

Tracey Kinney
Morgan County School District RE-3, Fort Morgan, CO - Superintendent (86)

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COVER LETTER

Cover Letter

Please type your personalized cover letter here.

Cover Letter

January 24, 2021

Dear Board of Trustees:

I am submitting my application for the position Ft. Morgan County Superintendent of Schools. Besides qualifications noted in my resume, I believe that my unique experiences throughout my career, and deep understanding of education and leadership challenges will advance your district's improvement efforts.

My professional experiences include having taught students in every K-12 grade level, adult education programs, teacher preparation classes, and graduate leadership courses in three university systems. I have served as an interim superintendent, elementary principal, high school principal, athletic director, curriculum and assessment director, adjunct university faculty member, and educational consultant. I believe the merging of all these experiences, my ambition and enthusiasm, and especially my communication skills are a few of the factors that will support my functions as the superintendent of our district and as a community leader.

Over the past 10.5 years in LCSD #1, I have provided leadership and support through transitions of 12 district level positions; some were sudden and unexpected with very short notice and related timelines. In all instances, there were large projects and initiatives that were very vulnerable to derailment as a result of these transitions. I believe my leadership, communication skills, and my professional and institutional knowledge provided the necessary support and structure for continued progress during these times. I also believe I have been a stabilizing force, although a quiet one, through all of these changes.

I have directly worked with nine superintendents (transitioning five of them) and served well over 120 trustees throughout my assistant superintendent appointments. I have had the fortune of learning from every one of them. I have also directly observed and mitigated the many challenges and consequences associated with transitions of key leaders. I recognize the high potential for regression in student achievement or delay of other large-scale initiatives. I am confident that I will reduce and ease or alleviate said regressions in system operations and student achievement. From all of my experiences, I believe that I am well prepared to align critical projects with appropriate personnel while mitigating the many challenges presented by the pandemic and budgetary shortfalls.

I thoroughly enjoy my current leadership position, all of its assigned functions, and especially my community of leaders, teachers, and learners. However, I wish to expand my career with new challenges, and relocate closer to my family. I am confident that I will be a highly effective leader for Ft. Morgan County School District RE-3. If you have any further questions, I may be reached at my cell phone number (307)-221-3102. Thank you for considering my application for this notable position.

Sincerely,

Tracey A. Kinney

MORGAN COUNTY SCHOOL DISTRICT RE-3, CO - CRITERIA

Morgan County School District RE-3, CO - Criteria

Please describe your strengths and abilities as it relates to the listed criteria.

The Morgan County School District RE-3, Fort Morgan, Colorado, Board of Education, is seeking a highly qualified and fully certified Superintendent with the following desired characteristics:

- Leader - A strong innovative, collaborative leader who possesses the skills to bring staff together while listening, supporting and motivating them, encouraging success and succession while having the ability to problem solve and make difficult decisions. A leader who can develop and maintain a school budget and understands the Colorado School Finance laws.*
- Visionary - An individual who can provide vision for our district enhancing and embracing the current strategic plan.*
- Communicator - A strong communicator who can partner with all stakeholders providing for a strong flow of information between buildings, staff, board, community and state.*
- Visible - A highly visible advocate for our school, community and state, who will actively involve themselves in school, community and professional organizations.*
- Diversity - An individual who will embrace our community with understanding and acceptance of our cultural and academic diversity and believes meeting the varied needs of all students is a top priority.*

My professional experiences include teaching every K-12 grade level including leadership and teacher preparation courses in three different universities. I have served as an elementary principal, high school principal, athletic director, curriculum and assessment director, adjunct university faculty member, educational consultant, and as a member of other community-based boards and/or appointments. All assignments have given me leadership experiences that will support success as a district superintendent.

Leading numerous districts through difficult standards-based curricular and instructional planning and implementation phases can be noted over my 32 years in education. I believe other indicators of my accomplishments include that WDE is currently pursuing consultants and instructional practices that I had introduced and brought to Wyoming districts and LCSD #1 more than 12 years ago.

A quick google search, or reference check, will show that I have often been delegated complicated initiatives that required maneuvering a community of learners through highly contentious environments and volatility.

