>	June 2007
<b>Benedum Collaborative Action Research Conference</b>	April 2005
Facilitated sessions of presentations	
<b>ACCLAIM Algebra Workshop at West Virginia University</b>	August 2005
<b>EdVenture Technology Courses</b> ( Electronic Portfolios and Technology Integration)	Spring 2005
<b>Marshall University Course</b> (Integrating Technology in the Classroom)	Spring 2005
<b>Soccer Pep Club at Morgantown High School</b>	Fall 2004
<b>ACCLAIM Geometry workshop at West Virginia University</b>	August 2004
<b>In-Step Project</b>	June 2004 and 2005
Attended week long course in technology and problem based learning	
<b>2003-2004 Governor's Summer Institute</b>	August 2004 and July 2003
<b>ACCLAIM Algebra workshop at West Virginia University</b>	August 2003
<b>I Can Do It Conference</b>	Spring 2003
Organized and prepared for a mini-conference and development day for Interns through the WVEA	
<b>WVSEA Spring Fling</b>	2001-2003
Organized and led West Virginia Student Education Association Spring Conference in Charleston, WV	
<b>WVEA Mid-Winter Conference</b>	2003
<b>NCTM National Conference in Las Vegas, NV</b>	2002
<b>WVEA Professional Issues Conference</b>	2001-2002
<b>Crisis Prevention Institute Training</b> Certification in Nonviolent Crisis Intervention	2002
<b>Student Governance Association HR&amp;E Department</b>	2001-2003
<b>West Virginia University Student Government Finance Committee</b>	2001-2003
<b>Human Resources and Education Handbook Contributor</b>	Spring 2000

**Organizations:**

<b>Tennessee Education Association</b>	2016-2019
<b>American Federation of Teachers</b>	2006-2013
<b>National Association of Professional Development Schools</b>	2011-2012
<b>Generation Morgantown (Professional Group of Leaders in Morgantown)</b>	2008-2013
Community Service Committee	2009-2010
Mentoring Committee	2012
<b>West Virginia Education Association</b>	2003-2004, 2012-2013
Wheeling Park High School Co-Representative for OCEA	
<b>National Council Teachers of Mathematics</b>	2002-2003, 2012-2013

**Honors and Awards:**

<b>National Board Certified Teacher</b>	2009-2019
<b>Golden Apple Award – WV Teacher Award presented by Arch Coal</b>	2011 & 2012
<b>National Society of Honors Scholars Recognition</b>	
<b>HR&amp;E Award: Service to the College, WVU College of Eberly Arts and Sciences Honors</b>	2003

**Technology Skills:** Texas Instruments Graphing Calculators, GradeQuick, PowerSchool, PowerTeacher, PowerAssessment, Canvas, Hapara, Blackboard, IPAD, DESMOS, ELMO, SmartBoard, Inspiration, Geometer's Sketchpad, Video Editing, C++, ADA & Pascal programming languages, LIVEText, Wiki's, Ecampus, Word, PowerPoint, Excel, PowerAssessment

# Mary E. Smith, MSW, LSW

Ligonier, Pennsylvania 15658  
mary.me.smith@gmail.com • 412.979.4768

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## Licensed Social Worker

*10 years of success leading social work innovation in dynamic, challenging environments.*

Experienced self-starter with a decade of proven success developing and implementing programs for individuals with of all ages and cultures. Consistently recognized for exceptional professional judgment, diplomacy, awareness, and the ability to anticipate issues and construct innovative resolutions. Deep skill working in fast-paced environments, able to meet and exceed deadlines on multiple simultaneous projects, adept at building and maintaining relationships, and adapting swiftly to changing circumstances.

- Community Resource Linkage
  - Crisis Management
  - Leadership & Team Management
  - Counseling & Therapy Sessions
  - Hospice & Home Health
  - Health & Wellness Education
  - Electronic Reporting & Documentation
  - Family Dynamics
  - Relationship Building
  - Advocacy
- 

## Professional Experience

Bethlen Communities Home Health and Hospice, Ligonier, Pennsylvania

### **Director of Social Services/ Volunteer Manager, 11/2014–Present**

Guide and counsel patients and families in regards to any insurance problems, availability of community resources, and the creation and implementation of advanced directives for patients nearing the end of life. Prevent repetitive hospital readmissions by identifying and resolving possible barriers to medical care, performing psychosocial assessments of the patients.

- Ensure that patient care strategies are properly communicated across multiple delivery systems and throughout the interdisciplinary team.
- Spearhead the hospice volunteer program, recruiting, hiring, mentoring, educating, and supervising 13 volunteer personnel.
- Teach coping skills to patients and families in order to enhance their abilities to adjust to alterations in life roles due to the progression of their disease.
- Advocate to ensure access to community resources

Vitas Innovative Hospice, Pittsburgh, Pennsylvania

### **Medical Social Worker, 10/2012–11/2014**

Oversaw a caseload consisting of 75 to 85 patients within an interdisciplinary team environment, working collaboratively. Performed intakes and initial psychosocial assessments.

- Conducted psychosocial assessments, created care plans, and coordination of care.
- Provide assistance to patients and families with application to Medicaid, Medicare, DPW, Managed Care Benefits, and VA insurance benefits.

- Organized and facilitated long-term and respite placements of patients in nursing care situations.
- Addressed any arising crises, providing swift resolutions as well as serving on call regularly, one week per month.

Wesley Spectrum Services, Pittsburgh, Pennsylvania

**Family Therapist, 6/2011–10/2012**

Administered structural family therapy and CBT to children and their families in community settings—individuals, adolescents, and children.

- Led treatment planning, case management, crisis intervention, and performed on-call duties.
- Advocated for clients during IEP meetings, court hearings, and in inpatient mental health hospital settings, acting as voice to ensure client’s best interest
- Collaborated with third-party systems and service providers to promote integrated care and improve patient outcomes.

Career History:

**Supported Living Counselor** (9/2009–6/2011), Jewish Residential Services, Pittsburgh, PA

**Therapist Intern** (8/2010 to 4/ 2011), Staunton Clinic, Pittsburgh, PA

**Peer Counselor** (9/2007 to 6/2009), Services for Transfer and Re-Entry Students, UC Santa Cruz

**Education and Credentials**

**Master of Social Work**

University of Pittsburgh – Pittsburgh, Pennsylvania

**Bachelor of Arts, Psychology, *magna cum laude***

University of California, Santa Cruz – Santa Cruz, California

***Licensure***

ASWB, State of Pennsylvania 2012- present

CPR

First Aid

***Professional Development***

Crisis Prevention Intervention

NAMI Advanced Directive Training

Children and Grief

Chronically Ill Patients and Their Families

Managing Challenging Behaviors of Dementia Patients

# Jason Stansbury

Gardners, PA | (717) 521-2615 | jasonastansbury@gmail.com

Ambitious educator with exceptional people skills and cross-cultural experience.

**Desires a challenging role in an organization devoted to intercultural learning and community engagement. EXPERIENCE**

## SKILLS

Excellent Interpersonal Skills  
Verbal and Written Communication  
Networking  
Adaptability  
Leadership  
Teamwork  
Ability to Work Under Pressure  
Proficiency in Microsoft Office Suite

## LANGUAGES

English: Native  
Nyanja: Conversational

### Adult Education Instructor—Lincoln Intermediate Unit 12

July 2018 - PRESENT

- Prepared and implemented relevant and practical lesson plans for Adult Basic Education and High School Equivalency courses
- Completed and maintained appropriate student registration, attendance, and assessment records, and ensured timely submission of data for NRS input
- Administered standardized assessments to determine individual progress

### Pastor of Youth Ministry—Idaville Church, Gardners, PA

April 2018 - PRESENT

- Developed and facilitated lesson series for weekly youth meetings and Bible studies
- Coordinated special events including retreats, service opportunities, and collaboration with other local youth ministries
- Formed and fostered relationships with students and their parents

### Center Coordinator—CoLaborers International

February 2015 - September 2017

Served as CoLaborers International missionary at Chisomo Drop-in Centre for homeless youth in Lusaka, Zambia

- Acted as liaison between both organizations, which required weekly planning meetings and quarterly reports, as well as receipt and oversight of interns
- Served as Center Coordinator, managing daily operations, including overseeing programs in education, counseling, health and hygiene, and nutrition.
- Supervised a team of 4 staff members
- Developed and maintained a network of regular volunteers, expanding the average number of volunteers per month from 2 to 20
- Coordinated special events for visiting international volunteer groups

## EDUCATION

### Messiah College, Mechanicsburg, PA — Bachelor of Arts in Christian Ministries

September 2010 - May 2014

Concentration in Youth Ministry; GPA: 3.2

### Study Abroad, Jerusalem University College, Jerusalem, Israel

January-May 2013

## CERTIFICATES

### Community Engagement—University of Michigan—Ann Arbor

Currently enrolled; Anticipated completion in August 2019.

### NonProfit Management—Lasalle University

Currently enrolled; Anticipated completion in May 2020.

### Zambian Basic Qualifications for Child and Youth Care

Completed in July 2017; Offered by Zambian Association of Child and Youth Care Workers

## Jessica Steirer

156 Stone Ridge Road Albrightsville, PA 18210  
(610) 787-0902 | jessica.steirer@gmail.com

## Professional Summary

Innovative leader with experience teaching an array of subjects and grade levels in both suburban and urban school districts. Having taught at traditional, charter and private schools, I recognize the benefits of promoting active learning through multiple learning approaches, individualized instruction, and hands-on activities. My strongest attributes are the ability to inspire trust and confidence in my students, while responding effectively to their educational and emotional needs.

