



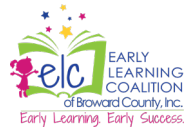
**Early Learning Coalition of Broward County, Inc.  
Nominating Committee Meeting Agenda  
April 1, 2021 – 10:00 AM**

**MEETING CALL IN: 1 (872) 240-3212 ACCESS CODE: 827-725-861**

*Members are reminded of conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.*

PAGE			
<b>I.</b>	<b>Call to Order</b>		Michael Asseff, Nominating Committee Chair
<b>II.</b>	<b>Roll Call</b>		Elsy Silvestre, Executive Assistant
<b>III.</b>	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• Approve June 16, 2020 meeting minutes</li> </ul>	<b>1</b>	Michael Asseff, Nominating Committee Chair
<b>IV.</b>	<b>Regular Business</b> <ul style="list-style-type: none"> <li>• NOM211RB1 Approve enhancements to Private Business Sector applicant process</li> <li>• NOM211RB2 Review Private Business Sector Applications and Resumes, select candidates for nomination to the Board</li> </ul>	<b>4</b>  <b>18</b>	Michael Asseff, Nominating Committee Chair Judith Merritt, COO
<b>VI.</b>	<b>New Business</b> <b>Matters from the Committee</b> <b>Matters from the Chair</b> <b>Public Comment</b> <b>Next ELC Meeting: TBD</b> <b>Adjourn</b>		

**Please Note:** Agenda subject to revisions and additions per the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on particular agenda items no later than five minutes after the Coalition meeting has been called to order.



Early Learning Coalition of Broward County  
 Nominating Committee Meeting Minutes  
**June 16, 2020 – 2:00 PM**  
 Virtual Meeting

- Members in Attendance: Ellie Schrot, Chair; Mason Jackson; Twan Russell; Amoy Reid; William Karp
- Members Absent: Laurie Sallarulo
- Staff in Attendance: Renee Jaffe, CEO; Howard Bakalar, CPO; Christine Klima, CAO; Hubert Cesar, CIO; Elsy Silvestre, Executive Assistant
- Others in Attendance: Jacob Jackson

Item	Action/Discussion
Welcome & Call to Order	The Chair called the meeting to order at 2:04 pm. Roll Call was done and a quorum was established.
<b>Consent Agenda:</b> Approve April 21, 2020 Meeting Minutes	<b>A Motion</b> was made by Mason Jackson to approve the April 21, 2020 meeting minutes. <b>Seconded</b> by William Karp. <b>Unanimously approved. Motion Passes.</b>

<p>Regular Business:</p> <p>NOM203RB1 - Approve Recommendation to bring Board Officer Nominations to the Board</p>	<p>On April 29, 2020 the ELC approved the nomination for Cindy Arenberg Seltzer for Treasurer in a special election following the resignation of ELC board member and Treasurer, Nicholas Kaniaris on February 12, 2020.</p> <p>The terms of the current elected Board Officer positions began July 1, 2018 and will end on June 30, 2020. Current Officials are: Michael Asseff - 1<sup>st</sup> Vice Chair Renee Podolsky - 2<sup>nd</sup> Vice Chair Twan Russell - Secretary</p> <p>The nominations were as follows for FY 20/21 – FY22/23: Dawn Liberta, 1<sup>st</sup> Vice Chair Twan Russell, 2<sup>nd</sup> Vice Chair Monica King, Secretary</p> <p>A <b>Motion was made</b> by Mason Jackson for approval of the recommendation to bring Board Officer Nominations to the Board. <b>Seconded</b> by Twan Russell. <b>Unanimously approved. Motion passes.</b></p>
<p>New Business</p>	<p>There was no discussion.</p>
<p>Matters from the Chair</p>	<p>There was no discussion.</p>
<p>Matters from the Committee</p>	<p>We will need a nominating committee meeting in mid-June to discuss the nominees.</p>
<p>Public Comment</p>	<p>There was no discussion</p>
<p>Next Meeting Date</p>	<p>June 16, 2020 at 2:00 PM</p>

Adjourn	Mason Jackson motioned to adjourn the meeting. The meeting adjourned at 2:18 pm.
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These minutes contain the action items of the Nominating Committee meeting of the Early Learning Coalition of Broward. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

DRAFT

<b>ITEM #/MEETING:</b>	NOM211RB1/NOMINATING COMMITTEE
<b>MEETING DATE:</b>	March 23, 2021
<b>SUBJECT:</b>	Private sector board recruitment and application process
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	<b>Approve Enhancements for Private sector board recruitment and application process</b>
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

During the Nominating Committee meeting on January 17, 2020, it was suggested that ELC revisit both the recruitment and application process for new private sector board members as well as develop new board member criteria. The existing recruitment and application process for private sector board members was established during the 2016-2017 fiscal year. On January 30, 2020, the Executive Committee asked the Governance Committee to address board composition, needs and criteria and the Nominating Committee to update the private sector board application process.

**Current Status**

The Governance Committee met on December 10, 2020 and established the criteria and board composition as well as the roles and responsibilities for new Private Business Sector Board applicants. The composition, along with draft roles and responsibilities, were approved at the December 21, 2020 Board meeting. It was also agreed at that time that ELC staff should commence recruitment efforts in 2021 for additional Private Business Sector Board members.

**Recommendation**

In order to recruit and select the best Private Business Sector board candidates to the ELC, staff recommend the process attached be approved. Each of the documents outlines in the application process are also attached for reference.

**Supporting Documents**

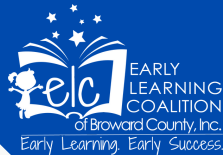
- DRAFT revisions to the Private Business Sector board applicant process
- ELC Board Flyer
- ELC Board Member Roles and Responsibilities
- ELC Board Application Form

## **DRAFT Board Recruitment and Applicant Process for Private Sector Vacancies**

To recruit and select private business members for the Early Learning Coalition Board of Directors, the following process will be followed:

- 1) For private sector openings, ELC will create an announcement/flyer to include:
  - a. a general description of the opening and board member criteria
  - b. copy of the ELC Board member role and responsibilities\*
  - c. access to the ELC Board member application
- 2) The announcement shall be:
  - a. Posted on the ELC website for a minimum of 15 days.
  - b. Posted on all ELC social media platforms
  - c. Shared with all ELC Board members via email and social media (where appropriate). The expectation is that all board members will share the opportunity with their respective networks.
  - d. Emailed to ELC community partners.
- 3) The CEO and board members should identify and seek out potential candidates.
- 4) Interested individuals will complete the required application form and submit (along with a copy of a short biography) to Elsy Silvestre ([elsylvestre@elcbroward.org](mailto:elsylvestre@elcbroward.org))
- 5) After receiving the nominations, staff will review and ensure candidates meet minimum criteria and are eligible to serve.
- 6) The Nominating Committee will review potential candidates and determine next steps for viable candidates which may include interviews and gathering additional information about a candidate. The review and any additional steps shall be at the discretion of the Nominating Committee.
- 7) The Nominating Committee forwards vetted candidates to the Board for approval.
- 8) The board of directors will vote on the nominated applicant(s).

# MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County  
IS SEEKING DYNAMIC INDIVIDUALS TO JOIN  
THE BOARD OF DIRECTORS



## WE'RE LOOKING FOR PROFESSIONALS WITH EXPERTISE IN:

- Banking
- Public Relations/Marketing
- Health care
- Fundraising

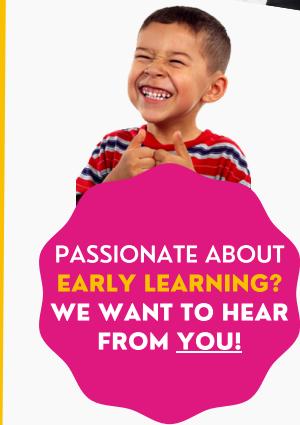
## QUALITIES OF AN IDEAL CANDIDATE:

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Willing to help advance ELC Broward's mission

*Additional qualifications can be found on our website*

**Apply Today!**

[www.elcbroward.org/  
boardofdirectors](http://www.elcbroward.org/boardofdirectors)



PASSIONATE ABOUT  
EARLY LEARNING?  
WE WANT TO HEAR  
FROM YOU!

"Early learning,  
Early success."

[www.elcbroward.org](http://www.elcbroward.org)  
954-377-2188

## Early Learning Coalition of Broward County - Board Member Roles and Responsibilities

### **MISSION:**

To lead and support the early learning community to deliver high quality early learning experiences to young children and their families.

### **VISION:**

All children will have high quality early learning experiences leading to success in school and life.

### **BOARD MEMBER ROLE:**

- To serve as a volunteer voting member of the Board of Directors for the Early Learning Coalition of Broward County
- Develop and maintain focus on the ELC mission and vision
- Establish and oversee implementation of the ELC's strategic direction
- Uphold Fiduciary responsibilities as a steward of public funding in accordance with laws, regulations, contracts, governing by-laws, Board-approved policies and standard non-profit best practices.

### **TERM (for private sector member):**

In accordance with the ELC bylaws, the term of membership shall be four (4) years. Once a Member's term of service is completed, a Member shall have the option of serving for an additional four (4) year term by providing written notice to the Chair prior to the expiration of their initial four (4) year term.

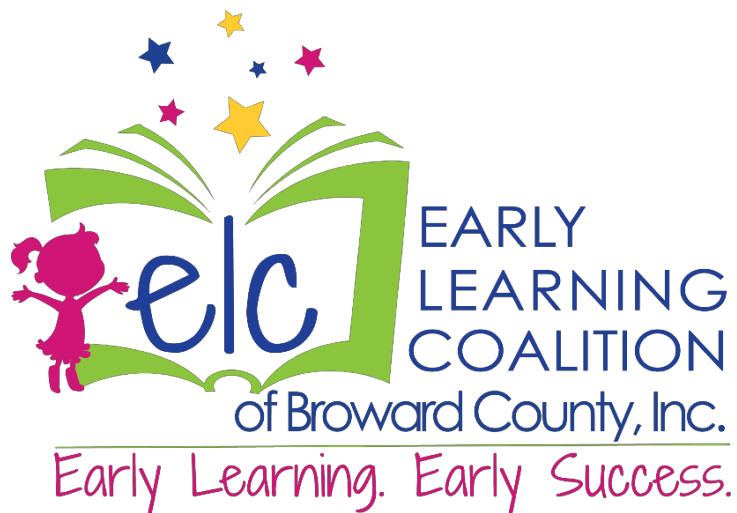
### **TIME EXPECTATIONS:**

- Attend a 60-minute orientation session to learn about organization, programs, etc.
- Attend all scheduled Board meetings
  - In person at, ELC Broward, 1475 W. Cypress Creek Rd., Suite 301 or join virtually
- Join at least 1 board committee. Attend committee meetings
- Attend, support, and participate in ELC events and program activities

### **RESPONSIBILITIES:**

- Organization Success
  - Attend and participate in board and committee meetings
  - Understand and support the vision and mission of ELC of Broward
  - Promote the work of the Coalition
  - Participate in hiring and evaluating the CEO
  - Participate in developing strategic goals
  - Monitor the agency's progress and evaluate outcomes
  - Be engaged. Ask questions
  - Exercise fiduciary oversight
- Community
  - Inform others about ELC
  - Advocate for early learning
- Individual Responsibility
  - Bring personal/professional expertise to support the mission
  - Read meeting materials (board and committee packets) prior to the meeting
  - Appreciate and respect differing viewpoints.
  - Abide by conflict of interest policy, Sunshine law and bylaws
  - Avoid conflict of interest, real or perceived
  - Financially support and/or help secure financial contributions to the ELC of Broward





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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: (Last, First – include commonly used name)

Email Address:

Cell Phone:

Address:

Current Employer:

Current Occupation:

Business Address:

Specify preferred mailing address:

**EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

NAME & LOCATION                      DEGREE/CERTIFICATE RECEIVED                      DATES ATTENDED

<u>NAME &amp; LOCATION</u>	<u>DEGREE/CERTIFICATE RECEIVED</u>	<u>DATES ATTENDED</u>

**COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

ORGANIZATION                      POSITION(S) HELD                      DATES INVOLVED

<u>ORGANIZATION</u>	<u>POSITION(S) HELD</u>	<u>DATES INVOLVED</u>

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

<u>POSITION/OFFICE TITLE</u>	<u>DATES SERVED</u>	<u>LEVEL OF GOV'T</u>

Have you received any awards/recognition? If yes, list:

Do you have any other skills/recognition you would like to share with us?