Recorded in my LCSD1 #1 phone log are 7,430 very contentious calls over 10.5 years that include: parent custodial disputes, personnel issues, parent complaints, athletic challenges, student discipline, boundary waivers, and legal matters. Regarding these disputes, which only constitute 40% of the phone calls, only five of these matters that I recall required a board hearing. Conflict resolution skills are necessary for a superintendent to successfully lead a district and community. I believe my skills and strategies in this area are unsurpassed.

I am confident that input from school leaders, faculty, and other personnel will note that I am straightforward, responsive, a problem solver, trusted, always committed to student achievement, and help people grow professionally. I believe my experiences, disposition and trusted practices will effectively transition me into successfully leading Ft. Morgan County School District.

- Assistant Superintendent for Curriculum and Instruction 2009-2010
 Converse County School District #1, Douglas, WY
Served as director of: K-12 curriculum, professional development, assessment, technology, Body of Evidence, Title I, Title II, ARRA, and district-wide accreditation.
- K-12 Assistant Superintendent for Curriculum and Instruction 2008-2009
 Carbon County School District #1, Rawlins, WY
Served as director of: personnel, federal programs, professional development, competitive grants, curriculum, assessment, instruction, technology, alternative education, instructional facilitators, and educational programming (GT, ESL/ELL, STW, etc.). Fulfilled superintendent functions as directed by the Superintendent and Board of Trustees.
- University Graduate Committee Member 2006-2008
 MSU-Bozeman, Bozeman, MT
Served on comprehensive exam committees for aspiring principals. Served as faculty advisory member for students seeking masters' degrees in education.
- University Supervisor 2007-2008
 MSU-Bozeman, Bozeman, MT
Supervised elementary and secondary pre-service teachers.
- Special Assignment K-12 Administrator 2004-2007
 Livingston Public Schools, Livingston, MT
Provided leadership for assessment, federal programs, and data warehousing functions. Assisted school principals with comprehensive education planning, curriculum, and accountability reports.
- K-12 Assistant Superintendent 2001-2004
 Livingston Public Schools, Livingston, MT
Directed curriculum, instruction, assessment, and professional development activities. Assisted throughout policy and budget development.
- K-5 Elementary School Principal 2001-2003
 Livingston Public Schools, Livingston, MT
Served as supervising principal as primary principal shared time between two elementary schools while transitioning district efforts through a school closure.
- High School Principal 2000-2001
 Sweet Grass County High School, Big Timber, MT
Directed district-wide curriculum, instruction, assessment, and professional development activities. Assisted superintendent and board of trustees in policy and budget development. Supervised 9-12 certified staff members. Served as 9-12 athletic director. Directed Adult Education, School-to-Work, and GT programs. Monitored individual modified, differentiated, and extended learning alternative studies.

TEACHING EXPERIENCE (1986-2012)

Adjunct Faculty

University of Wyoming, Laramie, WY 2011-2012

Taught Superintendent and Board Relations. Served on graduate committee for students seeking doctoral degrees.

Adjunct Faculty

2009-2010

Eastern Wyoming College – Douglas Campus, Douglas, WY

Taught MS-Office Suite programs.

Adult Education & Community Education Instructor (part-time)

2007-2008

Billings Public Schools, Billings, MT

Taught courses and/or open labs in Word, Excel, Access, Powerpoint, Better Business Decision Making with Excel, Keyboarding, 10-Key, and Beginning Computers.

Adjunct Faculty

2003-2007

MSU-Bozeman, Bozeman, MT

Taught Curriculum Development, Assessment, Foundations of Leadership, Foundations of Assessment, and Professional Issues for Secondary School Teachers. Served on graduate committees for students seeking post-secondary degrees.

Partners-in-Learning Program Director

1997-2001

Sweet Grass County High School, Big Timber, MT

Designed and implemented the following programs: Adult Education, School-to-Work, Gifted and Talented, Modified Studies, Differentiated and Extended Learning.

9-12 Math Teacher and Varsity Coach

1991-2000

Sweet Grass County High School, Big Timber, MT

Taught Algebra I, Pre-Calculus, AP Calculus, Integrated Math, and Publishing & Management. Provided district-wide technical and instructional technology support. Coached varsity volleyball and directed sub-varsity programs.

Community Education Instructor

1997-1999

Sweet Grass County High School, Big Timber, MT

Taught Beginning Computers and MS Office Applications.