## Experience

### **1<sup>st</sup> and 2<sup>nd</sup> Grade Teacher- Summit School of the Poconos, East Stroudsburg, PA** **August 2018- Present**

- Develop and write curriculum for a mixed age group of diverse learners, while implementing project-based learning
- Provide individualized instruction and differentiation to meet the specific needs of each student
- Promote, build and integrate collaboration among grade levels
- Incorporate and establish restorative practices into daily routines
- Encourage student choice, creativity and voice with in the classroom

### **Special Instructor- Sunshine Therapeutic Services, Long Pond, PA** **December 2017- Present**

- Support and understand the social, emotional and cognitive development of children 3 years and under
- Plan and implement goals to meet an individual child's developmental needs
- Work closely with parents and caregivers to achieve child's goals in everyday routines

### **Substitute Teacher: K-12** **October 2014- June 2018**

**Allentown School District;** Central Elementary, Lehigh Parkland Elementary, Muhlenburg Elementary, Roosevelt Elementary, Sheridan Elementary, Union Terrace Elementary

**Jim Thorpe School District;** Penn Kidder Campus

**Nazareth Area School District;** Lower Nazareth Elementary and Intermediate School

**Palmerton Area School District;** Towamensing Elementary School

**Parkland School District;** Cetronia Elementary, Springhouse MS, Orefield MS, Parkland HS

**Pen Argyl School District;** Plainfield Elementary, Wind Gap Middle School

**Perkiomen Valley School District;** South Elementary

**Salisbury School District;** Harry S. Truman, Western Salisbury Elementary, Salisbury Middle School

**Saucon Valley School District;** Saucon Valley Elementary, Middle School and High School

**Southern Lehigh School District;** Southern Lehigh Intermediate School

**Summit School of the Poconos**

**Susquehanna Township School District;** Thomas W. Holtzman Elementary

**Upper Moreland Township School District;** Upper Moreland Intermediate and Middle School

**Whitehall Copley School District;** Gockley Elementary, Steckel Elementary, Zephyr Elementary, Whitehall MS and HS

- Performed essential classroom duties in grades K-12, emotional and learning support classrooms, while maintaining district educational and behavioral guidelines.
- Presented educational material employing diverse teaching strategies designed to effectively address each student's learning style and ability, including lecture, discussion, demonstration, cooperative learning, and individualized instruction.
- Provided educational continuity by implementing established lesson plans, while exercising professional judgment to introduce new material when appropriate or necessary.
- Developed and maintained positive interactions with students, faculty, and administrators, building a rapport and gaining respect and trust to ensure an environment conducive to learning.



**Long-Term Substitute Teacher**

**Lehigh Valley Academy Regional Charter School- 6<sup>th</sup> Grade**

**September 2016- June 2017**

**Tohickon Valley Elementary School- 5<sup>th</sup> Grade**

**May 2015-June 2015**

**Saucon Valley Elementary School- 3<sup>rd</sup> Grade**

**January 2015- May 2015**

- Plan a program of study that meets the individual needs, interests, and abilities of students, including students with GIEPs and IEP's.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guide the learning process toward the achievement of curriculum goals and establish clear objectives for all lessons, units and projects.
- Instruct students to use more than one algorithm to solve addition, subtraction, multiplication, and division problems using *Everyday Math* and *Envisions Math* Instruction.
- Instruct a level of science that is appropriate to the maturity and interests of the students.
- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Counsel with colleagues, students, and/or parents on a regular basis.
- Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure.
- Attend staff meetings and grade level professional development meetings.
- Collaborate with Grade Level Team to design performance assessments and curriculum in all subject areas.

**Instructional Assistant**

**Joseph P. Liberati Intermediate School, Bethlehem, PA**

**August 2015- August 2016**

- Responsible for providing assistance to instructional programs by assisting the teacher in achieving educational objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.
- Assisted the teacher in providing a well-organized, smoothly functioning class environment in which students could take full advantage of the instructional program and available resource materials.
- Executed instructional activities with individual students or small groups of students following teacher direction and demonstration.
- Provided assistance to students during special classes (art, music, etc.).
- Assisted students in general education classes.
- Assisted in preparation of materials for class, classroom activities, and assignments.
- Implemented behavior management programs designed by teachers and/or school guidance counselor.
- Worked with the teacher in encouraging student enthusiasm for the learning process and the development of good study habits.

**Children's Instructor**

**Image International, Allentown, PA**

**October 2014- August 2015**

- Evaluated each student's progress and adjusted lesson plans accordingly
- Designed and coordinated hands on activities to enhance student involvement and student growth
- Implemented a positive classroom management plan which promotes students responsibility, problem solving skills and students accountability
- Conducted parent conferences on a weekly basis
- Integrated technology in a multi-media classroom

**Preschool Teacher**

**The Learning Experience, Nazareth, PA**

**February 2013- October 2014**

- Planned and implemented activities that promoted the social, physical, and intellectual growth of children.
- Responsible for the care, hygiene, learning, and developmental activities, specialized programs, and redirection of children.
- Communicated directly with parents.
- Maintained classroom records, cleanliness, and orderliness.

Jessica Steirer

## **Education**

### **West Chester University of Pennsylvania**

**Graduated May 2010**

Bachelor of Science in Education

- K-6 Pennsylvania Instructional I Certification
- Graduated Magna Cum Laude

### **East Stroudsburg University**

Obtaining credits towards Master of Education with major in Special Education with K-8 certification



# Leah Stone

724-464-8885

228 Milby Road, Shelocta, PA 15774  
LeahStone89@gmail.com

## Objective

To secure a position as a mathematics teacher.

## Professional Certifications

- PA Level II Certification
- Secondary Mathematics 7-12
- Family & Consumer Sciences

## Education

### May 2012 | Bachelor's Degree in Secondary Education Mathematics

- California University of Pennsylvania, California, Pennsylvania
- Peer Mentor Fall 2010 to Spring 2011
- Dean's List Fall 2008-Spring 2012
- GPA 3.853
- Member of Alpha Lambda Delta Honors Fraternity Spring 2009-May 2012

### June 2008 | High School Diploma

- Elderton High School, Elderton, Pennsylvania
- Distinguished Honor Roll Student
- Extra-Curricular Activities: Volleyball, Basketball, Softball, Big Brothers/Big Sisters Tutoring, Applebee Pond

## Pre-Professional Experience

### January 2012 – May 2012 | Student Teaching

Kiski Area High School | 240 Hyde Park Road, Leechburg, Pennsylvania 15656

Taught tenth through twelfth graders in both Algebra II and Pre-Calculus.

## Experience

### September 2014 –Present | Mathematics Teacher

Agora Cyber Charter School | King of Prussia, Pennsylvania 19406

Create lesson plans, create powerpoints, teach lessons in the cyber setting, attend iep meetings, conference with students, conference with parents, analyze data, build curriculum with other teachers.

**June 2013 – February 2014 | Girls' Varsity Volleyball Coach**  
Homer-Center High School | Homer City, Pennsylvania 15748

Coached girls in grades 9-12 and taught volleyball skills, teamwork, and sportsmanship.

**August 2013 – October 2013 | Long-Term Substitute Teacher**  
Indiana Junior High School | Indiana, Pennsylvania 15701

Created lesson plans, taught lessons, and maintained an organized learning environment.

**May 2013 – June 2013 | Teacher Vacancy Substitute Teacher**  
Blairsville-Saltsburg School District | Blairsville, Pennsylvania 15717

Blairsville High School | Applied Algebra & Special Education

Created lesson plans, taught lessons for learning support students, and maintained an organized learning environment.

**March 2013 – May 2013 | Long-Term Substitute Teacher**  
Armstrong School District | Ford City, Pennsylvania 16226

Kittanning Junior High School | 7<sup>th</sup> Grade Math & Pre-Algebra

Created lesson plans, taught lessons, maintained an organized learning environment, supervised PSSA testing.

**April 2014 – May 2014 | SAT Preparatory Instructor**  
Armstrong School District | Rural Valley, Pennsylvania 16226

Prepared students for the mathematics section of the SAT test.

## **Skills**

- Completed Active Shooter: What You Can Do online training.
- Math courses completed in grades 7-12 consisted of Pre-Algebra, Algebra I, Algebra II, Algebra III/Trigonometry, Geometry, Probability and Statistics, Analytic Geometry, Calculus, and AP Calculus.
- Math courses completed while maintaining my bachelor's degree were Pre-Calculus, Calculus I, Calculus II, Calculus III, Calculus IV, Discrete Mathematics, Statistics, Geometry, History of Mathematics, Theory of Equations, Linear Algebra, Abstract Algebra, Mathematical Modeling, Differential Equations, and Statistical Analysis.

## **References**

- References are available upon request.

## ***Sarah E. Sweeney***

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[ses255@hotmail.com](mailto:ses255@hotmail.com)

200 W Elm St.

Suite 1429

Conshohocken, Pa 19428

(570) 815-1513

### **OBJECTIVE**

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Position in Spanish education for primary or secondary levels

### **EDUCATION**

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#### **Neumann University 2013-2014**

- 9 graduate credits completed in Education
- GPA 4.0

#### **University of Deusto Summer 2013**

- Experience Spain: Language and Culture in current Content
- 3 graduate credits for teachers of Spanish in Bilbao, Spain
- GPA 4.0

#### **University of Alicante Summer 2011**

- Teaching through the Senses
- 3 graduate credits for teachers of Spanish in Alicante, Spain
- GPA 4.0

#### **Cabrini College 2007-2009**

- Master of Education
- GPA 3.7

#### **Pennsylvania State University 1999-2004**

- Bachelor of Arts in Secondary Education with the Spanish option
- Bachelor of Arts in Spanish
- Minor in International Studies
- GPA 3.15/4.0
- Study Abroad in Seville, Spain, completing 15 credits

### **CERTIFICATION**

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#### **Pennsylvania Instructional Teaching Certificate**

- Issued as Teacher of Spanish July 2005
- Instructional II certificate received 2009

### **EXPERIENCE**

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#### **Spanish Teacher at Garnet Valley School District, Aug 2008-present.**

- Teacher of Spanish I, II, and III to grades 9-12
- Creator and facilitator of district's eSchool Spanish courses: levels I, II, and III.
- Trained through the Global Online Academy in creating and facilitating a blended course
- Member of Community Outreach Committee and Standardized Testing Committee
- Spanish Club Advisor
- Planned, organized and/or chaperoned student trips to Spain, Costa Rica, Peru, and France

**Long Term Substitute Spanish Teacher, August 2005-June 2008.**

- **Norristown Area High School**, Norristown, Pa. August 2007-June 2008, teaching grades 9-12, Spanish I and II
- **Upper Merion Area Middle School**, King of Prussia, Pa. October 2006- June 2007, teaching grades 6-8, Exploratory Spanish and Spanish I
- **Abington Junior High School**, Abington, Pa. December 2005- June 2006, teaching grade 8, Spanish 01 and Spanish I
- **Spring-Ford Area Senior High School**, Royersford, Pa. August 2005-December 2005, teaching grades 10-12, Spanish I, II, and III.

**Spanish teacher at Woodbury Junior/Senior High School, Woodbury, NJ. 2004-2005**

- Taught introductory classes to grades 6-8 and Spanish II to grades 9-12.

**ACTIVITIES**

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- Spanish Club Advisor
- Spanish Tutor
- Chaperone for trips abroad to Spain, France, Costa Rica, and Peru
- Outreach volunteer for the local JDRF chapter

**REFERENCES**

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- Available upon request

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# JACQUELINE M. TAGGART

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27 Vermillion Lane, Levittown, PA 19054 | (610) 357-9910 | [jackey.taggart@verizon.net](mailto:jackey.taggart@verizon.net)

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## CAREER GOAL

My career goal is to join an energetic English/Language Arts team in a fun, progressive environment that values creativity and holds high expectations for everyone in the educational community.