**PERSONAL STATEMENT**

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

NAME

PHONE NUMBER



If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes
- No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other:

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies?

Approximately what percentage of the children/families attending your child care center/home receive VPK?

Is your center/home accredited by a recognized agency? If yes, provide details/expiration:

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

### **A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
  
- Provider's accreditation status has expired or been rescinded (for providers not licensed by

Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*

- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County ChildCare Licensing and Enforcement

## COMMITMENT AND OPERATIONAL STATEMENTS

**TIME COMMITMENT:** Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

**CONFLICT OF INTEREST:** A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

**MEMBERSHIP REQUIREMENTS:** School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

NAME

Signature

Date

**PRIVATE-SECTOR MEMBER**



*I, , have read and reviewed OEL-PG-0002-10 "Early*

**PRINT NAME**

*Learning Coalition Board Membership" and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

SIGNATURE

DATE

## Self-Identification

Completion of the following section is optional:

### Race:

- |   |   |
|---|---|
| <input type="checkbox"/> White, non-Hispanic    | <input type="checkbox"/> Native Hawaiian/Other<br>Pacific Islander American |
| <input type="checkbox"/> Hispanic               | <input type="checkbox"/> Indian/Alaska Native                               |
| <input type="checkbox"/> Black/African American |   |
| <input type="checkbox"/> Asian                  |   |

### Gender:

- Female  
 Male

<b>ITEM #/MEETING:</b>	NOM211RB2/NOMINATING COMMITTEE
<b>MEETING DATE:</b>	March 23, 2021
<b>SUBJECT:</b>	Private sector board applications
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	<ol style="list-style-type: none"> <li><b>1. Review of Private Business Sector Board Candidates Application and Resume</b></li> <li><b>2. Select candidate(s) for nomination to Board</b></li> </ol>
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

The Governance Committee met on December 10, 2020 and established the criteria and board composition as well as the roles and responsibilities for new Private Business Sector Board applicants. The composition along with draft roles and responsibilities were approved at the December 21, 2020 Board meeting. It was also agreed at that time that ELC staff should commence recruitment efforts in 2021 for additional Private Business Sector Board member(s).

**Current Status**

ELC staff, as per the revised Private Business Sector board application process, created a flyer, which outlines the criteria agreed upon (Banking, Health Care, Marketing/PR, Fundraising and Champion of ELC Mission while promoting fundraising/friendraising). The flyer, application form and board roles and responsibilities were posted on ELC website as well as ELC social media. Additionally, all of the documents were forwarded to all Board and Community partners.

The ELC has received 7 applications for the Private Business Sector vacancy. For transparency, we are attaching all applicants, however, upon review it would appear applicant DMR would not qualify as they have a significant financial interest in child care centers. Each of the other candidates bring aspects of the criteria.

**Recommendation**

Review applications, discuss suitability for the current Board needs. Agree on the candidate(s) that meet the criteria that are to be nominated to the Board.

**Supporting Documents**

- Applications & Resumes

## **Addendum – Florida Statute language regarding Private sector membership**

According to Florida Statutes 1002.83:

- (2) Each early learning coalition shall be composed of at least 15 members but not more than 30 members.*
  
- (5) Including the members appointed by the Governor..., more than one-third of the members of each early learning coalition must be private sector business members, either for-profit or nonprofit, who do not have, and none of whose relatives as defined in s. 112.3143 has, a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program created under part V of this chapter or the school readiness program. To meet this requirement, an early learning coalition must appoint additional members. The office shall establish criteria for appointing private sector business members. These criteria must include standards for determining whether a member or relative has a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program or the school readiness program.*
  
- (11)...When a vacancy occurs in an appointed position, the coalition must advertise the vacancy.*

## **Addendum – Previously approved Private Sector Board Applicant process (2016 – 2017 fiscal year)**

The ELC Board Applicant process (for private sector) was approved during the 2016-2017 fiscal year:

*To select private business members to the Early Learning Coalition Board of Directors, the following process will be followed:*

- 1) The ELC will post the open seat for a minimum of ten business days. At a minimum, the notice will be posted on the ELC's web-site and may be posted/advertised in the local newspaper and/or social media.*
- 2) The CEO and board members will also seek out potential candidates, whose names will be forwarded to staff.*
- 3) Interested individuals will fill out the required nomination form, provide a bio and "head shot"*
- 4) After receiving the nominations, staff will assure candidates are eligible to serve.*
- 5) The Nominating Committee will review potential candidates and determine next steps for viable candidates, which may include interviews and gathering additional information about a candidate of candidates. The review and any additional steps shall be at the discretion of the Nominating Committee.*
- 6) The Nominating Committee forwards vetted candidates to the Board for approval.*
- 7) The board of directors will vote on the nominated applicant.*



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: Kristina West  
(Last, First – include commonly used name)

Email Address: [Kristina.west@pnc.com](mailto:Kristina.west@pnc.com)

Cell Phone: 561-308-0308

Address: 156 Cypress Trace, Royal Palm Beach, FL 33411

Current Employer: PNC Bank

Current Occupation: Client and Community Relations Assistant Director

Business Address: 7121 Fairway Drive Suite 300, Palm Beach Gardens, FL 33418

Specify preferred mailing address:

### **EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

<u>NAME &amp; LOCATION</u>	<u>DEGREE/CERTIFICATE RECEIVED</u>	<u>DATES ATTENDED</u>
Florida State University	Bachelor's Degree	2001-2004

### **COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

<u>ORGANIZATION</u>	<u>POSITION(S) HELD</u>	<u>DATES INVOLVED</u>
The Children's Movement	Advisory Council	2018 -
Broward Reads	Member	2018 -
ARC Broward	Co-Chair Delish	2018 and 2019
New Mirawood Academy	Volunteer	2018-2019

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

<u>POSITION/OFFICE TITLE</u>	<u>DATES SERVED</u>	<u>LEVEL OF GOV'T</u>

Have you received any awards/recognition? If yes, list:

Performance Award Nominee – PNC

Market All Star – PNC for 3 Years

Do you have any other skills/recognition you would like to share with us?

- Event Planning and activation
- Budget Planning



## PERSONAL STATEMENT

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

I am interested in serving on the Early Learning Coalition of Broward Board, due to my passion for Early Childhood Education. I am fortunate enough to work for a company that has a funding priority of Early Education. I have been with PNC Bank for over 16 years, and in Client and Community Relations for 6 years. I have learned a tremendous amount about the importance of early childhood education. Even as a mother of 1, I was not aware of a lot of the statistics, until I started in the CCR role. PNC created the Grow up Great program in 2006. Through our Grow up Great program, we've provided tools and resources that help develop young minds. We're proud to serve children from birth to five, particularly underserved children, by empowering their caregivers and supporting their teachers. For the last 15 years, we've grown into a \$500 million initiative. I have had the opportunity to share the program with early educators, non-profit organizations and families for several years in Broward County. PNC recently awarded a grant to the TMW center to create the Any Time is 3T's time campaign. This program helps set children up for success, and I have had the pleasure of working with the ELC of Broward on this initiative.

If I am given the opportunity to be a board member at the ELC, I hope to be able to share valuable resources to families, educators and fellow board members. I also hope to share with the business community the importance of early childhood education and the vision of the ELC of Broward. I truly believe with the backing of the business community; appropriate grade level reading statistics can improve. My manager is currently the chair of the business alliance through the Florida Chamber and we discuss ways to engage the business community. Business roundtables about early education are a great way to share information about all the great work the ELC is doing.

The resources that the ELC of Broward provides are extremely beneficial, and I think every parent regardless of financial status should be aware of the resources. My vision for early childhood education in Broward, would be that every 4-year-old child would have access to a VPK program. I would also like the opportunity to assist in ways to get ELC resources out to every parent in Broward County. The 2030 Blueprint through the Florida Chamber includes a goal of 100% of 3<sup>rd</sup> graders reading at grade level. I think sharing resources and business involvement will help Broward County towards that goal, but it all starts at birth.

Thank you for the opportunity to apply to be a board member with the ELC of Broward County. I would be honored to be a part of the mission of the Early Learning Coalition of Broward County.

**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

<u>NAME</u>	<u>PHONE NUMBER</u>
Kim Reckley	561-803-9709
Jessica Rodriguez	954-789-0582
Cressman Bronson	561-803-9721

If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes                       No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other:

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies?

Approximately what percentage of the children/families attending your child care center/home receive VPK?

Is your center/home accredited by a recognized agency? If yes, provide details/expiration:

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

### **A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
  
- Provider's accreditation status has expired or been rescinded (for providers not licensed by

Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*

- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County ChildCare Licensing and Enforcement

## COMMITMENT AND OPERATIONAL STATEMENTS

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**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

Kristina West  
NAME

Kristina West  
Signature

3/12/2021  
Date

**PRIVATE-SECTOR MEMBER**

*I, Kristina West , have read and reviewed OEL-PG-0002-10 "Early*

**PRINT NAME**

*Learning Coalition Board Membership" and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

*Kristina West*

**SIGNATURE**

*3/12/2021*

**DATE**

## Self-Identification

Completion of the following section is optional:

### Race:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> White, non-Hispanic | <input type="checkbox"/> Native Hawaiian/Other<br>Pacific Islander American |
| <input type="checkbox"/> Hispanic                       | <input type="checkbox"/> Indian/Alaska Native                               |
| <input type="checkbox"/> Black/African American         |   |
| <input type="checkbox"/> Asian                          |   |

### Gender:

- |  |                               |
|--|-------------------------------|
| <input checked="" type="checkbox"/> Female | <input type="checkbox"/> Male |
|--|-------------------------------|

# KRISTINA WEST

156 Cypress Trace, Royal Palm Beach, FL 33411 · 561-308-0308  
kridom1@hotmail.com · [linkedin.com/in/kristina-west](https://www.linkedin.com/in/kristina-west)

*Accomplished professional with over 16 years of experience in the financial industry, and 5+ years of experience in Client and Community Relations. I develop and maintain relationships with non-profit organizations in Broward and Miami-Dade counties. I am also an advocate for early learning education and the arts.*

## EXPERIENCE

### FEBRUARY 2021 –

#### CLIENT AND COMMUNITY RELATIONS ASSISTANT DIRECTOR, PNC BANK

- Promoted to Assistant Director, will continue to manage job functions included in Client and Community Relations Specialist role.