## Specific Skills Include:

*21st Century Teaching and Learning Skills ♦ Differentiation ♦ Team Leader ♦ Online Virtual Educator  
Creating Blended Learning Experiences ♦ AP English Certified ♦ Literacy Across the Curriculum  
Curriculum Development ♦ Common Core and Keystone Exams*

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## HIGHLIGHTS AND ACCOMPLISHMENTS

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- ◆ Currently designing asynchronous online ELA courses
- ◆ Previously designed two other asynchronous online ELA courses including an AP English Language & Composition course
- ◆ Lead teacher supporting and preparing students for the Keystone Literature Exam
- ◆ Significant experience in both traditional (brick and mortar) and virtual learning environments
- ◆ Appreciation for rich, varied blended learning settings (face-to-face, synchronous and asynchronous)

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## PROFESSIONAL EXPERIENCE

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Commonwealth Charter Academy, Harrisburg, PA

October, 2008 – Present

### ELA Instructional Designer

Responsible for designing three asynchronous online course

- ◆ Working with AndCulture, our Learning Management System creators, to design new English/Language Arts courses for ninth through twelfth grade students
- ◆ Working with LearningMate, our content and copy editors, to provide rigorous and engaging content for students

### Previous position – English Teacher (Commonwealth Connections Academy)

Responsible for all duties of a certified online educator (planning, instruction, assessment, communication)

- ◆ Full-time online English teacher for 8 years, helping virtual learners meet individual and grade level goals
- ◆ Currently teaching English 11 and AP English Language and Composition (previously taught English 10, English 9 and Grade 7 Language Arts)
- ◆ Lead extra-curricular organizations, including the CCA newsletter (2 years) and developed the charter for the CCA Charter of the National Honor Society (advisor for 3 years)
- ◆ Developing new courses using Canvas learning management system.

Council Rock North High School, Newton, PA

August, 2007 - June, 2008

### Building Substitute Teacher

Responsible for all duties of a full-time building substitute teacher in a large comprehensive high school

- ◆ Employed every day to provide coverage in all departments and grade levels as needed
- ◆ Collaborated with individual teachers, academic departments and grade level teams
- ◆ Regarded and included as a full-time member of the instructional team during training and meetings

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**OTHER EXPERIENCES**

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Varying School Districts (Pennsbury SD, Hatboro-Horsham SD, Oxford SD) August, 2002 - June 2007  
**Full-time Permanent and Long-Term Substitute in Several Assignments**

Responsible for all professional duties of any full-time teacher or LTS (planning, instruction and assessment)

- ◆ Pennsbury High School, Fairless Hills, PA (Rhetoric H, SAT Prep, English 9H, Media and Journalism)
- ◆ Hatboro Horsham High School, Horsham, PA (English 10 American Literature)
- ◆ Oxford Area High School, Oxford, PA (American Lit H, Speech H, English 9 H, Basic English 12)

Extra-Curricular and District-Wide Service August, 2002 - Present  
**Advisor and Publications Lead**

Distinguished leadership in several school districts promoting service by students

- ◆ Developed the Charter for Commonwealth Connections National Honor Society and served as advisor for three consecutive years
- ◆ Founded the National Junior Honor Society at the Commonwealth Connections Academy Middle School
- ◆ Co-advisor of the Commonwealth Connections Academy newsletter
- ◆ Served as cheerleading coach, Coordinator for Graduation Project and yearbook advisor

Leadership and Service Roles August, 2004 - Present  
**Lead Teacher and Coordinator of Gifted Education Services**

Various roles serving students, parents, and others within the extended school community

- ◆ Lead teacher for remediation interventions, preparing students who must repeat Keystone Exams
- ◆ Taught gifted practicum (resource services) and coordinated GIEP meetings and records
- ◆ Extensive experience with talented children and their families and teaching Honors and AP courses

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**EDUCATION/ CERTIFICATION**

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**CURRICULUM & INSTRUCTION SUPERVISOR CERTIFICATION**  
Temple University, Philadelphia, PA  
30 credits completed

**MASTER OF EDUCATION, 2015**  
Graduated with Honors  
American Public University - Charles Town, WV

**BACHELOR OF SCIENCE, 1994**  
Education - Communications  
West Chester University of Pennsylvania - West Chester, PA  
*Selected for: Who's Who Among American Colleges and Universities*

**Pennsylvania Communications (7-12): Instructional II**

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**PROFESSIONAL REFERENCES**

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Joanna Shelley, Director of Secondary Curriculum, Instruction, and Assessment  
Commonwealth Charter Academy - Harrisburg, PA  
(717) 710-3300 ext. 11237 | [jshelley@ccaeducate.me](mailto:jshelley@ccaeducate.me)

Anthony Rusnak, Principal  
Commonwealth Charter Academy - Dickson City, PA  
(570) 383-8711 ext. 303 | [arusnak@ccaeducate.me](mailto:arusnak@ccaeducate.me)

Maria Taylor  
mclodek@gmail.com  
241 Spirit Court  
Blandon, PA 19510  
610-781-4980

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## OBJECTIVE

I would like to obtain a secondary teaching position in a school in which I will be capable of sharing my knowledge of mathematics with many diverse students.

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## EDUCATION

**Alvernia University**, Reading, PA May 2014  
**Master of Urban Education**  
GPA: 3.945

**Millersville University**, Millersville, PA May 2008  
**Bachelor of Mathematics in Secondary Education**  
GPA: 3.16

**Wilson High School**, West Lawn, PA June 2004  
National Honor Society  
Perfect Attendance

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## TEACHING/WORK EXPERIENCE

**Math Adjunct Instructor** January 2016-current  
**Reading Area Community College**, Reading, PA

- Taught online and face-to-face Algebra courses
- Became familiar with Pearson and MyMathLab courses
- Used SmartBoard and Canvas on a regular basis
- Communicated with students using a variety of methods

**Math Teacher**, 7<sup>th</sup> grade, 8<sup>th</sup> grade, 9<sup>th</sup> grade, 10<sup>th</sup> grade, 11<sup>th</sup> grade August 2008-January 2016  
**Northeast Middle School**, Reading, PA  
**Reading High School**, Reading, PA

- Taught Math 7, Math 8, Pre-Algebra, Algebra I, Algebra II, Geometry, Keystone Algebra
- Middle School Team Leader
- Administered the PSSA and Keystone Exams
- Used Promethean Board on a regular basis
- Communicated with parents on a regular basis and participated in Back-to-School nights, Meet-the-Teacher nights, and End-of-Semester meetings

# Maria Taylor

mclodek@gmail.com

241 Spirit Court

Blandon, PA 19510

610-781-4980

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Burger King Shift Supervisor, Lancaster, PA

March 2004-2008

- Trained new employees
- Made managerial decisions
- Counted and deposited money

Teacher's Assistant, The Reading Hospital's Child Development Center, West Reading, PA

Summer 2006

- Conducted circle time activities for 10-15 children
- Verbally communicated with parents daily

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## **VOLUNTEER EXPERIENCE**

- Math Awareness Week Assistant, RACC, Reading, PA Spring 2016, 2017, 2019
- Collegiate Learning Assessment Participator, Millersville, PA March 2008
- Math Counts Scorer, Millersville University, Millersville, PA February 2008
- Coach's Assistant, Wilson HS Tennis Summer Camp, West Lawn, PA Summer 2003

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## **TECHNOLOGY SKILLS**

- Proficient with Microsoft Word, Excel, Powerpoint, SmartBoard, Promethean Board, MyMathLab
- Basic knowledge of C++ and Spanish

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## **ACTIVITIES/AWARDS**

- Perfect Attendance Award, Northeast Middle School
- Intramural Volleyball, Millersville University
- Intramural Singles Tennis Champion, Millersville University
- Wilson HS Girls' Tennis Team, District III Champions, State Qualifiers
- National Honors Society, Wilson HS
- Perfect Attendance Award, Wilson HS

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References available upon request





# **Angela C. Rosselli**

368 Trails End Road  
Rockton, PA 15856  
rosselli04@gmail.com  
**814-771-6732**

## **EDUCATION**

### ***Edinboro University, Edinboro, PA***

- *Master's in Educational Leadership, June 2012-December 2014*
- *K-12 Principal Certification Program*

### ***University of Phoenix, Phoenix, AZ***

- *Master's in Education/ Secondary Education, May 2008-January 2010*
- *3.91 GPA*

### ***Pennsylvania State University, DuBois, PA***

- *B.S. in Business Management/Marketing Option, Spring 2001-May 2004*
- *Member of Delta Mu Sigma, Honor Society, Fall 2001-Present*

## **EMPLOYMENT**

### ***West Branch School District***

Business Education Teacher

***August 30<sup>th</sup>, 2010 – Present***

- Career and Technology Department Head
- K-12 Business and Computer Education
- Member of the District Local Literacy Committee

### ***Prince George's County Public Schools***

Business Education Teacher

***November 3, 2008 – June 17, 2010***

- 2009-2010: Foundations of Technology/ Keyboarding
- 2008-2009: Keyboarding/ Word Processing
- Wrote and taught lesson plans

### ***Bibb County Board of Education/ Rutland High school***

Long-term Substitute Teacher

***September 8, 2008 – September 26, 2008***

- Introduction to Engineering
- Wrote and taught lesson plans
- Graded student assignments and tests

### ***Bank of America***

Personal Banker/Assistant Manager

***October 23, 2007 – May 27, 2008***

- Customer Service
- Sales/ Marketing
- Coaching

### ***Audio Video Discounters, Inc.***

Assistant Manager/ Sales

***January 13, 2003 – March 13, 2004***

***January 2, 2007 – June 15, 2007***

- Marketing/ Advertising
- Recruiting, hiring, and training
- Clerical: Payroll, Accounts receivable/payable