### OCTOBER 2015 – FEBRUARY 2021

#### CLIENT AND COMMUNITY RELATIONS SPECIALIST, PNC BANK

Palm Beach Gardens, FL

- Plan and execute client and community relations activities including event planning, execution and tracking, market sponsorship activation (Broward and Miami Dade), grant-making and employee engagement programs to deliver the brand across the market.
- Support the Regional Presidents office in executing business strategies to help drive revenue across all lines of business. Produce campaign and event tracking reports showing return on investments and key initiatives.
- Maintain and oversee the allocation of highly valued tickets to line of business partners, customers and prospects.
- Administer/coordinate the local sponsorship and PNC Foundation grant process. Coordinate employee volunteerism, employee engagement, grant announcements and activation with local early learning centers.
- Support activities including coordination with legal, compliance, invoicing and budget management.
- Support Diversity and Inclusion initiatives.

### JULY 2008 – OCTOBER 2015

#### CORPORATE SALES DEVELOPMENT CONSULTANT, NATIONAL CITY/PNC BANK

West Palm Beach, FL

- Provide marketing support for Corporate & Institutional Banking for the state of Florida.
- Work closely with managers and sales team to develop targeted campaigns and messaging to help drive revenue.
- Management of sales reporting for the Florida market and accuracy of information in CRM.
- Plan and execute events specifically for Corporate & Institutional Banking.

### FEBRUARY 2006 – JULY 2008

#### EXECUTIVE ASSISTANT, NATIONAL CITY BANK

West Palm Beach, FL

- Perform confidential administrative support functions for Business Banking and Corporate Banking Executives. Prepare reports pertaining to employee revenue goals and bonuses.
- Provide support by routing mail, visitors, and calls. Respond to requests for information and furnishing the information when possible or referring to appropriate area/person.
- Responsible for onboarding of new employees in department.



**DECEMBER 2004 –FEBRUARY 2006**

**CONSUMER LOAN PROCESSOR**, FIDELITY FEDERAL BANK & TRUST

West Palm Beach, FL

- Prepare and process a large volume of consumer home equity documents in a timely manner.
- Verified status of appraisal and accuracy of credit documents.
- Act as a liaison between underwriter and client.

## **EDUCATION**

**MAY 2004**

**BACHELOR OF SCIENCE**, FLORIDA STATE UNIVERSITY

## **SKILLS**

- Budget management
- Proficient in Microsoft Office and CVENT
- Effective communication skills
- Event planning
- Teamwork
- Organizational skills

## **ACTIVITIES**

- Broward Reads Council
- Children’s Movement of Florida Broward Advisory Council
- ARC Broward Delish Co-Chair
- Volunteer at New Mirawood Academy preschool in Broward



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: Kirk J. Englehardt

Email Address: [kenglehardt@cfbroward.org](mailto:kenglehardt@cfbroward.org)

Cell Phone: 786-562-4282

Address: 10293 SW 55th Lane, Cooper City, FL 33328

Current Employer: Community Foundation of Broward

Current Occupation: Vice President, Marketing and Communications

Business Address: 910 East Las Olas Blvd., Fort Lauderdale 33301

Specify preferred mailing address: Work address

### **EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

NAME & LOCATION

DEGREE/CERTIFICATE RECEIVED

DATES ATTENDED

<u>NAME &amp; LOCATION</u>	<u>DEGREE/CERTIFICATE RECEIVED</u>	<u>DATES ATTENDED</u>
Florida State University	B.S. Communications	Graduated 1994
Florida Atlantic University	Master, Public Admin. (MPA)	Graduated 2001

### **COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

Cooper City Education Advisory Board	Board Member	2020-
Public Relations Society of America – Greater Fort Lauderdale Chapter	Board Member	2018-
Fort Lauderdale Illustrated Magazine Advisory Board	Board Member	2020-


ORGANIZATION

POSITION(S) HELD

DATES INVOLVED

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

No		

Have you received any awards/recognition? If yes, list:

2020 "Stevie" American Business Awards for the redesign of Community Foundation of Broward website

2019 Earned 12 MarCom Awards from the American Association for Marketing and Communications Professionals for a variety of projects including web, video, print, events, and more.

2019 Earned 5 Videographer Awards from the American Association for Marketing and Communications Professionals for a series of productions showcasing the bold impact of the Community Foundation of Broward.

2018 Earned 16 MarCom Awards from the American Association for Marketing and Communications Professionals for a variety of projects including web, video, print, events, and more.

2017 & 2016 Earned a total of 6 MarCom Awards from the American Association for Marketing and Communications Professionals for a variety of projects including web, video, print, events, and more.

2016 Earned a Merit Award for the creation of a new Strategic Marketing and Communications Plan for the University of Tennessee at Chattanooga during the 32<sup>nd</sup> Annual Educational Advertising Awards. Additional awards were won for ad campaign design.

2014 Silver Quill Award of Merit from the International Association of Business Communicators (Southern Region) and a 2013 Golden Flame Award from IABC-Atlanta for an in-depth market research effort that provided clarity of purpose and resulted in growth of the Georgia Tech Research Enterprise.

2012 Anne Raymond Distinguished Service Award from the Georgia School Public Relations Association for commitment and dedication to the organization and the profession.

2011 Chapter Champion from the Georgia Chapter of the Public Relations Society of America for being actively involved in growing the chapter and showing outstanding commitment to the organization.

2009 Bronze Anvil from the Public Relations Society of America for a newly branded annual report for

the Georgia Tech Research Institute.

2009 Communicator of the Year by the Georgia Institute of Technology (Georgia Tech) honoring the top communicator of more than 100 working at the university. The award was presented by the university President.

2005 Gold Medallion Award by the National School Public Relations Association for excellence in educational public relations. The award was given for the development and execution of Georgia's Statewide No Child Left Behind Communications Strategy. It's the top honor from this organization.

2005 Silver Anvil Award of Excellence by the Public Relations Society of America for the development and execution of Georgia's Statewide No Child Left Behind Communications Strategy.

2000 Florida Law Enforcement Public Information Officer of the Year presented by the Florida Law Enforcement Public Information Officers Association and selected by peers for the statewide honor.

Do you have any other skills/recognition you would like to share with us?

Strategic Communications and Marketing, Policy, University Governance, Relationship Building, Advocacy, Targeted Outreach, Public Affairs, Partnerships/Collaborations, Media/Public Relations, Brand Development, Communications Training, Crisis Communication, Spokesperson, Web Strategy, Social Media, Writing/Editing, Event Management, Video/Audio Production, Photography

## PERSONAL STATEMENT

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

Most of my career has been spent supporting education in one way or another. From my work leading communications for the Broward Public Schools to my time working at the state level at the Georgia Department of Education to the ten years I spent working in higher education at one of the nation's top research universities, education has been a common thread tying everything together. In my current role at the Community Foundation of Broward, I proudly support our School is Cool initiative. And in my community, I am a volunteer member of the Cooper City Education Advisory Board. Education is my passion and something I truly believe in. It's a difference-maker.

There is tremendous value in putting a child on the right track from day one. It's an investment in not just their future, but our future. The sad reality is that in Broward, not all things are equal. Often your zip code determines which opportunities are available to you – and which ones are not. Socioeconomic challenges also have a direct impact the ability of parents to help their children be successful. Another complication is that teachers often feel they lack the support and training to perform at their best. How do we unpack all of these challenges? How do we level the playing field and unstack the deck so every child has the ability to succeed? How can we ensure every teacher is prepared? I would love to be a part of the solution and believe joining the ELC board would enable me to make a difference in the community – one that would last for generations.

I envision a Broward where every child has access to high quality early education. Where all parents understand the value in taking advantage of the educational opportunities that do exist. Where the social and economic barriers to effective parental involvement are minimized. And a Broward where all organizations and agencies that have a stake in the bright future of our community work together to tackle the issues that stand in the way.

**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

- Pled no contest to a speeding ticket to avoid points on my license. I think it was in 2016/2017.

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

NAME

PHONE NUMBER

Susan Hale Romanick, Fulton County Schools	404-667-5881 / romanick@fultonschools.org
Dana Tofig, American Institutes for Research	240-994-1309 / dtofig@air.org
Joseph Donzelli, NSU Marketing/Communications	954-262-2159 / jdonzelli@nova.edu

If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes
- No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other: [Click or tap here to enter text.](#)

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies? [Click or tap here to enter text.](#)

Approximately what percentage of the children/families attending your child care center/home receive VPK? [Click or tap here to enter text.](#)

Is your center/home accredited by a recognized agency? If yes, provide details/expiration: [Click or tap here to enter text.](#)

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

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- Provider's accreditation status has expired or been rescinded (for providers not licensed by Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*
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Kirk J. Englehardt  
NAME

Click or tap here to enter text.  
Signature

3/17/2021  
Date

**PRIVATE-SECTOR MEMBER**

*I, Kirk J. Englehardt , have read and reviewed OEL-PG-0002-10 “Early  
PRINT NAME*

*Learning Coalition Board Membership” and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

Click or tap here to enter text.

SIGNATURE

March 17, 2021

DATE

## Self-Identification

Completion of the following section is optional:

### Race:

White, non-Hispanic

Native Hawaiian/Other

Pacific Islander American

Hispanic

Indian/Alaska Native

Black/African American

Asian

### Gender:

Female

Male

## COMMITMENT AND OPERATIONAL STATEMENTS

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Kirk J. Englehardt

NAME

  
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Signature

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Date

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*Kirk J. Englehardt*  
Click to wrap here to enter text.

SIGNATURE

March 17, 2021

DATE

# Kirk Englehardt

10293 SW 55<sup>th</sup> Lane, Cooper City, FL 33328  
786-562-4282

[kenglehardt@cfbroward.org](mailto:kenglehardt@cfbroward.org)

---

Florida Atlantic University  
Master of Public Administration

Florida State University  
B.S., Communication

## Experience

**Vice President, Marketing and Communications**  
**The Community Foundation of Broward**

(May 2017 – Present)

As part of the Foundation's executive leadership team, I contribute to the overall strategic direction of the Foundation. This includes direct engagement with Board Members, Community Leaders, Elected Officials, Fundholders, Legacy Society Members, Professional Advisors, Nonprofits. I am ultimately responsible for all Foundation messaging, as well as the creation and execution of targeted communications and marketing strategies that get results.

### Ongoing Results Fueled by Communications:

Foundation assets have grown from \$180 million (June 1, 2018) to \$212 million (July 1, 2019).

Raised \$22 million in new gifts (2018-19 FY) - stronger communications, strategic/targeted marketing, enhanced messaging, and outstanding cultivation efforts helped make it happen.

Developed and executed communications strategies for the BE BOLD Leadership Campaign, the largest in Foundation history - a 6-year \$500 million effort – nearly \$150 million raised to date.

Welcomed seven new Community Builders, each creating endowed charitable funds at the Foundation of \$1 million or more (2017-2019).

Grew Legacy Society to 153 members with planned gift promises topping \$300 million.

Broke down silos, mentored staff across departments, and fostered a culture of collaboration, communication and consistency at all levels of the organization.

Developed an editorial planning strategy linked to the Foundation's strategic priorities and grant cycle to ensure the right messages are sent at the right times – to the right audiences.

Launched a new website that generated a \$10 million planned gift in its first three months and continues to function as an active lead generation tool.

Launched a proactive media relations effort that – in the first year – earned placements with a potential audience of more than 164 million people, with an ad value equivalency of more than \$800,000 – dramatically increasing organizational visibility with key audiences.

Completely refreshed and relaunched the Foundation's visual identity and developed the organization's first Brand Standards Manual.

Developed a targeted advertising strategy to more effectively reach key audiences with the right messages.

Launched a video production program, a storytelling tool responsible for bringing the Foundation's work and community impact to life.

Developed enhanced communications mentorship, training and resources for Foundation grantees, staff and board.

Created new relationships with partner organizations to enhance Foundation visibility within key parts of our community, and with key audiences – such as professional advisors.

Conceptualized, coordinated and scripted dozens of Foundation events – from large-scale annual signature events to topic-specific educational events.

Earned 38 national awards for Foundation marketing and communications efforts since May 2017.

**Vice Chancellor for Marketing and Communications** (January 2016 – May 2017)  
**The University of Tennessee at Chattanooga**

Senior executive responsible for conceptualizing, planning and developing a broader communications and marketing program for the university. The resulting Strategic Marketing and Communications Plan received a national award.

Led a team responsible for marketing, media relations, writing and creative services, internal communication, video production, website design/development, social media, photography, crisis communication, issues management, executive communication and support to campus units.

Provided executive oversight of the university's NPR radio station, which completed its third record-setting membership drive – raising over \$165,000 in 10 days.

Created and implemented innovative student recruitment marketing efforts that drove 200+ more students to apply to the university's undergraduate programs as compared to the prior year.

Piloted a targeted digital marketing effort to raise awareness of the university's graduate programs and successfully doubled the number of online inquiry forms submitted to the graduate school.

Led the development of a multi-channel marketing campaign for campus housing to address concerns that not all units would be fully occupied. As a result, housing opened at capacity in the Fall of 2016.

Created and executed an award-winning collaborative marketing effort in collaboration with Chattanooga State Community College which raised awareness of the dual-enrollment program.

Partnered closely with the athletics department to redesign the print and digital materials used to promote all sports. The effort won two national MarCom Awards.

Developed a dynamic plan for seamlessly incorporating the university's visual identity into the campus environment and improve wayfinding.



Served on numerous campus committees, interfacing directly with student organizations & student government and serving as the campus liaison to state university system communications team.

**Director of Research Communications (Promotion)** (March 2012 – Dec. 2015)  
**Georgia Institute of Technology**

Georgia Tech's first executive-level communicator accountable for building a comprehensive research communication and marketing program from the ground up, which includes aligning the activities/staff of 6 colleges, 29 schools and 9 research institutes – as well as units focused on research administration, economic development, and industry collaboration.

Created the first Integrated Strategic Communication and Marketing Plan supporting the strategic goals for Georgia Tech's \$730 million research enterprise. Leveraged internal and external market research to produce an audience-focused and results-driven plan impacting the bottom line. Helped drive a 15% increase in industry research funding at Georgia Tech.

Led a 12-person team, that included 9 individuals reporting to other departments. Recruited and hired 8 new marketing communication managers working across Georgia Tech.

Forged new relationships that created a collaborative and inclusive culture, as well as a 'community of communicators' which worked to position Georgia Tech as a world-class technology-focused public research institution.

Founded the campus-wide Research Communicators Council, which met monthly for all persons involved in the communication of research. Facilitated the sharing of ideas and resources, while addressing challenges and bringing the community closer together.

Fortified communication for major philanthropic efforts related to research. Led a team of 24 communicators, from multiple units, on a special project that resulted in a philanthropic gift of \$43.6 million - the largest one-time gift in Georgia Tech history at the time.

Developed Georgia Tech's first lead generating research web pages. Broke from traditional university style, emphasized benefits to industry and catered to audience needs. Resulted in a 210% increase in unique page views and an 11.4% drop in the visitor bounce rate.

Established a client-services team providing creative, design, media, marketing, and other support to campus units lacking their own resources. Led to the production of higher quality materials with consistent messaging and visual identity.

Expanded the organization's visibility through positive relationships with key media outlets, government and industry research sponsors, industry/trade associations, professional societies and federal agencies. Expert use of social media to establish thought leadership, pitch stories and enhance a brand.

**Senior Director of Communication (Promotion)** (2011 – 2012)  
**Director of Communication** (2005 – 2011)  
**Georgia Tech Research Institute**

Chief communication official responsible for internal and external strategic marketing and communication, media relations, executive communication, crisis communication and creative services in support of the strategic visions of both Georgia Tech and GTRI. Named as the first Georgia Tech Communicator of the Year at the inaugural Gold Tower Awards in 2009.

PR News recognized GTRI's Communications Office in 2009 & 2010 as a *Top Place in the Nation to Work in Public Relations*.

Built and led an eleven-person department, the second largest communications unit at Georgia Tech at the time, with an annual budget of more than \$1.3 million. The team supported 1,500+ employees spread across 21 locations in the U.S. and Ireland.

Led the development and execution of GTRI's innovative branding/messaging platform. The project added clarity, consistency, resonance, and differentiation to the GTRI message and served as the foundation for GTRI's entire communications program, including a complete reworking of the GTRI website, publications and visual identity system.

Raised the profile of Georgia Tech by generating an average of 200 major media placements each year. These included stories in the *Wall Street Journal*, *The New York Times*, CNN, *USA Today*, *Scientific American*, *Popular Science*, *BusinessWeek*, MSNBC, *Georgia Trend*, *Atlanta Journal-Constitution* and other major news outlets.

GTRI strategic communications and rebranding activities contributed to a \$170 million increase in annual research revenue.

Developed a fresh web presence for GTRI, which led to a 555% increase in page views and a 409% increase in visitors per day. The site generated hundreds of new qualified business leads. GTRI was the first unit at Georgia Tech with a robust mobile website and launched a social media outreach effort using Twitter, Facebook, and LinkedIn.

GTRI's Communications Office received more than 60 awards for excellence in strategic communications & branding, media relations, research and evaluation techniques, and publications from local, state, national and international trade, industry and professional organizations.

**Public Information Officer  
Georgia Department of Education**

(2003 – 2005)

Chief communication official and spokesperson for the Georgia Department of Education, the elected State Superintendent of Schools and the State Board of Education. Developed presentations, speeches, marketing campaigns and communication strategies in support of the Superintendent. Supported all units of the state agency, 181 Georgia school systems, statewide/national education media, education associations, Georgia's Governor, Senate and House Education Committees, as well as other elected officials and policymakers. Managed all agency media inquiries and led crisis communication efforts. Established Georgia's first collaborative statewide communications plan to help local school systems share complex information related to *No Child Left Behind* so it was understandable to their local stakeholders. The effort received national awards from the National School Public Relations Association and the Public Relations Society of America.

**Director of Community Relations  
Broward County Public Schools**

(2001 – 2003)

Chief communication official leading all internal and external communication and media relations for what was the nation's fifth-largest school system (12 direct reports, 244 schools, 26,000 employees and a nine-member elected school board.) Enhanced media visibility and message consistency through the development of a unique decentralized structure, which included defined processes and media training for more than 200 employees. This role also included regular crisis response to school-related incidents and other major events such as 9/11, as well as representing the school system during disasters at the county's emergency operations center. This role also included collaborating with other local agencies and partner organizations.

**Media Relations Specialist  
Broward County, FL Sheriff's Office**

(1998 – 2001)

Named State of Florida Public Information Officer of the Year (2000) – Florida Law Enforcement Public Information Officers Association.

Provided direct strategic communication support to Broward County's elected sheriff. Experienced at handling breaking news, crisis situations, special events, volatile live situations, and news conferences with professionalism and poise. Experienced in major crisis and disaster communications. Supported BSO activities in the county's emergency operations center during disasters and collaborated with partner organizations and other first responder agencies.

**Reporter / Anchor  
WIOD Newsradio 610 – Miami, FL**

(1996 – 1998)

**Local Television Programming Producer  
Jones Intercable – Davie, FL**

(1994 – 1996)

**Selected Presentations:**

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- *Communications Training Seminar for Public School District Superintendents* – Instructor - Georgia School Superintendents Association – Macon, GA (November 2019)
- ***Represented CF Broward on Congressional Lobbying Trip with CEOs from Florida Community Foundations*** – Community Foundation Public Awareness Initiative – Washington, D.C. (October 2019)
- *Communications Training Seminar for Public School District Superintendents* – Instructor - Georgia School Superintendents Association – Macon, GA (November 2018)
- *Responsible Communication of Basic Biomedical Research* – Panelist – Federation of American Society for Experimental Biology and National Institute of General Medical Sciences NIH – Bethesda, MD (June 2017)
- *Science Communication and Social Media: What, Why and How* – St. Jude Children's Research Hospital Research Technologists – Memphis, TN (September 2016)
- *Thinking Strategically About Your Lab's Public Communication* – Association of Public Health Laboratories Annual Meeting – Albuquerque, NM (June 2016)

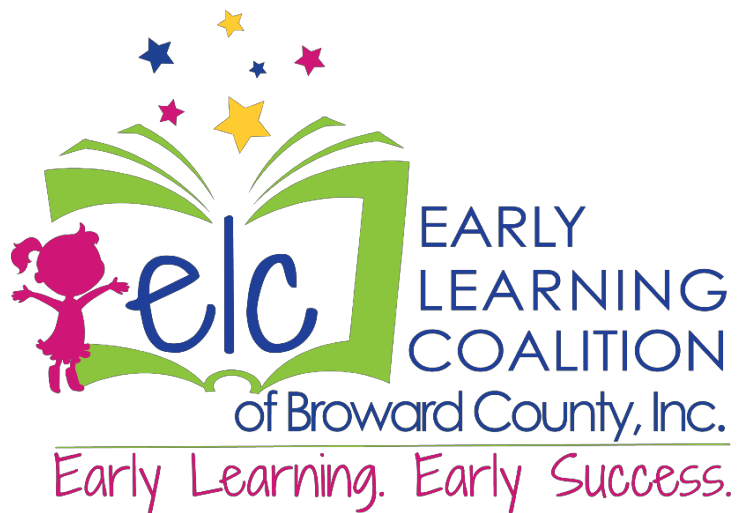
- Invited Panelist at the National Academy of Sciences for the National Research Council's roundtable workshop exploring the nature of trust in science – Washington, D.C. (May 2015)
- *Rethinking and Delivering Top Tier Research Communications and Going Social: How Scientists Can and Do Leverage Social Media to Enhance Reputation* – Two presentations at the U.S. Dept. of Energy Pacific Northwest National Laboratory - Richland, WA (April 2015)
- *Internal Communication: Engaging Employees and Strengthening Your Brand* – The 48th Annual Basic Economic Development Course – Georgia Tech Professional Education – Atlanta, GA (March 2015)
- *Enhancing Your College Brand Through Market Research and Developing Your Career Through Public Engagement* – Georgia Tech College of Architecture Faculty – Atlanta, GA (March 2015)
- *Establishing Yourself as a Thought Leader Through Public Engagement* – Georgia Tech College of Sciences New Faculty Workshop – Atlanta, GA (March 2015)
- *A Science Communication Revolution: From Publish or Perish to Post or Perish* – St. Jude Children's Research Hospital Post Doctoral Fellows – Memphis, TN (November 2014) & Purdue University Library and Data Science Faculty - West Lafayette, IN (October 2014)

#### **Specialized Training:**

- Community Foundation Bootcamp by the Southeastern Council on Foundations and Florida Philanthropic Network (2017)
- Behavior-Based Interviewing Techniques for Employee Recruitment (2014)
- Basic Economic Development Course (2014)
- Working with Culturally Diverse and Distributed Work Teams (2013)
- Georgia Tech Masters Series Executive Development Program (2010)
- Advanced (Disaster and Crisis) Public Information Officer Training - FEMA (2001)