**Wells Fargo Financial**

Assistant Manager

**July 26, 2004-December 29, 2006**

- Sales
- Recruiting/ Interviewing
- Training

**\*\*References Available Upon Request\*\***

# KELLIE TINNA

## Title

Biology Teacher

## Date of Birth

December 26, 1986

## Address

2955 SR 87  
Forkston Twp., PA 18629

## Phone

570-877-4441

## Email

kellie.sussman@yahoo.com  
ktinna@ccaeducate.me

## EDUCATION

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2014-2017

GPA: 4.0

**Master of Science in Biology**

Clemson University, Clemson, SC

2009-2010

GPA: 3.9

**Teacher Certification, Biology**

Drexel University, Philadelphia, PA

2005-2009

GPA: 3.9

**Bachelor of Science in Biology**

Keystone College, La Plume, PA

## EXPERIENCE

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2011-Present

**Middle School Science/Biology Teacher**

Commonwealth Charter Academy

- Utilize online platform (Edio®) for communication, grading, and managing student progress
- Utilize Zoom® Platform for delivery of synchronous and asynchronous instruction
- Utilize Microsoft Outlook/Office 365, Microsoft Office, Google Drive technology daily
- Organize a state testing site, supervise teacher proctors, ensure security of testing materials
- Train prospective students and parents on how to be successful in cyber education
- Market school at various venues throughout the state
- Design and implement field trips throughout the state

2011

**Long-term Substitute Biology Teacher**

Montrose Area School District

- Assumed responsibilities of six biology classes (AP, general, college prep) ranging from 10th-12th grade
- Utilized MMS information system to maintain student records
- Utilized Microsoft Office 2010 technology daily to create assessments and lessons
- Prepared and facilitated students with dissection of frogs and fetal pigs

2008

**Assistant Vet Technician, Internship**

Bunker Hill Vet Hospital

- Assisted technician with prescriptions, blood draws, restraining, and surgical prep/clean-up
- Assisted technician with blood analysis, urinalysis, and parasitic identification in fecal matter

Name: Kellie Tinna

Phone: 570-877-4441

Email: [kellie.sussman@yahoo.com](mailto:kellie.sussman@yahoo.com)

2/28/18

# HONORS & AWARDS

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- Keystone College Honors Scholar & Summa Cum Laude
- Who's Who Among Students in American Universities and Colleges
- Keystone's Outstanding Graduate for Academic Achievement & Contribution in Biology Program
- Participant of Keystone's Spring Undergraduate Research and Creativity Celebration
- Keystone's Overall Outstanding Academic Student-Athlete

# SKILLS

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## Computer Skills

- Adobe Connect®
- Blackboard®
- Connexus®
- Canvas®
- Canva®
- Edio®
- Flipgrid®
- Google Docs, Drive, Forms,
- Sheets, Voice®
- Microsoft Excel,
- PowerPoint, Word®

## Computer Skills

- Kahoot®
- Nearpod®
- Outlook/Office 365®
- Padlet®
- Prezi®
- Quizizz®
- SharePoint®
- Socrative®
- Zoom®

## Laboratory Skills

- gel electrophoresis
- mass spectrometry
- microorganism inoculation
- distillation
- slide preparation
- microorganism staining
- centrifugation

# REFERENCES

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## Christine Abbey, Secondary Science Teacher/Coworker

Commonwealth Charter Academy  
570-507-5920, cabbey@ccaeducate.me

VM

## Noelle Griffiths, Assistant Principal/Supervisor

Commonwealth Charter Academy  
570-507-5913, ngriffiths@ccaeducate.me

VM

great - fantastic  
super sad to leave →

## Vicki A. Stanavitch, Assistant Professor/Undergraduate professor

Keystone College  
(570) 945-8410, vicki.stanavitch@keystone.edu

VM

time management

# CHRISTINE TITUS

@ ctitus105@gmail.com

p (267) 221-1452

a 327 Doe Run Road, Harleysville,  
PA 19438

## PROFESSIONAL SUMMARY

Passionate Secondary English Educator with eleven years of teaching and family service experience. Extensive expertise in virtual instruction and using instructional technology to help students reach their academic potential. Driven by the belief that every student can learn, and dedicated to creating a classroom atmosphere that is engaging, encouraging, and customized to the varied needs of students.

## SKILLS

- Standardized test site lead and proctoring experience
- Experience with instructional design
- Typing speed of 95 wpm

## EDUCATION

**University of Scranton**  
Scranton, PA • 2015

Master of Science: Curriculum and Instruction

- Graduated with 4.0 GPA
- Completed through university's online program

**Temple University**  
Philadelphia, PA • 2008

Bachelor of Science: Secondary English  
Education

- Dean's List 2003-2007
- Graduated cum laude with certificate of distinction in education program

## CERTIFICATIONS

Instructional Level II, English 7-12

## ACCOMPLISHMENTS

- Earned exemplary ratings on year-end teaching evaluations from 2008-2018.
- Recognition award for student course placement in 2013.

## WORK HISTORY

**Commonwealth Charter Academy • Secondary English Teacher**  
*2008 - Present*

- Consistently fostered high levels of student achievement through the implementation of fundamental, standard, and honors level 9th and 12th grade curriculum.
- Planned and executed instructional activities to promote collaborative learning and critical thinking skills.
- Extensive experience implementing online platforms to drive and enhance instruction, including Connexus and alternative learning management systems, Adobe Connect, Zoom Video Communications, Padlet, Nearpod, and Microsoft Office Suite on both PC and Mac.
- Frequently collaborating with teachers and administrators to develop and revise 12<sup>th</sup> grade English curriculum, including selection of primary textbooks, trade books, digital resources, and the development of performance-based assessments.
- Advised students on crucial academic decisions such as course selection and future career aspirations by discussing and identifying their interests and strengths.
- Versed in analyzing student performance data reports to inform instructional strategies, and organizing grade and contact records to increase reference speed.
- Consistently met deadlines for assessment grading, synchronous student contacts, and assigned administrative tasks.
- Recruited and mentored student and staff writers as editor and publisher of school newsletter.
- Served for four years as a mentor for newly hired teachers and assisted in their transition to the online teaching environment.

**Tredyffrin Easttown School District • Substitute Teacher**  
*January 2008 - October 2008*

- Implemented prepared lesson plans in established classrooms.
- Proctored quizzes, tests, and standardized examinations.
- Maintained a safe and orderly classroom.

# Kellee Unrath

754 Fishburn Road, Hershey, PA 17033  
Cell: 717-649-8125, unrathk@gmail.com  
unrathk.wixsite.com/mrsunrath-portfolio

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## RESEARCH EXPERIENCE

**Research Technologist 3, Penn State College of Medicine** 1/14-present  
Hershey, PA

- Assist in research to identify cellular and molecular mechanisms that optimize blood flow during exercise.

**Laboratory Technician, VivoPharm** 02/12-11/13  
Hummelstown, PA

- Adhered to SOPs in support of *in vitro* and *in vivo* contract preclinical services.

**Senior Research Technician, Penn State College of Medicine** 10/09-01/12  
Hershey, PA

- Worked to understand molecular mechanisms involved in diabetic retinopathy.

**Faculty Research Assistant/ Lab Manager, Oregon State University** 06/06-06/08  
Corvallis, OR

- Focused on type three secretion systems in bacteria and their function in establishing host-microbe interactions with plants.

**Research Technician II, Benaroya Research Institute** 2/02-5/06  
Seattle, WA

- Assisted in research to develop a mouse model for Type I Diabetes.

## COMMUNITY INVOLVEMENT

**Assistant Coach and Coach, Hershey Soccer Club** Spring 2015/ 2017  
Hershey, PA

## PUBLICATIONS

Kuczarski, J.M., Unrath, K., & Thomas, G.D. (2017). Exaggerated cardiovascular responses to treadmill running in rats with peripheral arterial insufficiency. *AJP: Heart and Circulatory Physiology*, doi: 10.1152/ajpheart.00401.2017.

Kaiser, J.M., Imai, H., Haakenson, J.K., Brucklacher, R.M., Fox, T.E., Shanmugavelandy, S.S., Unrath, K.A., Pedersen, M.M., Dai, P., Freeman, W.M., Bronson, S.K., Gardner, T.W., & Kester, M. (2013). Nanoliposomal minocycline for ocular drug delivery. *Nanomedicine*, 9(1), 130-40.

Hankins JL, Fox TE, Barth BM, Unrath KA, Kester M. (2011). Exogenous ceramide-1 phosphate reduces lipopolysaccharide (LPS)-mediated cytokine expression. *Journal of Biological Chemistry*, 286(52), 44357-66.

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# CHRISTINE VANDER VALK

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326 Elmwood Lane, Telford, Pennsylvania 18969 ♦ (908) 208-7313 ♦ christine.vandervalk@gmail.com

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## PROFESSIONAL SUMMARY

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Caring and dedicated elementary teacher eager to resume full-time teaching position.

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## SKILLS

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Whole Class/ Small Group Instruction

Writer's Workshop

Creative Lesson Planning

Guided Reading

Parent-Teacher Communication

Differentiated Instruction

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## WORK HISTORY

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**Youth Education Program Instructor**, 10/2012 to 10/2013

**Valley Youth House** – Bethlehem, Pennsylvania

Planned and taught lessons for the Youth Education Program at Fountain Hill Elementary School in Bethlehem, PA and Paxinosa Elementary School in Easton, PA.

**Second Grade Teacher**, 01/2006 to 06/2010

**Alpha Public Schools** – Alpha, New Jersey

- Assessed student learning progress and grasp of material with routine tests and standardized examinations.
- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.
- Organized classroom supplies and decorated walls to create fun, nurturing settings and meet learning needs.
- Stayed abreast of changes to school and district policies as well as new trends in education by attending professional development courses and in-service trainings.
- Built positive relationships with parents to involve families in educational process.

**Second and Third Grade Teacher**, 02/2005 to 06/2006

**Eisenhower Elementary School** – Sayreville, NJ

- Established and enforced rules of behavior to drive social development and maintain positive environments.
- Taught students subject-specific material, learning strategies and social and citizenship skills.
- Taught lessons encompassing range of skill-building activities in speaking, writing, reading and listening.
- Retained student interest and maximized receptive learning.



- Developed activities and integrated technology to diversify instruction.

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## EDUCATION

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**Master of Science:** Elementary Education, 2008

**Wilkes University** - Wilkes-barre, PA

**Teaching Certificate:** Elementary Education, 2004

**Kean University** - Union, NJ

**Associate of Science:** Sociology, 2002

**Rowan University** - Glassboro, NJ

**Associate of Science:** Sociology, 2000

**Middlesex County College** - Edison, NJ

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## CERTIFICATIONS

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NJ Elementary School Teacher

PA Elementary School Teacher

## **Colette Kenny Verdes**

**3314 Moravian Court**

**Bethlehem, PA 18020**

**971-706-8903**

**colettekennyverdes@gmail.com**

### **Education**

#### **M.A. Counseling Psychology**

California Institute of Integral Studies, San Francisco, CA 2015

#### **M.S. Literacy**

Brooklyn College, Brooklyn, NY 2001

#### **B.A. Elementary Education**

Brooklyn College, Brooklyn, NY 1998

### **Employment**

#### **Laurel Springs School, West Chester, PA, September 2018-Present**

##### **College Counselor and Professional Counselor Intern**

- Work with students in grades nine through twelve reviewing transcripts and creating course schedules to fulfill graduation requirements and best prepare for post high school plans.
- Meet with students and families to research colleges and universities based on intended majors, academic requirements, and location.
- Facilitate webinars on topics such as time management, study strategies, standardized testing, college applications, choosing majors, career choice, job interviewing, and resume writing.
- Monitor students' academic progress and pacing to ensure course completion and graduation timeline.
- Write letters of recommendations, review official transcripts, and utilize the Common Application for Seniors who are attending a four year college or university.
- Teach a Seminar class for grades nine through twelve focusing on grade level goals, objectives, and benchmarks.
- Visit colleges and universities throughout the United States, researching the admissions requirements and process.