#### **Community Involvement and Professional Affiliations:**

- Board Member, Public Relations Society of America, Fort Lauderdale Chapter
- Member, Broward College Village Square
- Member, Broward's Tower Forum
- Member, Navy League of the United States, Fort Lauderdale Council
- Volunteer, Fort Lauderdale Division of U.S. Naval Sea Cadet Corps
- Member, Public Relations Society of America
- Member, Council for Advancement and Support of Education
- Member, Kappa Kappa Psi National Honorary Band Fraternity
- Member, Pi Alpha Alpha Global Honor Society for Public Affairs and Administration



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: Strauss, Jaclyn  
 (Last, First – include commonly used name)

Email Address: [jaclynstrauss@gmail.com](mailto:jaclynstrauss@gmail.com)

Cell Phone: 9545984488

Address: 2825 NE 26th Street, Ft Lauderdale, FL 33305

Current Employer: Merck & Co, My Macro Memoir, Purdue University, Broward College

Current Occupation: Associate Director – Biosimilars, Founder, Accounting Professor, Adjunct Accounting Instructor

Business Address:

Specify preferred mailing address: 2825 NE 26th Street, Ft Lauderdale, FL 33305

**EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

<u>NAME &amp; LOCATION</u>	<u>DEGREE/CERTIFICATE RECEIVED</u>	<u>DATES ATTENDED</u>
University of Florida, Gainesville, FL	Masters in Accounting	1997-2002
University of Florida, Gainesville	Bachelors in Accounting	1997-2002

**COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

Board Treasurer	PTA Bayview Elementary	2018-current
Board Treasurer	Family Advocates for Broward Schools	2020-current
FICPA	Member – Education	2018-current

Florida CPA	Licensed as a CPA in Florida	2003-current

ORGANIZATION

POSITION(S) HELD

DATES INVOLVED

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T


Have you received any awards/recognition? If yes, list:

I have been recognized with the highest sales award twice during my time in a sales facing role at Merck. The award is the Vice Presidents club which is awarded for the highest sales performance in a region along with demonstration of qualitative leadership characteristics such as strong collaboration, professionalism, mentorship of others and willingness to take on extra responsibility without being asked to do so.

I have been nominated for Adjunct Professor of the Year at Broward College during my tenure there.

Do you have any other skills/recognition you would like to share with us?

I am a CPA and have been recognized numerous times as doing exceptional work in my board Treasurer role for the Bayview Elementary PTA. I have been recognized by school leadership and have raised a record amount of money from community partners and Bayview families in the amount of \$200,000 in on school year. This allowed for the support of several academic resources and learning materials for the children of the entire school and also included new laptop computers for 3 grade levels. I also headed up the Media Center makeover project, including finding community partners to donate their resources and time as well as money. I raised the entire cost of the media center makeover alone and was able to get the project done for a cost of \$40,000 which would normally cost close to \$90,000. I was able to do this by being strategic in the way I approached community partners and also was able to earmark funds raised in our general fund for this project. I also lead the effort to have a sport court installed at Bayview elementary. Bayview did not have an adequate and safe place for our children to play as they were leaving the school gates to play at the adjacent public park. This created a security risk for our students and teachers as they were comingling with the public during school hours off of school property. This was all due to not having a blacktop inside our gated school property. The kinder children had a playground, however the 1<sup>st</sup> – 5<sup>th</sup> graders did not have an area other than an open field to play in. We were able to get a vendor approved through Broward county schools to install the first sport court in any Broward county school that was also fenced in and locked so no one can enter or exit the space during school hours.

## PERSONAL STATEMENT

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

Why do you want to serve on the ELC's Board?

I want to contribute to the community in a positive way starting with the youngest members of our community. Our future are these children and there is nothing more important to me to ensuring that the future of tomorrow obtain the strong educational foundation that they need. Establishing a foundation before kindergarten in our earliest learners and youngest members of our community is imperative for the future of Broward county. I am dedicated and committed to ensuring that the vision and strategic vision of the ELC are executed on and carried out. I strongly believe that with my 19 years working in Corporate America, almost 16 years as a college educator in our community along with a small business owner I bring a unique lens and skill set to the table. I am happy to share my learnings and experiences along the way to provide any direction that the board and staff may need or desire. There is no greater pleasure for me but to serve our community with a focus on our children. Being a mother to two children that have both been through strong foundational learning experiences prior to kindergarten in Broward County, I am clearly able to see the benefits that they took with them as they entered kindergarten compared to those children that did not have the opportunity to attend. I am dedicated to sharing the mission of ELC with the greater community and encourage all of our families in Broward to commit to opening the door to learning to their young children and utilize the services that ELC can provide them.

What do you hope to achieve as a board member?

I hope to achieve success for the ELC as a whole. I am not looking for any personal success but rather be an effective collaborator with my fellow board members when I am called on for my skillset that may further the mission and responsibility of the board. I hope to leave the board better off than when I join and hope to make a lasting impact on the organization as a whole.

What is your vision for early childcare in Broward County? My vision for early childcare for Broward is that all families from all areas of the county are educated and made aware of the services and benefits that early childcare can provide a young child. The foundation that our children obtain in early learning sets the tone and the stage for their entrance into grade school. There is nothing more important in my opinion for our youngest learners to obtain the basic communication skills along with the basic pre-kinder learning skills that they need to have opportunity to enter on an equal playing field together as rising members of the Broward county community and our future leaders. It is my hope that the message of what early childcare means and provides children, reaches everyone in our county in a clear and concise manner that makes people want to embrace childcare for their young children and become involved in their child's education at this young age. It is my belief that if we work to foster community and involvement from our children's families and caretakers at a young age our education system as a whole will improve. It takes a village to raise a child and it is my strong belief that the basic skills young learners are exposed to in early childcare are imperative for their futures.



**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

<u>NAME</u>	<u>PHONE NUMBER</u>
Tonya Frost – Principal Bayview Elementary	954 465 1415
Christina Murphy – Assistant Principal Bayview	9547781290
Mary Donovan	7864498805

If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes                       No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other:

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies?

Approximately what percentage of the children/families attending your child care center/home receive VPK?

Is your center/home accredited by a recognized agency? If yes, provide details/expiration:

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

### **A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
  
- Provider's accreditation status has expired or been rescinded (for providers not licensed by

Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*

- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County ChildCare Licensing and Enforcement

## COMMITMENT AND OPERATIONAL STATEMENTS

**TIME COMMITMENT:** Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

**CONFLICT OF INTEREST:** A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

**MEMBERSHIP REQUIREMENTS:** School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

Jaclyn Strauss  
NAME

Jaclyn Strauss  
Signature

2/23/2021  
Date

**PRIVATE-SECTOR MEMBER**

*I, Jaclyn Strauss, have read and reviewed OEL-PG-0002-10 "Early*  
**PRINT NAME**

*Learning Coalition Board Membership" and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

Jaclyn Strauss  
**SIGNATURE**

2/23/2021  
**DATE**

## Self-Identification

Completion of the following section is optional:

### Race:

- |   |   |
|---|---|
| <input type="checkbox"/> White, non-Hispanic    | <input type="checkbox"/> Native Hawaiian/Other<br>Pacific Islander American |
| <input type="checkbox"/> Hispanic               | <input type="checkbox"/> Indian/Alaska Native                               |
| <input type="checkbox"/> Black/African American |   |
| <input type="checkbox"/> Asian                  |   |

### Gender:

- Female       Male

**OBJECTIVE**

To obtain a board position for ELC of Broward County, Inc.

**SUMMARY OF QUALIFICATIONS**

- Fifteen years of teaching experience at the college level in a traditional and hybrid classroom setting.
- Fifteen years of exceptional experience teaching in a fully online learning environment.
- Winner of the Vice President’s Club Award, which represents top 10% of the sales force in 2006, 2007 and 2012 for outstanding sales performance and exceptional leadership.
- Recipient of numerous Awards of Excellence for flawless execution of market development opportunities, B2B managed care work, integrated health system product implementation and product specialist responsibility.
- Issued company stock options in 2006, 2007, 2008 and 2010 that are granted to the Top 5% of high performing representatives based on financial results, business execution, and leadership.
- Published *The Effect of Online Tutor Center Visits on Student Performance in Undergraduate Accounting Courses*, *International Journal of Business Research and Information Technology*(Vol. 6, Issue 1), Winter 2019.
- Published *Best Practices and Creation of an Online Tutoring Center for Accounting, Finance and Economic Disciplines*, April 1, 2015.
- Published *Effective Outreach Strategy and Programs in Higher Education*, *The Journal of Business Leadership*, January 1, 2012.
- Published *Engaging Students through Communication and Contract*, *MERLOT Journal of Online Learning and Teaching*, March 1, 2012.

**TEACHING RELATED EXPERIENCE**

PURDUE GLOBAL UNIVERSITY, Ft. Lauderdale, FL 2019-Present  
**Accounting Instructor, School of Business**

Create an encouraging, open and comfortable environment in the classroom during both synchronous and asynchronous learning. Serve as Subject Matter Expert in the area of introductory accounting courses. Course lead for four accounting courses which include introductory level accounting and intermediate level accounting which includes course revisions and course development. Provide a learning environment in which students with different learning modalities may attain success. Model effective verbal and nonverbal communication skills. Remain current with trends, techniques and advances in technology that are applicable to my courses.

BROWARD COLLEGE, Ft. Lauderdale, FL 2006-Present  
**Adjunct Accounting Instructor, School of Business**

Create and encouraging, open and comfortable attitude in the classroom both in the traditional classroom environment and virtually. Serve as Subject Matter Expert to assist with the development of new online courses in the area of financial accounting. Teach using insight and inter-disciplinary examples. Ability to teach different course levels to an extremely diverse group of students by adapting to their needs. Developed student loyalty which has resulted in a number of students taking my multiple course offerings.

KAPLAN UNIVERSITY, Ft. Lauderdale, FL 2007-2019  
**Accounting Instructor, School of Business**  
Course lead for four accounting courses which include introductory level accounting and intermediate level accounting which includes course revisions and course development. Provide a learning environment in which students with different learning modalities may attain success. Model effective verbal and nonverbal communication skills. Remain current with trends, techniques and advances in technology that are applicable to my courses as these courses are hybrid courses.

RASMUSSEN COLLEGE, Virtual 2009-2019  
**Adjunct Accounting Instructor, School of Business**  
Teach a variety of college level accounting courses ranging from financial accounting to payroll accounting. Maintained high teaching scores on a consistent basis which has resulted in a long tenure with the University.

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## PROFESSIONAL EXPERIENCE

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MY MACRO MEMOIR, LLC, Ft. Lauderdale, FL 2020-Present  
**Founder**  
Developed from the ground up an online annual subscription service. My Macro Memoir™ is a way to securely store all of your personal and important information. It is the peace of mind, in knowing, those that you and the ones you love will be able to access important information quickly today and in the future if you are not available.

MERCK & CO, INC, Miami, FL 2004-Present  
**Associate Director, Strategic Account Executive**  
Business consultant capacity with key clientele that includes C-Suite individuals within major hospital chains and corporations in the South Florida market. Present financial information aligned with the customer's priorities surrounding healthcare related quality topics that are measurable by the government and managed care companies. Lead a team of representatives by shaping the strategic vision for the market and guiding them on pull-through at the ground level. Present consultative driven material on Topics in Healthcare to different stakeholders within healthcare organizations based on gaps in their organization.

DELOITTE & TOUCHE, LLP, Atlanta, GA 2002-2004  
**International Tax Consultant, Tax Services Department**  
Excelled as a staff accountant where responsibility included business analysis, tax consulting, tax compliance and Sarbanes Oxley 404 Engagements. Active member of the campus recruiting team which included traveling to various colleges in the Southeast to assist in recruiting talent. Lead numerous targeting efforts that resulted in generating several thousand dollars for the firm and helped to develop a sales plan and matrix that was followed by client service professionals to successfully target clients.

KPMG, LLP, Fort Lauderdale, FL 2002-2004  
**Summer Intern, Audit Department**  
Selected for a special project to represent the Southeast audit interns at KPMG headquarters as a result of outstanding grades and performance. Assisted on major clients during the audit process. Supervised third party inventory companies and documented results as part of the sampling process of the client audit.

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## COMMUNITY SERVICE

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- Treasurer of the Bayview Elementary PTA Board 2018-Present
- Faculty Sponsor for the Accounting Association Club at Purdue Global 2015-Present
- Treasurer of Family Advocates for Broward Schools (FABS) 2020-Present



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## EDUCATION

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- Masters of Science, Accounting, Graduated with Honors University of Florida, Gainesville, FL
- Bachelor of Science, Accounting, Graduated with Honors University of Florida, Gainesville, FL

**REFERENCES AVAILABLE UPON REQUEST**



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: deBoer-Hjort, Sarah  
(Last, First – include commonly used name)

Email Address: [director@necessitiesforchildren.org](mailto:director@necessitiesforchildren.org)

Cell Phone: 616-430-6901

Address: 1451 W. Cypress Creek Road, Suite 300 Fort Lauderdale, FL 33309

Current Employer: Necessities For Children

Current Occupation: President

Business Address: 1451 W. Cypress Creek Road, Suite 300 Fort Lauderdale, FL 33309

Specify preferred mailing address: 1451 W. Cypress Creek Road, Suite 300 Fort Lauderdale, FL 33309

### **EDUCATION**

#### **NAME & LOCATION**

#### **DEGREE/CERTIFICATE RECEIVED**

#### **DATES ATTENDED**

<b><u>NAME &amp; LOCATION</u></b>	<b><u>DEGREE/CERTIFICATE RECEIVED</u></b>	<b><u>DATES ATTENDED</u></b>
FAU Tech Runway	Venture Class 8	July 2020 - Present
Jim Moran Leadership	Nonprofit Executive	July 2019 – November 2019
National Leadership Institute & Sanford School of Philanthropy	Fundraising Academy Certification (80 CRFE credit hours)	January 2019 – June 2019
Promotional Products Association International	Master Advertising Specialist (MAS)	August 2009 – Present
Cambridge University	CELTA English Language Teacher	June 2015 - Present
Conestoga College (Ontario, Canada)	Law & Security Administration Diploma	1996 - 1998

### **COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

#### **ORGANIZATION**

#### **POSITION(S) HELD**

#### **DATES INVOLVED**

<b><u>ORGANIZATION</u></b>	<b><u>POSITION(S) HELD</u></b>	<b><u>DATES INVOLVED</u></b>
Necessities For Children	Founder & President	2015 – Present
Mully Children's Family (Kenya)	Volunteer Teacher & Ambassador	2016 - Present
UNA-USA Broward Chapter	Secretary & Vice-Chair of Education	2020 – Present (3 Year Term)
Specialty Advertising Association of California (SAAC)	Past President, Officer, Board Member	2010 - 2014

Have you ever been elected/appointed to any public office in the state? No

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

<u>POSITION/OFFICE TITLE</u>	<u>DATES SERVED</u>	<u>LEVEL OF GOV'T</u>

Have you received any awards/recognition? If yes, list:

UNA-USA, Broward Chapter UNA Day Honoree 2020

Do you have any other skills/recognition you would like to share with us?

### **PERSONAL STATEMENT**

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

I want to serve on the ELC's Board to join in making an impact in the lives of youth in Broward County, doing my part to provide help ensure that quality early learning experiences are provided to all children. As a board member, my hope is to bring the valuable insight, learning and experiences I've gained in the corporate and nonprofit sectors to benefit youth in SE Florida. My vision is for all parents and youth in Broward County to have access to quality early childcare and education services, especially those in low-income and first generation Black, Indigenous, and People of Color (BIPOC) youth.

**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

<u>NAME</u>	<u>PHONE NUMBER</u>
Dr. Ken Barrett	1-916-335-5535
Carol deVille	1-519-717-7243
Pam Martin	1-303-888-3399

If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes
- No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other:

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies?

Approximately what percentage of the children/families attending your child care center/home receive VPK?

Is your center/home accredited by a recognized agency? No

If yes, provide details/expiration:

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

### **A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
  
- Provider's accreditation status has expired or been rescinded (for providers not licensed by

Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*

- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County ChildCare Licensing and Enforcement



## COMMITMENT AND OPERATIONAL STATEMENTS

**TIME COMMITMENT:** Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

**CONFLICT OF INTEREST:** A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

**MEMBERSHIP REQUIREMENTS:** School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

Sarah deBoer-Hjort  
NAME

Sarah deBoer-Hjort  
Signature

3/3/2021  
Date

**PRIVATE-SECTOR MEMBER**

*I, Sarah deBoer-Hjort , have read and reviewed OEL-PG-0002-10 “Early*

**PRINT NAME**

*Learning Coalition Board Membership” and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

Sarah deBoer-Hjort

**SIGNATURE**

3/3/2021

**DATE**

## Self-Identification

Completion of the following section is optional:

### Race:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> White, non-Hispanic | <input type="checkbox"/> Native Hawaiian/Other<br>Pacific Islander American |
| <input type="checkbox"/> Hispanic                       | <input type="checkbox"/> Indian/Alaska Native                               |
| <input type="checkbox"/> Black/African American         |   |
| <input type="checkbox"/> Asian                          |   |

### Gender:

- |  |                               |
|--|-------------------------------|
| <input checked="" type="checkbox"/> Female | <input type="checkbox"/> Male |
|--|-------------------------------|

# Sarah deBoer-Hjort, MAS

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Phone: 616-430-6901

Email: [deboer\\_sarah@hotmail.com](mailto:deboer_sarah@hotmail.com)

LinkedIn: <https://www.linkedin.com/in/sarahdeboer/>

UNA-USA Broward as Secretary & Vice-Chair of Education

A skilled and dedicated educator and nonprofit leader with a focus on relationships, account management, board leadership and development; resulting in business growth and profitability.

## EXPERIENCE

### **Founder & President**

#### **Necessities for Children**

**Sept 2015 – Present**

- Visionary and leader regarding all aspects of the organization, including strategic planning, fundraising, social media, etc.
- Recognized as a 2020 UN Day Honoree by UNA-USA, Broward Chapter for alignment to various global Social Development Goals
- Launched Reading is Lit program in collaboration with Life Sports Fitness and Ramon ‘ABSOLOOT’ Robinson in 2019 with a goal to promote literacy education. In early 2020, we began Tech for Kids, which enhances computer science education to youth in SE FL.
- We have impacted 4000+ youth through projects since 2015

### **Western Territory Sales Manager**

#### **Fields Manufacturing**

**Sept 2016 – May 2018**

- Manage and grow key account partnerships with customers, while expertly communicating with customers, the sales team and internal departments to ensure customer satisfaction
- Analyze business trends and strategize for growth opportunities, within existing and new customer accounts
- Demonstrates a can-do attitude, with the competence to effectively communicate and be detail-oriented in a fast-paced environment

### **Ambassador / Teacher (Volunteer)**

#### **Mully Children’s Family**

**Jan 2015 - Present**

- Share the MCF story and assist in the development of marketing materials and campaigns in the USA
- 10-week teaching internship at MCF Ndalani in Kenya from January to March 2016

### **Canadian Sales Manager, Western Region Business Gift**

#### **A. T. Cross Aliso Viejo, CA**

**Dec 2007 – Oct 2014**

- Developed and implemented strategic sales strategy to increase Cross Business Gift sales in the Western USA
- Fostered promotional opportunities with West Coast distributors to increase quote generation and sales
- Managed key account relationships and responsible for overall customer interaction and satisfaction

**SAAC Past President (Volunteer) Dec 2009 – Dec 2014**

- Elected in 2010 as a Board Member and served on the Executive Board of SAAC from 2010- 2014; Served as SAAC President in 2013  
*Specialty Advertising Association of California* is an organization made up of more than 900 firms engaged in specialty advertising in California and throughout the United States.

**Canadian Sales Manager, Business Gifts**

**A. T. Cross Burlington, ON July 2006 – Dec 2007**

- Developed and implemented strategic sales strategy to increase Cross Business Gift sales across Canada
- Cultivated promotional opportunities with Canadian distributors to increase quote generation and sales, achieving growth of over 40% in the first year.
- Managed key account relationships and responsible for overall customer interaction and satisfaction

**Account Director**

**Corporate Express Promotional Marketing**

**Mississauga, ON May 2003 – June 2006**

- Won an Image Award from PPAC (Promotional Products Association of Canada) by creating a catalog program for a customer that resulted in sales doubling over the previous year
- Managed over \$2 million in sales volume; gave direction on projects to an assigned team for each key account
- Performed bi-annual business reviews; projected annual and monthly sales for customer base and verify variance

**EDUCATION**

**FAU Tech Runway Venture Class 8 Beginning July 2020**

**Jim Moran Nonprofit Executive Program July-Nov 2019**

Florida State University - College of Business

**Fundraising Academy Certification Jan-May 2019**

Sanford Institute of Philanthropy &  
National Leadership Institute

**MAS - Master Advertising Specialist August 2009 – Present**

**CAS - Certified Advertising Specialist 2006**

Promotional Products Association International (PPAI)

**CELTA Certified Teacher June 2015 – Present**

Certificate in Teaching English to Speakers of other Languages  
Cambridge University, San Diego, CA

**Conestoga College 1996 - 1998**

Law and Security Administration Diploma

**REFERENCES**

**Available upon request**



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: Harmon, Kimberly  
(Last, First – include commonly used name)

Email Address: Read2AchieveInc@gmail.com

Cell Phone: 856-625-9282

Address: 3400 Blue Lake Dr Unit 604 Pompano Beach, FL 33064

Current Employer: Read2Achieve Inc

Current Occupation: Founder and CEO

Business Address: 100 SE 2nd St Suite 2000 Miami, FL 33131

Specify preferred mailing address: 3400 Blue Lake Dr Unit 604 Pompano Beach, FL 33064

### **EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

**NAME & LOCATION**

**DEGREE/CERTIFICATE RECEIVED**

**DATES ATTENDED**

New York University	Reading Recovery Teacher Leader Certification	May 2006
NJ Dept of Education	Supervisor Curriculum & Instruction Certification	December 2009
Walden University	Ed.D Candidate with specialization in Teacher Leadership	September 2005-June 2012
Walden University	Masters in Elementary Reading and Literacy	May 2004
New York University	Reading Recovery Certification	June 2004
Rutgers University	Reading Strategies Certification	May 1999
Hampton University	Bachelors in Sociology	May 1988

### **COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

American Psychological Association	Member	2018-Present
International Literacy Association	Member	2018-Present
Reading Recovery Council of North America	Member	2004-2012 2019-Present
Association of Supervision and Curriculum Development	Member	2019-Present
National Alliance of Black School Educators	Member	2019-Present
<u>National Education Association</u>	<u>Member</u>	<u>1998-Present</u>
<u>Society for Nonprofits</u>	<u>Member</u>	<u>2018-Present</u>
<u>The Urban League of Broward County</u>	<u>Member</u>	<u>2018-Present</u>
<u>United Nations Association Broward County Chapter</u>	<u>Member</u>	<u>2019-Present</u>
<u>Broward County Black Chamber of Commerce</u>	<u>Member</u>	<u>2019-Present</u>
<u>Alpha Kappa Alpha Sorority, Inc. Zeta Rho Omega Chapter</u>	<u>Member</u>	<u>2006-Present</u>

ORGANIZATION

POSITION(S) HELD

DATES INVOLVED

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

N/A		

Have you received any awards/recognition? If yes, list:

Named one of, "South Florida's Most Influential and Powerful Black Business Leaders of 2020" by MIA Legacy and featured in The Sun Sentinel and Miami Herald

My CURE for Educational Reform Summit, and collaboration with the Miami Dolphins was featured in an article in the Westside Gazette newspaper



**Do you have any other skills/recognition you would like to share with us?**

My mission is to end the “School-to-Prison Pipeline” and I look forward to contributing and collaborating to serve the children of Broward County.