#### **Oregon Connections Academy, Portland, OR February 2017 - August 2018**

##### **Academic Advisor and Professional Counselor Intern**

- Worked with eleventh graders offering academic and social emotional learning support.
- Collaborated with students and families to set measurable academic objectives and goals.
- Provided college and career counseling to students on an ongoing basis.
- Reviewed transcripts frequently to determine credits and core courses required.
- Taught a High School Success course focusing on study habits and organizational skills.
- Facilitated a student group focusing on anxiety management.

#### **De Paul Treatment Centers, Portland, OR August 2015-August 2016**

##### **Drug and Alcohol Counselor, Qualified Mental Health Professional**

- Provided mental health services and addictions counseling in an outpatient and intensive outpatient setting to both adolescents and adults.
- Assessed and diagnosed clients for mental health and substance use disorders.
- Utilized assessment tools and criteria such as the DLA-20, GAF, and ASAM.

- Created treatment plans with clients collaboratively, setting measurable goals and objectives.
- Counseled families on issues of recovery.
- Facilitated groups employing CBT and Motivational Interviewing techniques, and provided psycho-education to clients.
- Collaborated with Washington County referents regarding diagnosis, client treatment plan goals, monthly progress, and the discharge process.

**The Alvarado Elementary School, San Francisco, CA August 2014-May 2015**  
**Marriage and Family Therapist Trainee**

- Employed the sand tray and play therapy modalities while working with clients.
- Facilitated family therapy focusing on addiction.
- Consulted with administration, teachers, parents, social workers, and the school psychologist regarding clients.

**Schools of the Sacred Heart, Bay Area, CA 2010-2015**

**Second through Fourth Grade Religion Teacher at Convent Elementary**

- Taught theology at the elementary school level.
- Planned and led liturgies and sacrament ceremonies.
- Social Emotional Learning committee member

**Fourth Grade Teacher at Stuart Hall for Boys**

- Taught core subjects at the fourth grade level.
- Member of Inclusion committee and Social Emotional committee.

**Social Emotional Learning Coordinator and Third Grade Teacher at Sacred Heart Atherton**

- Attended Social Emotional Learning professional development workshops.
- Trained colleagues as to how to implement SEL within their classrooms.
- Worked closely with school psychologist to adapt SEL curriculum to meet the needs of our students.
- Led parent workshops which enhance the SEL home and school connection.

**New York City Department of Education, Brooklyn, NY 1998-2010**

- Inquiry Team Director and Member at PS 295.

## References

Marci Cammann: Manager of Counseling at Oregon Connections Academy

Email: [mcammann@orca.connectionsacademy.org](mailto:mcammann@orca.connectionsacademy.org)

Phone: 971-800-1281

Dorrie Board: Academic Advisor Supervisor at Oregon Connections Academy

Email: 541-405-0495

Phone: [unholymmentor@gmail.com](mailto:unholymmentor@gmail.com)

Connie Spitael: Former Academic Advisor at Oregon Connections Academy

Email: [cspitael75@gmail.com](mailto:cspitael75@gmail.com)

Phone: 541-655-0043

# Brittni Williams

Stullb2@yahoo.com

1156 Austin St.

Old Forge, PA 18518

(570) 470-5002

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## EDUCATION

**University of Scranton**, Scranton, PA

*Bachelor of Science* Early Childhood/Special Education December 2010

Cumulative GPA 3.42 (4.0 Index)

*Masters of Science* Clinical Mental Health Counseling

## PRACTICAL EXPERIENCE

**Dunmore Elementary Center**, Dunmore, PA

Fall 2010

Student Teacher

- Created and taught lesson plans and unit plans through all subject areas in a 2<sup>nd</sup> grade classroom
- Taught a Social Studies unit plan, administered tests and monitored student behavior

**Wallenpaupack North Primary**, Hawley, PA

Student Teacher

Fall 2010

- Taught six students using scripted lessons in a K-2 Learning Support classroom
- Administered SRA Reading, EdMark, DigiMath, Saxon Math, and SRA Language for Learning

**Field III Eynon Preschool**, Eynon, PA

Fall 2009

Field Experience III

- Worked with and implemented lessons for a student with disabilities
- Administered standardized tests and researched and used assistive technology

**Field III Clear Run Elementary**, Pocono Mountain, PA

Spring 2009

Field Experience III

- Created and taught lesson plans based on the material the students were currently working on
- Built confidence in teaching students and creating effective lesson plans

**Field II Wallenpaupack Elementary South**, New Foundland, PA

Spring 2008

Field Experience II

- Observed a teacher throughout several sessions
- Gained insight into effectively managing a classroom

**Tutoring**, Scranton, PA

Fall 2008

Tutored Student in 2<sup>nd</sup> grade Reading

- Administered assessments and created lesson plans based on those assessments
- Created lesson plans and administered reading assessments

## EMPLOYMENT

- Old Forge School District- 7/8<sup>th</sup> Grade Learning Support Teacher (December 2017- Current)
- Scranton School District- High School Learning Support and Cyber Learning Support Teacher (August 2013- December 2017)

## VOLUNTEER/ACTIVITIES

- Old Forge Fire Department (February 2008- Current); Eagle McClure Bingo (April 2005- Current); Early Intervention Room; Friendship House; CPR and First Aid

## TECHNOLOGY SKILLS

- IBM-PC, Windows 2000, MS Office 2016, (Word, Excel, PowerPoint, Access) Internet, World Wide Web, email, Netscape, MS Internet Explorer, Smart Board, Promethium Board

## PORTFOLIO

- Furnished upon request.

# Sarah E. Winslow

## **Permanent Address:**

54 Haney Lane  
Rockton, PA 15856  
814-583-7047

814-590-8323 (cell)  
[sewinslow14@gmail.com](mailto:sewinslow14@gmail.com)

## **EDUCATION**

### **(Graduate – Graduation December 2019)**

Clarion University of Pennsylvania, Clarion, PA  
Master's in Education – Technology Concentration, December 2019  
Current GPA: 4.0/4.0

### **(Undergraduate)**

Clarion University of Pennsylvania, Clarion, PA  
Bachelor of Science in Secondary Education, May 2014  
Major: Secondary Social Studies Education  
History Education Concentration  
Minor: Music  
Vocal Concentration  
Overall QPA: 3.2/4.0  
Major QPA: 3.0/4.0

PA State Certification in K- 12 Technology (via Praxis)

## **HONORS (Undergrad)**

Dean's List, 3 semesters  
Phi Alpha Theta, History Honors Society, Spring 2012- Present (Alumni Status)  
Sigma Alpha Iota, International Music Fraternity of Women, Fall 2012 – Fall 2013

## **TEACHING EXPERIENCES**

**Elementary Technology Teacher**, Dubois Central Catholic Elementary School  
Dubois Area Catholic Schools, Dubois, PA  
August 2015- Present

- K-5<sup>th</sup> Grade Technology/ STEM Classes
- 5<sup>th</sup> Grade Technology and Engineering Club Director
- Technology Coach/ Workshop Director
- School Website Manager
- Yearbook Manager
- Elementary Music/Band Assistant

**Substitute Teacher**, DuBois Central Catholic Middle and High School  
DuBois Area Catholic School, DuBois, PA  
May 2014- May 2015

- Substitute teacher.

**Substitute Teacher**, Brookville Area Middle and High School  
 Brookville Area School District, Brookville, PA  
 November 2014-May 2015

**Substitute Teacher**, DuBois Area Middle and High School  
 DuBois Area School District, DuBois, PA  
 November 2014- May2015

**Seventh Grade Geography and Eighth Grade US History**, DuBois Central Catholic Middle School  
 DuBois Area Catholic School, DuBois, PA  
 Spring 2014

- Second Student Teaching Experience.

**Eighth Grade US History and 10-12<sup>th</sup> Grade Economics**, Punxsutawney Area High School  
 Punxsutawney Area School District, Punxsutawney, PA  
 Spring 2014

- First Student Teaching Experience.

**Tenth Grade US History and Economics**, Brookville Area High School  
 Brookville Area School District, Brookville, PA  
 Fall 2013

- Block Teaching Experience.
- Designed and taught three-unit plans.

**Private Music Teacher**, Spotts Music Center  
 Dubois, PA  
 June 2013- May 2015

- Design and teach lessons for all ages.
- Lessons on: piano, guitar, flute, voice, mandolin, and violin.

## **OTHER CERTIFICATIONS AND TRAINING**

### **Certifications**

- PA State Certification in K- 12 Technology
- PA State Certification in 7-12 Social Studies
- PA Mandated Reporter
- Level 1 SMART Notebook/SMART Board
- Certified Nearpod Instructor
- CPR Certified
- Minor in Music

### **Additional Training**

- PETE & C: Technology Conference in Hershey PA
- IU6 Robotics and Engineering Workshops
- IU6 Microsoft Suite Workshops
- IU6 Google Suite Workshops
- Act 48 hours: Technology Playgrounds



Pearson

**INVOICE**

**Customer Bill-to:**

Reach Cyber Charter School  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111

**Attention:**  
Accounts Payable

**Customer Ship-to:**

Reach Cyber Charter School  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111

**Connections Education LLC  
dba Pearson Online & Blended  
Learning K-12 USA**

10960 Grantchester Way  
Columbia, MD 21044

**Tel:** 1-800-843-0019

**Email:**  
credit@pearson.com

**Tax ID No:**  
68-0519943

**Invoice Number :** 91000003175

**Date :** 06-AUG-2019

**Customer Account :** 3924545

**Project Number :** 82036752

**Currency :** USD

**Shipment Terms :**

**Purchase Order Number :**

**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b>		9	<b>REMITTANCE INFORMATION</b>	
<b>Net Amount :</b>	USD	\$2,341,964.50	<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>
<b>Tax Total :</b>	USD	\$0.00	Pearson Online & Blended Learning	[REDACTED]
<b>Invoice Total :</b>	USD	\$2,341,964.50	32369 Collection Center Drive	[REDACTED]
<b>Amount Due :</b>	USD	\$2,341,964.50	Chicago, IL 60693-0323	[REDACTED]
			Always quote your invoice number when paying	





Pearson

<b>Invoice Number:</b> 91000003175							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82036752		Direct Charges	1		1,538,770.59	0.00	1,538,770.59
82036752		Pass Through	1		532,067.83	0.00	532,067.83
82036752		Adj Penalty & Interest Charges Jun 19	-1		13,638.24	0.00	-13,638.24
82036752		Adj Penalty & Interest Charges Jun 19	-1		134.37	0.00	-134.37
82036752		Adj Facility Support Servs June 19	-1		4,519.13	0.00	-4,519.13
82036752		Adj Monthly Fee per School Staff Member Jun 19	-1		86,310.17	0.00	-86,310.17
82036752		Adj Monthly Fee per Student Jun 19	1		367,267.99	0.00	367,267.99
82036752		Adj Upfront Fee per Student Jun 19	1		8,100.00	0.00	8,100.00
82036752		Adj Facility Support Servs Jun 19	1		360.00	0.00	360.00
<b>Invoice Total</b>			<b>Subtotal</b>		<b>Total Tax</b>		<b>Invoice Total</b>
			USD		USD		USD
			\$2,341,964.50		\$0.00		\$2,341,964.50



# Pearson

Charges for the Following Period:

Jun-19

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**Compensation Expenses**

Benefits - Administration	\$ 47,724.86
Benefits - Instructional	206,055.63
	<hr/> 253,780.49

**Enrollment/Unit Based Charges**

Curriculum and Instructional Support Services	127,783.33
Curriculum and Instructional Support Services - Monthly fee	400,010.01
Student Technology Assistance Services	120,266.67
Student Technology Assistance Services - Monthly fee	193,850.98
Enrollment/Placement/Student Support Services	157,850.00
Enrollment/Placement/Student Support Services - Monthly fee	92,310.00
Student Connexus License	215,390.00
School Operations Support Services	200,005.00
School Business Support Services	49,232.00
Professional Development Services	375.21
School Staff Support Services/Human Resources Support	1,424.62
Facilities Support Services	2,083.37
Direct Course Instruction	7.60
	<hr/> 1,560,588.79

**Pass Through Expenses**

512,057.58

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**Withholdings**

63,481.46

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**Credit for Non-Billable Earnings Paid By the Schools**

(43,471.21)

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**Short Term Substitute Teaching Services**

9,300.00

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**Penalty and Interest**

(13,772.61)

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**Total Amount Due**

\$ 2,341,964.50



Pearson

**INVOICE**

**Customer Bill-to:**

Reach Cyber Charter School  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111

**Attention:**  
Accounts Payable

**Customer Ship-to:**

Reach Cyber Charter School  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111

**Connections Education LLC  
dba Pearson Online & Blended  
Learning K-12 USA**

10960 Grantchester Way  
Columbia, MD 21044

**Tel:** 1-800-843-0019

**Email:**  
credit@pearson.com

**Tax ID No:**  
68-0519943

**Invoice Number :** 91000002942

**Date :** 28-JUN-2019

**Customer Account :** 3924545

**Project Number :** 82036752

**Currency :** USD

**Shipment Terms :**

**Purchase Order Number :** Reach

**Number of Pages :** Page 1 of 2

<b>Total Ordered Quantity (No. Of Items) :</b>		1	<b>REMITTANCE INFORMATION</b>	
<b>Net Amount :</b>	USD	\$34,044.00	<b>Make Checks Payable to:</b>	<b>Bank Wire to:</b>
<b>Tax Total :</b>	USD	\$0.00	Pearson Online & Blended Learning	[REDACTED]
<b>Invoice Total :</b>	USD	\$34,044.00	32369 Collection Center Drive	[REDACTED]
<b>Amount Due :</b>	USD	\$34,044.00	Chicago, IL 60693-0323	[REDACTED]
			Always quote your invoice number when paying	



Pearson

<b>Invoice Number:</b> 91000002942							Page 2 of 2
Project Number	Project Agreement Number	Description	Quantity	List Price	Net Price	Tax	Line Total
82036752	Reach	LiveSpeech Services May 19	1		34,044.00	0.00	34,044.00
<b>Invoice Total</b>			<b>Subtotal</b>	<b>Total Tax</b>	<b>Invoice Total</b>		
			USD	USD	USD		
			\$34,044.00	\$0.00	\$34,044.00		

# Proposal for Math Time to Talk

## ■ Proposed Services

Pearson Online & Blended Learning (OBL) proposes to provide Reach Cyber Charter School (Reach) with our Math Time to Talk service. Math Time to Talk provides students with an opportunity to engage in math-focused discussions that are designed to promote conceptual understanding, improve students' problem-solving abilities, and increase their confidence with mathematics. Embedded in math courses for grades 3-6, (Essential Math, Standard Math, Gifted and Talented Math), Math Time to Talk is a required component for schools that opt in to the program.

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### ***Math Time to Talk***

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Math Time to Talk consists of a series of ten small group LiveLesson® sessions per semester. When students get to the Math Time to Talk lesson component they move to a virtual classroom for a 30-minute Math Time to Talk session focused on increasing students' ability to engage in math discourse in such a way that promotes an increase in conceptual understanding. Research has identified that talking about math is a key activity to support students' active engagement in math thinking, reasoning, and problem solving. When students talk about math and exchange ideas with teachers and other students, it helps them deepen their understanding, take ownership of their math knowledge, and improve their math confidence.

The tasks used during Math Time to Talk LiveLesson® sessions are specially designed to reinforce key math skills, improve problem solving, and strengthen math vocabulary and communication skills. Trained Math Specialists pose a task and give students 3-5 minutes to work through the problem. The remainder of the 30-minute session involves students sharing their solutions and methodology while engaging each other with questions that seek clarity or understanding of the variety of approaches to the task.

Math Time to Talk includes:

- trained Math Specialists staffed by OBL to facilitate 30-minute discourse sessions throughout the semester;
- sessions accessed from the Student Home Page, where Specialists place each student into the grade appropriate room and monitor group sizes to a maximum of 8 students;
- participation grades added directly to the student Grade Book by the Math Specialist;
- an individual IA between the school and the manager of Teaching Services to share monthly attendance updates, resources, make announcements or reminders and for schools to enter any inquiries
- WebMail messaging account for teachers to report questions about grading or forward questions from families; and
- general information, guidance, and support throughout the program to include best practices for program promotion amongst parents/guardians and students.

Teachers understand that students make most sense of math when they participate in the sense-making process through conversation. During each session, the facilitator presents a math task to the group and encourages students to talk through their approach to solving the problem. Tasks are specially designed to promote discourse, reinforce key math skills, improve problem solving, strengthen math vocabulary, and provide students the opportunity to justify the approach they took to get to the solution.

For Reach, OBL proposes Math Time to Talk for the following courses:

- Grade 4 Standard
- Grade 5 Standard
- Grade 6 Standard

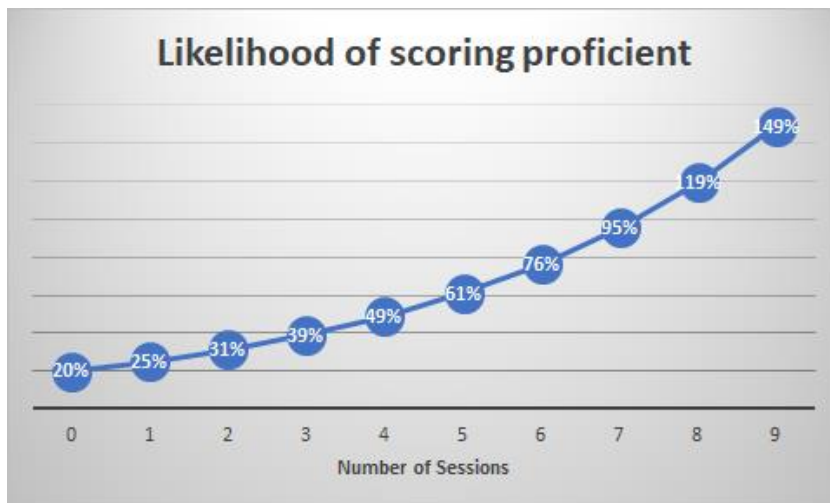
Reach will provide a local “point person” who will serve as the primary point of contact between the OBL Program Manager and school staff regarding questions, issues, concerns, and/or general program implementation. Reach should also provide course teachers who will assist in promotion of program throughout the school year.

## Program Success

During the 2017-2018 school year, students in grades 3-5 at 19 Connections Academy schools participated in a pilot of the Math Time to Talk Program.

The evaluation found significant relationships between participation in Math Time to Talk and both math course performance and math state test scores. After controlling for final math course scores in the previous year, grade level, and school location:

- Students’ final math course scores increased by 2.2 percentage points with every additional session that they participated in.
- Students who attended 6 or more sessions were 170% more likely to be proficient than students who attended fewer than 6.
- The odds of performing at proficient or advanced on state assessments increased by 25% with each additional session attended.



## Pricing

We are committed to working with you to find the best solutions for Reach at the best value and to find effective solutions within your budget.

Service	Price per Student
Math Time to Talk	\$60 per student enrollment

## Commitment

OBL is committed to your success and to a truly supportive partnership. Thank you for this opportunity, and we look forward to discussing these options and how to best support Reach's continued success.



31 South Penn Street ▪ P.O. Box 328 ▪ Allentown, PA 18105  
Administration Center ▪ 484-765-4266 ▪ Fax: 484-765-4102

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August 7, 2019

Mrs. Jane Swan  
Reach Cyber Charter School  
750 E. Park Drive  
Suite 204  
Harrisburg, PA 17111

Re: Voluntary Collaboration to Reduce Costs

Dear Mrs. Swan,


The Board of Directors of the Allentown School District invites you to join us in addressing the academic needs of the students in the city of Allentown. More than **17,000** children and their educational futures are the critical concern that we seek to address. Attached please find a copy of the Board's Resolution that was adopted on June 27, 2019.

The School District looks forward to a collegial dialogue about meeting the needs of all Allentown children. The District is acutely aware of the mandatory requirement to pay tuition per the state identified formula. In 2011-2012 Allentown School District paid \$15M in charter school tuition. In 2019 – 2020 this cost is projected to be \$60M. That is a 285% increase in less than ten years! We are seeking to address costs for the betterment of all Allentown children and their families.