## **PERSONAL STATEMENT**

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

I want to serve on the ELC Board because I feel I can greatly contribute to its mission and vision. My years of expertise in Education and my work with my own nonprofit organization can help the Coalition continue to move forward. I hope to share my knowledge, and partnerships with the Board to create relevant engaging programs. My vision is to see the Coalition continue to grow and become a model for other organizations.

### PERSONAL HISTORY

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

Click or tap here to enter text.

### REFERENCES

List 3 professional references who have known you well within the past 5 years (exclude relatives):

NAME

PHONE NUMBER

Dr. Rosalind Osgood	954-261-4398
Makiba Foster	954-945-4715
Cassandra Robinson	954-695-8862

If required by law or administrative rule, will you file financial disclosure statement(s):

XXYes

No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other: Click or tap here to enter text.

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies? Click or tap here to enter text.

Approximately what percentage of the children/families attending your child care center/home receive VPK? Click or tap here to enter text.

Is your center/home accredited by a recognized agency? If yes, provide details/expiration: Click or tap here to enter text.

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FL Dept. of Education)?  Yes  No

**A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"

- Provider's accreditation status has expired or been rescinded (for providers not licensed by Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*
- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County Child Care Licensing and Enforcement

## COMMITMENT AND OPERATIONAL STATEMENTS

**TIME COMMITMENT:** Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

**CONFLICT OF INTEREST:** A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

**MEMBERSHIP REQUIREMENTS:** School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

Kimberly Harmon.  
NAME

*Kimberly Harmon*  
Signature

February 26, 2021  
Date

**PRIVATE-SECTOR MEMBER**

*I, Kimberly Harmon. , have read and reviewed OEL-PG-0002-10 “Early*  
**PRINT NAME**

*Learning Coalition Board Membership” and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

*Kimberly Harmon.*

**SIGNATURE**

February 35, 2021

**DATE**

## Self-Identification

Completion of the following section is optional:

### Race:

- |   |   |
|---|---|
| <input type="checkbox"/> White, non-Hispanic                  | <input type="checkbox"/> Native Hawaiian/Other<br>Pacific Islander American |
| <input type="checkbox"/> Hispanic                             | <input type="checkbox"/> Indian/Alaska Native                               |
| <input checked="" type="checkbox"/> Black/African<br>American |   |
| <input type="checkbox"/> Asian                                |   |

### Gender:

- Female       Male



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## **PROFILE**

- Results-oriented Master teacher with the belief that all students can learn
- Coach, counselor, and mentor to new teachers
- Masters degree in Elementary Reading and Literacy
- Supervisor Certification in Curriculum & Instruction
- Extensive training and experience in reading instruction, intervention techniques, and reading strategies
- Trained in test-preparation techniques and strategies
- Certified Reading Recovery© Teacher Leader

## **EDUCATION AND TRAINING**

- ***Supervisor Certification***  
New Jersey Department of Education (December, 2009)
- ***Doctoral Candidate- Ed.D. w/ specialization in Teacher Leadership***  
Walden University (May, 2005-2012)
- ***Reading Recovery© Teacher Leader Certification***  
New York University (May 2006)
- ***Masters of Science in Elementary Reading and Literacy***  
Walden University (May, 2004)
- ***Reading Recovery© Certification***  
New York University (June 2004)
- ***Reading Strategies*** training  
Rutgers University (May 1999)
- ***Bachelor of Arts in /Sociology***  
Hampton University (May 1988)

## **PROFESSIONAL EXPERIENCE**

- ***Read2Achieve Inc***  
Founder and CEO (2018-Present)
- ***Reading Recovery© Teacher Leader***  
Atlantic County Training Site (2006-2012)
- ***Adjunct Professor- Rutgers University***  
Topics in Reading Recovery (2006-2012)
- ***Certified Reading Recovery© Teacher***  
Atlantic City Public School System (2003-2006)
- ***Mentor Teacher***  
NJ Department of Education/Atlantic City Public School System (2003-2012)
- ***Standardized Test Evaluator***  
CTB/McGraw Hill (2004-2012)
- ***Elementary School Teacher***  
Atlantic City Public School System (1998-2003)



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: Brown-Lindsay, Ronshekia  
(Last, First – include commonly used name)

Email Address: ronshekiabrown3@gmail.com

Cell Phone: 954-297-7680

Address: 837 NW 9th avenue, building 36, apt 1 Fort Lauderdale, FL 33311

Current Employer: Broward Clerk of Courts

Current Occupation: Senior Court Specialist 2

Business Address: 201 SE 6th street, Fort Lauderdale, FL 33301

Specify preferred mailing address: Address: 837 NW 9th avenue, building 36, apt 1 Fort Lauderdale, FL 33311

**EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

**NAME & LOCATION**

**DEGREE/CERTIFICATE RECEIVED**

**DATES ATTENDED**

<b><u>NAME &amp; LOCATION</u></b>	<b><u>DEGREE/CERTIFICATE RECEIVED</u></b>	<b><u>DATES ATTENDED</u></b>
Hallandale High School	Diploma	08/14/2006-06/24/2009
City College	A.S. Business Administration	10/12/2012-03/15/2016

**COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

Praise Dance Ministry at Calvary Outreach Fellowship	Youth Outreach Program	Anointed and Appointed Dance Company, LLC.
Professional Businesses of Broward	Black Women Business Owners	Dancers In The Kingdom


ORGANIZATION

POSITION(S) HELD

DATES INVOLVED

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T


Have you received any awards/recognition? If yes, list:

Yes. Certificate of Completion for Liturgical Dance at Perfected Praise Dance School

Do you have any other skills/recognition you would like to share with us?

I am skilled in keyboarding/typing, leadership, organization, group projects, team building, verbal/written communication, teaching, community expansion projects, and record keeping of minutes during meetings.

### **PERSONAL STATEMENT**

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

I want to serve on the ELC's Board because I want to be engaged in a program that helps children, be proactive in the community, and support the early learning community with strategic goals. I am familiar with early childhood development as a parent and a member of the community. I want to have hands on experience and collaborate with the ELC board. As a board member, I hope to achieve the goals/plans set forth by the ELC board, initiate projects that will improve the quality of childcare overall, and implement solutions for reoccurring issues within the early learning spectrum. My vision for early childcare in Broward County is a safe, nurturing environment for children to learn, high quality learning experiences, and a conflict-free relationship with parents receiving services through ELC.

**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

<u>NAME</u>	<u>PHONE NUMBER</u>
Tawanda Howard	786-443-2753
Diana Brown	954-210-2089
	941-565-5289

If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes                       No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other:

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies?

Approximately what percentage of the children/families attending your child care center/home receive VPK?

Is your center/home accredited by a recognized agency? If yes, provide details/expiration:

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

### **A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
  
- Provider's accreditation status has expired or been rescinded (for providers not licensed by

Broward Co. Child Care Licensing) – s.1002.55 (3) b., F.S.

- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County ChildCare Licensing and Enforcement



## COMMITMENT AND OPERATIONAL STATEMENTS

**TIME COMMITMENT:** Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

**CONFLICT OF INTEREST:** A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

**MEMBERSHIP REQUIREMENTS:** School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

Ronshekia Brown Lindsay  
NAME

*Ronshekia Brown Lindsay*  
Signature

2/25/2021  
Date

**PRIVATE-SECTOR MEMBER**

I, Ronshekia Brown Lindsay , have read and reviewed OEL-PG-0002-10 “Early

PRINT NAME

Learning Coalition Board Membership” and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.

*Ronshekia Brown Lindsay*

SIGNATURE

2/25/2021

DATE

## Self-Identification

Completion of the following section is optional:

### Race:

- White, non-Hispanic       Native Hawaiian/Other  
Pacific Islander American
- Hispanic       Indian/Alaska Native
- Black/African American

G  
e  
n  
d  
e  
r:

- Female       Male

**Ronshekia Brown Lindsay**  
837 NW 9th Ave  
Fort Lauderdale, FL, 33311  
(954) 297-7680  
[ronshekiabrown3@gmail.com](mailto:ronshekiabrown3@gmail.com)

## **Work Experience**

### **Reilly Insurance, Tamarac, FL**

*Administrative Assistant, June 2013-February 2014*

- Answered client inquiries
- Provided information on office procedures and policies to office staff
- Utilized fax machine, printer, and copy machine
- Typed letters, created labels and scanned
- Input client information into company database
- Managed incoming and outgoing calls
- Organized paper and electronic files

### **Broward County Clerk Of Courts, Fort Lauderdale, FL**

*Court Specialist II, April 2015 –May 2017*

- Prepared and distributed mail
- Located and audited civil/family files
- Created batches for scanning into Odyssey database
- Verified and validated e-filed documents via online portal
- Assisted management with training new employees
- Updated attorney information in computer for civil and family cases
- Kept record of verified foreclosure documents

### **Broward County Clerk of Courts, Fort Lauderdale, FL**

*Senior Court Specialist II, June 2017- Present*

- Keep record of court proceedings via docket
- Manage trial and hearing paperwork for traffic & misdemeanor
- Assist judge and court staff for magistrate proceedings
- Distribute paperwork to appropriate area to be updated
- Manage outgoing mail for bond companies
- Prepare dockets for division/department
- Print bond information for docket

## **Education**

### **Hallandale High School**

**Hallandale, FL**

- High School Diploma(June 2009)

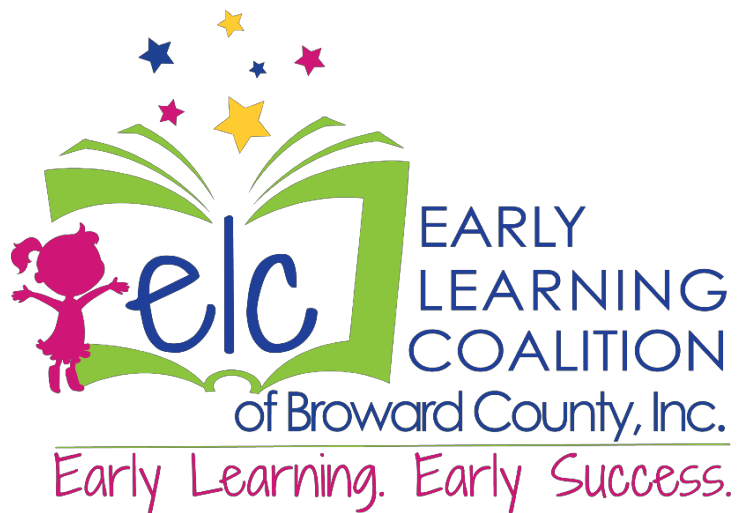
### **City College**

**Fort Lauderdale, FL**

- Associates of Science Degree in Business Administration and Management(March 2016)