As our new Superintendent has continually expressed, we are not anti-charter school; rather it is our responsibility to be pro-Allentown School District and the children that we serve. We must properly advocate for and educate all of our children. This is not a challenge to the existence of school choice, rather an issue of resources and our community's ability to meet the needs of all students in our shared community.

If you have any questions about the above and would like to work with us to address the needs of our collective community, please contact the Allentown School District Superintendent at [parkert@allentownsd.org](mailto:parkert@allentownsd.org) or (484) 765-4235. We look forward to this vitally needed conversation.

Allentown School District Board of Directors

  
\_\_\_\_\_  
Audrey Mathison  
President



**A RESOLUTION URGING ALLENTOWN’S CHARTER SCHOOLS TO  
REDUCE COSTS BY TEN PERCENT**

**BY THE BOARD OF DIRECTORS OF THE ALLENTOWN SCHOOL DISTRICT**

WHEREAS, Section 17-1725-A of the Charter School Law provides a charter school funding formula, whereby resident districts must bear the costs of charter schools;

WHEREAS, Section 17-1725-A of the Charter School Law requires charter school tuition payments to be calculated based on budgeted expenditures of the school district of residence, rather than the charter school’s marginal costs of educating each student;

WHEREAS, the charter school funding formula imposes a growing burden for the Allentown School District that is difficult to predict in the budget process;

WHEREAS, the District desires to collaborate with its charter schools in order to address the extraordinary financial burden being placed on the Allentown School District;

WHEREAS, during the 2017/2018 school year, the Allentown School District paid \$42,735,150 to brick-and-mortar charter schools and \$5,339,853 to cyber charter schools;

WHEREAS, charter school costs made up 16.8% of the District’s budget for the 2017/2018 school year;

WHEREAS, the District’s highest charter school tuition costs for the 2017/2018 school year were allocated as follows:

Executive Education Academy Charter School	\$9,824,531
Roberto Clemente Charter School	\$6,986,186
Lincoln Leadership Academy Charter School	\$5,365,849
LV Academy Regional Charter School	\$5,132,913
Innovative Arts Academy Charter School	\$4,245,619

WHEREAS, the District’s 2017/2018 brick-and-mortar charter school costs, expressed in terms of millions, are distributed to the following schools: Executive Education, \$9.8 million; Roberto Clemente, \$7.0 million; Lincoln Leadership, \$5.4 million; LV Academy Regional, \$5.1 million; Innovative Arts Academy, \$4.2 million; Arts Academy Elementary, \$3.9 million; LV Dual Language, \$2.8 million; Arts Academy Middle, \$1.6 million; Seventh Generation Academy, \$1.2 million; LV Performing Arts, \$1.0 million; Circle of Seasons, \$0.7 million; and Easton Arts Academy Elementary, \$0.1 million;

WHEREAS, the District’s 2017/2018 cyber charter school costs, expressed in terms of millions, are distributed to the following schools: Agora, \$1.4 million; PA Cyber, \$1.3 million; Commonwealth Academy, \$1.2 million; Reach Cyber, \$0.3 million; Achievement House, \$0.2

million; Insight Cyber, \$0.2 million; PA Virtual, \$0.1 million; PA Leadership, \$0.1 million; PA Distance Learning, \$0.1 million; and 21<sup>st</sup> Century Cyber, \$0.1 million.

WHEREAS, between the 2011/2012 and the 2018/2019 school years, the District's charter school expenses increased by 285%;

WHEREAS, the District estimates its 2019/2020 charter schools costs to be \$61,000,000;

WHEREAS, the trajectory of charter school costs is untenable, particularly in light of the District's constitutional obligation to its enrolled students;

WHEREAS, Section 14 of the Pennsylvania Constitution requires as follows: "The General Assembly shall provide for the maintenance and support of a thorough and efficient system of public education to serve the needs of the Commonwealth."

WHEREAS, notwithstanding an anticipated deficit for 2019/2020, the School District is committed to providing an appropriate educational program for its students, who are constitutionally entitled to a thorough and efficient system of public education;

WHEREAS, to facilitate its continued timely payments to charter schools, the District urges its charter schools to join the District in reducing costs and, to that end, voluntarily accept a ten (10) percent reduction in tuition from the Allentown School District until such time as the District is able to close the gap in its budget;

NOW THEREFORE, BE IT RESOLVED that the Board of School Directors of the Allentown School District calls upon its charter schools to join the District in reducing costs and accept a ten (10) percent reduction in tuition from the School District, beginning with the first tuition payment for the 2019/2020 school year, with the charter schools' acceptance of this request being indicated in writing to the District Business Office;

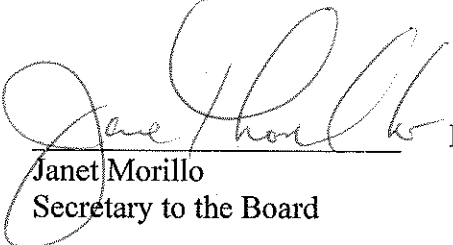
BE IT FURTHER RESOLVED that a copy of this resolution submitted to the Chief Executive Officer of each Allentown School District charter school.

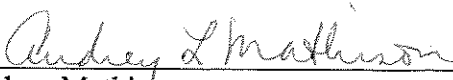
[signature page to follow; remainder of page intentionally left blank]

RESOLVED this 27<sup>th</sup> day of June, 2019.

**ALLENTOWN SCHOOL DISTRICT**

ATTEST:

By:   
Janet Morillo  
Secretary to the Board

By:   
Audrey Mathison  
President, Board of Directors

August 21, 2019

Ms. Audrey Mathison  
President  
Allentown School District Board of Directors  
31 South Penn Street  
Allentown, PA 18102

**RE: Voluntary Collaboration to Reduce Costs**

Dear Ms. Mathison,

I am writing today on behalf of the Pennsylvania Coalition of Public Charter Schools (PCPCS) as well as the brick-and-mortar and cyber charter schools that currently serve students from the Allentown School District (ASD). This letter addresses the request from the district to voluntarily reduce costs to the district by accepting an additional 10 percent deduction in tuition payments from the district beginning with the first tuition payment for the 2019-20 school year.

While we applaud the Allentown School District Board of Directors for prioritizing their students in the district, a 10 percent reduction in tuition payment to public charter schools is not acceptable for several reasons. First, according to the PDE-363 form used to calculate public charter school tuition payments, currently, the ASD is already deducting 32 percent from the payments made to public charter schools, making it one of the highest deductions in any district in the state. An additional 10 percent deduction would translate into reducing resources for public charter school students and making it nearly impossible for public charter schools to educate the students who have chosen their schools. Charters already receive 25 percent less funding than districts on average. Districts get to keep that money in order to help them cover their “stranded costs” once a student leaves the district school.

In addition, last year \$10 million was provided to the ASD by the state with the promise that this infusion of public taxpayer dollars would allow the district to balance the budget going forward. Unfortunately, and through no fault of the public charter schools that receive tuition from the ASD, the district’s lack of fiscal restraint continues to cause expenditures to outpace revenue. This should not be the burden of a small segment of students and families who choose not to avail themselves of the district's program.

Furthermore, the increase in PSERS rates is the strongest driver of ASD’s budget issues. Salaries and related benefits increased 317.1% from fiscal year 2012 to fiscal year 2018 (276.8% is PSERS). The total increase over 10 years is 700%. Without question, the largest mandated, underfunded, and uncontrollable expense for school districts in Pennsylvania is PSERS. While charter school tuition is the favorite political target for district budget complaints, pension expenses are the actual fiscal crisis that districts continue to face. Charter Schools have pioneered alternative 403(b) retirement plan options as

an alternative to PSERS and the prohibitive costs that come with it. Perhaps ASD should consider this option also.

In the 2017 fiscal year, the ASD spent \$49 million on the 1100-100 salaries budget line item (Regular Education Teacher Salaries). In the 2018 fiscal year, the district spent \$61 million (a \$12 million dollar increase) and in 2019 spent nearly \$70 million. In 2006, ASD's enrollment was about 16,500 students. The current district population is 16,628 students, which is not a substantial growth in the number of students and does not justify the rapid increase in the budget. As a matter of fact, enrollment at the district schools (not including charter schools) went down 7.6 percent from fiscal year 2012. Districts total expenses, after removing the charter school costs, increased 23.5% between fiscal year 2012 and fiscal year 2018. Meanwhile, the regular education rate for charter schools increased 17.44%. It also appears that other expenses are growing faster than charter expenses. Given these figures, it appears that the ASD board needs to address the internal cost drivers that are negatively affecting the district rather than looking elsewhere for lifelines.

We also must point out that the Charter School Law prohibits cyber charter schools from compromising the tuition rates as a matter of statute.

Section 1743-A. Cyber charter school requirements and prohibitions.

(a) Special financial requirements prohibited -- A cyber charter school shall not:

(1) provide discounts to a school district or waive payments under section 1725-A for any student;

24 P.S. § 17-1743-A(a)(1).

Lastly, as you can appreciate charter schools must also comply with their budgets without taxing authority or other outside assistance. This includes leases and financing for their facilities. These budgets, as you know, are predicated on financial obligations, which can't unilaterally be changed after the Board of Trustees budgeted for certain expenses.

The funding to public charter schools is non-negotiable as we already have less money than the ASD does to educate our students. Like public charter schools, the district needs to live within its means and budget accordingly.

Sincerely,



Ana Meyers  
Executive Director

Achievement House Charter School  
Allentown Arts Academy Elementary Charter School  
Arts Academy Elementary Charter School

Circle of Seasons Charter School

Commonwealth Charter Academy  
Easton Arts Academy Elementary Charter School  
Esperanza Cyber Charter School  
Executive Education Academy Charter School  
Innovative Arts Academy Charter School  
Insight PA Cyber Charter School  
Lehigh Valley Academy Regional Charter School  
Lehigh Valley Charter High School for the Arts  
Lehigh Valley Dual Language Charter School  
Lincoln Leadership Academy Charter School  
PA Cyber Charter School  
PA Distance Learning Charter School  
PA Leadership Charter School  
Reach Cyber Charter School  
Roberto Clemente Charter School  
Seven Generations Charter School

cc. Mr. Thomas E. Parker

# 4<sup>TH</sup> QUARTER OPERATIONS METRICS

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Pearson Online and Blended Learning (POBL) works with leadership teams, teachers, and other staff members of the schools it supports to continuously improve student achievement. The Partner School Leadership Team (PSLT) and Partner School Success (PSS) teams work to support schools through School Improvement Planning, Advisory Committees, Professional Learning Communities (PLCs), and weekly communication with each school's leader to support all stakeholder working through the daily challenges of successful school operations.