## **Additional Skills**

- Keyboarding
- Microsoft Office package
- Internet
- Adobe Reader



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## Early Learning Coalition Board of Directors Application

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**SUBMIT APPLICATION & RESUME TO:**

Elsy Silvestre, Executive Assistant [esilvestre@elcbroward.org](mailto:esilvestre@elcbroward.org)

1475 W. Cypress Creek Road,

Suite 301

Fort Lauderdale, FL 33309

954-377-2183 FAX 954-377-2192

Applicant's Name: Rolle, Dana

Email Address: [djoy0218@gmail.com](mailto:djoy0218@gmail.com)

Cell Phone: 954-995-1145

Address: 2620 N Pine Island Road, Sunrise, FL 33322

Current Employer: Seminole Tribe of Florida

Current Occupation: Preschool Center Manager

Business Address: 6300 N 3100 Avenue, Hollywood, FL 33324

Specify preferred mailing address: 2620 N Pine Island Road, Sunrise, FL 33322

### **EDUCATION**

List postsecondary educational institutions (or highest) attended or professional certifications:

**NAME & LOCATION**

**DEGREE/CERTIFICATE RECEIVED**

**DATES ATTENDED**

<b><u>NAME &amp; LOCATION</u></b>	<b><u>DEGREE/CERTIFICATE RECEIVED</u></b>	<b><u>DATES ATTENDED</u></b>
Nova Southeastern University, Davie, FL	Doctorate in Early Childhood Education	2015-2017

### **COMMUNITY INVOLVEMENT**

Please list community, civic, professional, business & other organizations of which you're involved in (including professional/civic fraternal organizations):

**ORGANIZATION**

**POSITION(S) HELD**

**DATES INVOLVED**

<b><u>ORGANIZATION</u></b>	<b><u>POSITION(S) HELD</u></b>	<b><u>DATES INVOLVED</u></b>
NAEYC	Member	2019/2020/2021
FLAEYC	Member	2020/2021
GAEYC	Member	2020/2021

Have you ever been elected/appointed to any public office in the state? If yes, please provide details:

POSITION/OFFICE TITLE

DATES SERVED

LEVEL OF GOV'T

N/A		

Have you received any awards/recognition? If yes, list:

Employee of the Year 2017

Do you have any other skills/recognition you would like to share with us?

Excellent verbal, written and typing skills.

## **PERSONAL STATEMENT**

Please answer all questions: Why do you want to serve on the ELC's Board? What do you hope to achieve as a board member? What is your vision for early childcare in Broward County?

### **Why do you want to serve on the ELC's Board?**

I would like to serve as an ELC Board member because it will afford me the opportunity to participate and have a positive impact in early childhood education and my community.

### **What do you hope to achieve as a board member?**

If selected as a Board Member, my hope will be to advocate for children, families, and all Preschool staff in early education. In addition, I would like to be a voice in my community for ECE teachers, as well as assist in bridging the gap between Florida Representatives, OEL, and Preschool owners and directors.

### **What is your vision for early childcare in Broward County?**

My vision for early childcare in Broward County is to increase the number of quality Preschools and Home Day Centers through effective professional development trainings and mentorship programs for ECE teachers.



**PERSONAL HISTORY**

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?
- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., Code of Ethics for Public Officers & Employees?
- Are you now, or have you in the last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?
- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?
- Have you, your immediate family (spouse, child, parent(s), sibling(s) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

**REFERENCES**

List 3 professional references who have known you well within the past 5 years (exclude relatives):

<u>NAME</u>	<u>PHONE NUMBER</u>
Teri Branker	954-391-2132
Crystal Swinton	954-816-4950
Amber Hyatt	954-560-3791

If required by law or administrative rule, will you file financial disclosure statement(s):

- Yes                       No

## QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by a private childcare provider/employee who receives funding services from the ELC of Broward County?  Yes  No

If yes, are you:  For Profit  Not for Profit  Faith Based  Other:

**\*\*Please Note that the designated child care provider representative (non-faith based) serving on Early Learning Coalition's Board must be from a for-profit child care provider.**

Approximately what percentage of the children/families attending your child care center/home receive child care subsidies? 0

Approximately what percentage of the children/families attending your child care center/home receive VPK? 0

Is your center/home accredited by a recognized agency? If yes, provide details/expiration: N/A

Have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (FLDept. of Education)?  Yes  No

### **A provider may not be eligible for board membership, if during the last 24 months it:**

- Failed to repay an overpayment by the required date after the ELC or their sub-recipient discovered the overpayment and requested repayment
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20% of the payment for a calendar month due to the provider's inaccurate reporting of a student's attendance
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance
- Failed to comply with the terms of the ELC's *School Readiness Provider Agreement*
- Provider's license status, as recorded in CCIS, is "*Revocation Action Pending,*" "*Suspension Action Pending/Suspended,*" or "*Closed*"
  
- Provider's accreditation status has expired or been rescinded (for providers not licensed by

Broward Co. Child Care Licensing) – *s.1002.55(3)b., F.S.*

- Identified on the FSDA or Florida Disqualification List
- Received more than Class 1 or Class 2 Violations from Broward County ChildCare Licensing and Enforcement

## COMMITMENT AND OPERATIONAL STATEMENTS

**TIME COMMITMENT:** Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meetings and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

**CONFLICT OF INTEREST:** A conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family or another organization with which you are affiliated. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion/vote on the matter.

**MEMBERSHIP REQUIREMENTS:** School Readiness legislation & the Office of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

**SUNSHINE LAW:** The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine” Law.

**Private Provider, Faith Based Provider & Special Needs Representative:** Serving in such capacity requires a commitment to communicate Board business to constituents.

*I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.*

Dana Rolle

NAME

*Dana Rolle*

Signature

3/17/2021

Date

**PRIVATE-SECTOR MEMBER**

I, *Dana Rolle* , have read and reviewed OEL-PG-0002-10 "Early  
PRINT NAME

*Learning Coalition Board Membership" and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early learning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.*

*Dana Rolle*

SIGNATURE

3/17/2021

DATE

## Self-Identification

Completion of the following section is optional:

### Race:

- |  |   |
|--|---|
| <input type="checkbox"/> White, non-Hispanic               | <input type="checkbox"/> Native Hawaiian/Other<br>Pacific Islander American |
| <input type="checkbox"/> Hispanic                          | <input type="checkbox"/> Indian/Alaska Native                               |
| <input checked="" type="checkbox"/> Black/African American |   |
| <input type="checkbox"/> Asian                             |   |

### Gender:

- |  |                               |
|--|-------------------------------|
| <input checked="" type="checkbox"/> Female | <input type="checkbox"/> Male |
|--|-------------------------------|

# Dana M. Rolle, Ed.D

(954)995-1145

Djoy0218@gmail.com

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## Professional Experience:

### Family Central, Inc.

Early Childhood Facilitator (Online)

08/2019-Present

Fort Lauderdale, FL.

- Facilitate assigned Florida Child Care Professional Credential Course
- Develop and manage class presentations and ensuring that the students meet required goals to complete the course.
- Grade assigned papers, quizzes and exams
- Assessing grades for students based on participation, performance in class, assignments and examinations.
- Collaborating with colleagues on course curriculum
- Black Board and Moodle experience with posting assignments, announcements, and grades.

### Seminole Tribe of Florida Preschool

Preschool Center Manager

06/2017-Present

Hollywood, FL.

- Manages the day-to-day operations and activities of the Hollywood Preschool Program.
- Monitors programs' budget and ensures cost effective programs.
- Monitor, and maintain all preschool center files.
- Monitor and submit time in accordance with timekeeper system.
- Approve vacation and sick time requests.
- Prepares and submit annual budgets and completes reports for management's review.
- Evaluates and monitors the effectiveness of program initiatives and provides recommendations regarding enhancement when applicable.
- Prepares reports regarding the Preschool operation for submission to the Preschool Director and/or Executive Management.
- Assists with the development and implementation of academic assessment and Individual Education Plans as necessary.
- Maintains constant communication with parents and informs staff and preschool management of any parent concerns, needs, and issues. Encourages active participation of parents and community members in preschool activities.
- Oversees teachers in the daily operation of their classroom. Assures proper implementation of curriculum and plans concerning daily/weekly schedule.

- Ensures compliance with staff/child ratios.
- Reviews and approve teacher lesson plans.
- Assist with classroom and behavior management.
- Ensures that all staff is following procedures regarding written reporting of incidents and accidents.
- Interview and train new hire staff for center and conduct weekly staff meetings

**Broward College**

05/2016-01/20/2020

Adjunct Professor- Early Childhood Education

Fort Lauderdale, Fl.

- Teaching undergraduate students in a specific field of expertise.
- Developing and managing the class syllabus and ensuring that the syllabus meets department and college standards.
- Planning and creating lectures, in-class discussions and assignments
- Grading assigned papers, quizzes and exams
- Assessing grades for students based on participation, performance in class, assignments and examinations.
- Collaborating with colleagues on course curriculum
- Blackboard experience with posting assignments, announcements, and grades.

**Nova Southeastern University**

03/2014-05/2017

Early Childhood Master Teacher Specialist

Davie, Fl.

- Provide on-site or telephone training and technical assistance, mentoring, and overall support geared towards enhancing quality in all areas of early childhood including emphasis on literacy, language, and math.
- Conduct reliable assessments using Teaching Strategies Gold and CLASS that includes; Data collection, measurement and evaluation; monitoring; reporting.
- Provide support to teachers in lesson planning, room arrangements, classroom behavior management, and implementing age-appropriate activities.
- Conduct Parent Events as assigned by the Early Learning Coalition.
- Conduct parent education classes as funded by Early Learning Coalition.
- Act as consultant to outside groups relating to design, start-up and management of early childhood interaction groups or preschool operation by the institute.

**Kinder Clues Academy**

11/2011-03/2014

Preschool Director

Davie, Fl.



- Manage the daily operation of the preschool center.
- Monitor the daily classroom schedule and preschool curriculum.
- Conducts staff evaluations and follow up with action plans.
- Conduct tours for perspective families.
- Maintain excellent customer service with parents, vendors and staff.
- Recruit, hire, train staff for center and conduct weekly staff meetings
- Maintain student, employee, and contract files.

**Ann Storck Center**

02/2006- 08/2011

Family Services Coordinator/After School Director

Fort Lauderdale, Fl.

- Direct and Supervise Aftercare and Non-School Day Child Care Programs.
- Schedule and coordinate aftercare and non-school day staff and activities.
- Hire and train staff for aftercare and Saturday Respite.
- Oversees staff performance and implements praise/disciplinary action when appropriate.
- Maintains Grant Records/Documentation for aftercare and Saturday programs.
- Submits all required documentation to funders in a timely manner to ensure contract compliance.
- Supervises and ensures the accuracy of a wide variety of reports in a timely fashion.
- Maintains data base of program contracts.

**Education:**

- B.S. in Psychology (12/2004) Carlos Albizu University
- M.Ed in Educational Leadership (08/2010) American Intercontinental University
- Ed.D in Education (10/2017) Nova Southeastern University
- CLASS Certification
- MMCI Certification

**Early Childhood Education Affiliations:**

- NAEYC Member
- FLAEYC Member
- GAEYC Member