Common operational trends in these school-based efforts are monitored across all schools with priorities placed on the metrics summarized below. These metrics are timely, and align with both the school year cycle, and align to the Core Standards for Facilitating Student Learning; a guide of best practices and recommendations for a Connections Academy school. The Core Standards group teacher and school operational tasks into these more broadly defined categories:

- **Personalize & Monitor Student Learning:** Second semester core course passing rates, Rtl tier status, formative assessment “post-test” completion, and SPED document compliance (IEP required reviews).
- **Ensure High Levels of Student Engagement:** On time and completed Welcome Calls, Curriculum Based Assessment (CBA) completion, student and Learning Coach contacts, completed end of year contacts, and “final” during school year withdrawals.
- **Develop & Collaborate Professionally:** Teachers completing Connections-offered professional learning sessions.
- **School Operations:** Open teaching positions filled, teacher retention, and students indicating they would return for the 19/20 school year.

Quarter 4 encompasses the time period between April 1, 2019 and June 30, 2019. The metrics shown here are compared with a group of other Connections Academy schools – aggregated to give some context without sharing every school's data. There are no truly “comparable schools” but we have grouped them by student start date noted in the tables by “Group”, and also by size (small 0-799, medium 800-2999, large 3000+ students). Additionally, year over year comparison data is provided where available to highlight specific trends. Many other factors contribute to and should be considered when evaluating successful school operations (age of the school, its rate of growth, its funding per pupil, enrollment caps and/or other rules affecting student demographics, etc.); that information is not provided in this report.

## Personalize & Monitor Student Learning

	ELA Course Pass Rates			Math Course Pass Rates		
	K-5	6-8	9-12	K-5	6-8	9-12
Reach 18-19	88%	85%	82%	85%	77%	79%
Reach 17-18	85%	72%	80%	79%	64%	72%
Medium Avg.	91%	81%	82%	89%	79%	80%
Group 3 Avg.	90%	82%	81%	87%	78%	78%
Connections Avg.	91%	82%	83%	90%	80%	80%
	Science Course Pass Rates			Social Studies Course Pass Rates		
	K-5	6-8	9-12	K-5	6-8	9-12
Reach 18-19	88%	81%	84%	85%	80%	86%
Reach 17-18	85%	68%	80%	83%	72%	81%
Medium Avg.	92%	83%	86%	89%	82%	87%
Group 3 Avg.	90%	81%	84%	88%	82%	85%
Connections Avg.	92%	84%	86%	90%	82%	87%

- Percentage of 2<sup>nd</sup> semester “final” core courses on track for successful completion** – This shows the percentage of 2nd semester core courses marked as successfully completed (those with a passing score). The “final” grades reported for the second semester reflect an increase in the average of all Connections-supported partner school in all subject/grade levels reported above with the exception of middle grades social studies which remained static at 82%.

	Post Test Completion	Compliant IEP Review	Tier I	Tier II	Tier III
Reach 18-19	34%	100%	83%	5%	0.0%
Reach 17-18	57%	98%	79%	8%	0.0%
Medium Avg.	54%	99%	86%	5%	0.5%
Group 3 Avg.	46%	99%	85%	6%	0.8%
Connections Avg.	51%	99%	87%	4%	0.5%

- Percentage of students assigned a “formative” Post-Test who completed it** – This metric emphasizes the importance of getting test results for students so that schools can identify who is in need of academic interventions. Across all Connections supported schools the average participation rate for the Reading and Math assessments is 51% which represents a decrease from post-test completion the prior year and will continue to be a focus across schools.
- Percentage of special education students with a compliant IEP review** – Special education students are required to have an annual review of their Individual Education Plan (IEP) at or before their current IEP due date. Additionally, at least every three years, special education students are



required to have a re-evaluation meeting that is at or before their current re-evaluation due date. This metric reports on the average of both compliant reviews and re-evaluations across schools.

- **Percentage of students identified for Response to Intervention (Rtl) tiers** – Rtl is a systematic way of connecting instructional components that are already in place in a class. It integrates assessment data and resources efficiently to provide more support options for every type of learner. Based on the Rtl framework, a percentage of students (approximately) will be identified at each tier level to receive increasingly structured and frequent interventions; Tier I – 80-90%, Tier II – 5-10%, and Tier III – 1-5%. Tier III here does not include students with an active IEP in ELA or Math. We recognize that Rtl continues to be a process that varies widely by state and was developed for a brick and mortar setting. Connections departments dedicated to the Rtl process continue to work with school leaders, teachers and Rtl support representatives to make modifications.

	4 HS Cohorts % On track	2019	2020	2021	2022
Reach 18/19	63.9%	59.3%	53.9%	67.9%	74.7%
Connections Avg.	60.3%	56.9%	51.6%	60.3%	70.6%

- **Cohort Summary Report – HS Cohorts % On Track** – Average “on track for graduation” rates of 4 cohorts active during the 18/19 school year (Classes of 2019, 2020, 2021, 2022). Rate for each cohort year is calculated as (# EOY Grad Status = Early or On Time) / (All Students Ever Enrolled in the Cohort and not Validated by State as Excluded from Denominator). Efforts to improve this metric for each school continue by focusing on withdrawn students and enrolled student support to ensure supportive efforts are occurring to both keep students on track and help them in credit recovery efforts where needed. These four cohort years will remain “active” until the close of quarter 1 of the 2019-2020 school year to accurately reflect summer credit recovery and fall graduation efforts which are included as “on track” graduates for the 2018-2019 school year.

### Ensure High Levels of Student Engagement

	On Time Welcome Calls	Welcome Calls Complete	Student Contacts Met	LC Contacts Met	End of Year Contact	CBA “Met” K-8	CBA “Met” 9-12	DSY WD
Reach 18-19	93%	99%	87%	94%	86%	88%	83%	24%
Reach 17-18	91%	99%	80%	96%	83%	78%	77%	25%
Medium Avg.	95%	100%	89%	85%	91%	87%	82%	28%
Group 3 Avg.	92%	100%	93%	79%	89%	83%	71%	24%
Connections Avg.	94%	100%	89%	80%	92%	84%	78%	27%

- **Percentage of students receiving a “Welcome Call” on time, and percentage of all completed Welcome Calls** – Welcome Calls to students by teachers (or designated school staff members) have been shown to correlate strongly with student retention and parent satisfaction; a Welcome Call is “on time” if completed within 7 calendar days of enrollment. We continue to focus on successful Welcome Call completion throughout the year as many Connections schools do

continuously enroll, even up through the last week of the school year. Schools that do not have open enrollment may see fluctuations in their reported rate due to student withdrawals. On time completion and total completions across all schools remains a focus of teachers and efforts are reflected in the high completion rates in both of these areas.

- **Student & Learning Coach Contacts Met** – Although contacts happen in other ways (webmail, LiveLesson, etc.), Connections recommends a phone (or individual synchronous) contact between teachers and students every 14 days and learning coaches at least three times per year. Student contacts met rates remains on par with end of year completion of prior years. However, learning coach contacts met did show a decrease when comparing to quarter 4 last year; contact requirements and processes will be revised as needed in schools that showed a decline.
- **Completed End of Year Contact** – As part of the school year cycle communication process at each school, teachers complete an End of Year call with all students prior to the last day of school. During this call, teachers discuss recommended placement, suggest ways to prevent summer learning loss, and attempt to help families finalize their plans for returning the next school year.
- **Percentage of students with CBAs Met** – Connections-supported schools ensure student learning is authentic partly through a minimum number of “curriculum-based assessments” (CBAs) – usually 1:1 phone calls during which a teacher probes the student’s understanding of a specific part of the curriculum. This metric is the percentage of students at the school meeting this criteria by the end of the school year. Consistent with quarter three data, CBA completion continues to be a challenge during the last few months of the school year due to various factors including state testing windows where both students and teachers are out of the office. Schools are encouraged to continue to attempt contact for completion until the last day of the school year.
- **Final 18-19 “During School Year” Withdrawal Rate** – The percentage of students enrolled during the 18-19 school year who completed at least 20 lessons, but withdrew before the end of the school year. These withdrawal rates are typically higher than those of traditional brick and mortar schools, and differences between Connections-supported schools can be a result of state-specific regulatory issues and other factors such as continuous enrollment. Connections-supported schools continue to seek ways to increase student engagement thereby lowering withdrawal rates.

## Develop & Collaborate Professionally

	Sept	Oct	Nov	Jan	Feb	March	April
Reach 100s	82%	82%	82%	82%	82%	82%	82%
Reach 200s	89%	82%	80%	82%	77%	74%	67%
Reach 300s	60%	50%	60%	60%	40%	50%	40%
Reach MWGT!	100%	100%	100%	100%	100%	67%	67%
Medium Avg.	89%	80%	85%	82%	68%	60%	54%
Group 3 Avg.	88%	82%	83%	85%	66%	58%	52%
Connections Avg.	88%	77%	82%	80%	61%	53%	50%

- **Teachers participating in Professional Learning** – Connections has an extensive professional learning program, an overview of which was shared in the Professional Development Plan designed as an integrated part of the school-specific professional development agenda. Consistent with last year, offerings include 100, 200 and 300 level courses into which teachers are enrolled based on length of employment and school operations. Teachers have the option of not taking a designated course in favor of a specialized math professional development track instead: the Math, We’ve Got This! (MWGT!) Series. The values reported here represent all PL sessions offered from the start of school to present. Connections will continue to work with schools to take full advantage of these resources.

## School Operations

	Teachers Hired by 6/30	Teachers Returning	Students Returning
Reach 18-19	81%	100%	80%
Reach 17-18	86%	100%	78%
Medium Avg.	85%	96%	80%
Group 3 Avg.	92%	96%	79%
Connections Avg.	93%	96%	80%

- **Percentage of teaching positions filled as of 6/30** – These metrics track progress toward the overall goal of having all teachers hired and on the job by the first day, so they can participate fully in the “on-boarding” process and be ready to go when students start returning. This snapshot as of 6/30 gives an overview of spring progress in hiring. Hiring efforts continue for all unfilled vacancies.
- **Percentage of teachers planning to return as of 4/1** – Each spring, teachers are asked to indicate if they intend to return to their teaching position for the next school year. 96% of teachers said “Yes” across Connections-supported schools, down from 98% in 2018. More teachers do leave between 4/1 and the beginning of the school year, but this is a useful early indicator of teacher retention.
- **Percentage of students planning to return as of 6/30** – Each Spring, families are asked to indicate if they intend to return. 80% of students eligible to return (graduating seniors, for example, are not counted) replied “Yes”; this represents a 2% increase over the response rate in 2018. Efforts continue each year to increase student retention.