Computer Teacher and Technology Coordinator

1990-1991

Shepherd Public Schools, Shepherd, MT

Taught K-8 Basic Computers. Provided district-wide technical and technical technology support. Designed K-8 Technology Curriculum and curriculum guides.

College Remedial Math Instructor

1990-1991

MSU-Billings, Billings, MT

Taught Intermediate College Algebra

Math and Computer Science Tutor & Grader 1986-1989
MSU-Billings, Billings, MT
Tutored and graded Calculus I, Calculus II, Pascal, BASIC, Trigonometry, and Statistics courses.

Volunteer Tutor 1986-1989
Billings, MT
Volunteered as a tutor throughout ABE preparation programs, Student Opportunity Services, and students in drug and/or alcohol treatment.

CONSULTATION EXPERIENCE (1999 to 2020)

Mediator 2019-Present
Provide mediation services and supports for individuals in workplace conflict.

Private Educational On-Site Consultant 1999-2008
Various Montana Public & Private Schools, Non-Profit & Profit Agencies
Provided consultation and services in curriculum design, instructional alignment, designing standards-based instruction and assessment systems, data analysis, aligning curriculum to MT Content & Performance Standards, root cause analysis, professional development planning, district-wide assessment literacy, federal programs, progress monitoring, interpretation and district reporting of achievement data, school improvement planning, performance based accreditation, and competitive grant writing.

Data Analyst 2007-2008
Dr. Kastrop, American Board of Orthodontics
Provided supplemental analysis, interpretation, and reporting of statistical summaries and SPSS Outputs on the Clinical Exam for Board Certification of Orthodontists.

Technical Advisory Committee Consultant 2002-2008
MT Office of Public Instruction (OPI), Helena, MT
*Measured Progress & Improving iAnalyze Reporting System, 2008
Focus Group Facilitator for “The Future of MT State Assessment”, 2008
Analyzing Grade Level (3-8, 10) Expectations in Mathematics, 2006
iAnalyze and Released Item Training Design, 2006
State Assessment Conference Program Committee, 2006
4, 8, & 10 Grade Level Performance Descriptors Review, 2006
Math CRT (4, 8, and 10) Item Selection, 2002*

Assessment and Solutions Software Consultant, 2006-2008
MT Office of Public Instruction (OPI), Helena, MT
Provided on-site assistance to teachers and principals on analyzing student achievement on using solutions software.

Dissertation Editor 2005-2008
MSU-Bozeman, Bozeman, MT
Assisted students in interpreting statistics and SPSS outputs, linking research methodology to results, completing graduation and graduate office procedures, and typesetting and formatting both hard copy and electronic submissions.

Research Consultant – State School-to-Work Assessment Team 2000
MSU-Bozeman, Bozeman, MT
Completed progress monitoring and evaluation reports on Montana schools receiving School-to-Work grants. Provided assistance in designing STW programs.

Brain Compatible Teaching and Learning Facilitator 2000
Missoula, MT
Assisted Dr. Elaine Johnson with conference on brain-compatible contextual teaching and learning system and leading K-12 teachers on using CTL instructional systems.

PROFESSIONAL LEADERSHIP POSITIONS

Laramie County Joint Powers Board	2020-Present
Cheyenne At-Risk/Delinquent Steering Committee Member	2018-Present
Community Schools Advisor	2016-Present
ACT Montana Council Secretary	2008-2009
Billings Government Affairs Education Task Force	2008
MASCD State Board of Directors	2004 to 2008
ACT Montana Council Administrative Representative	2001 to 2008
State MASSP Lay Citizens Award Chairman	2001 to 2005
School Improvement Response Team Member	1998 to 2005
Delta Kappa Gamma Professional Development Chairman	1996 to 2007
School Improvement Planning Chairman	1998-2000
Local Labor Union President	1995-1996
Math Department Chairperson	1991-2000
College of Great Falls Telecommunications Site Coordinator	1987-1989

PROFESSIONAL & COMMUNITY MEMBERSHIPS

United Way Education Board of Directors	2017 to present
Greater Cheyenne Chamber of Commerce	2010 to present
Wyoming School-University Partnership	2009 to present
Wyoming Association of School Administrators	2008 to present
Association Supervision Curriculum Development (ASCD)	2001 to present
Billings Chamber of Commerce	2007 to 2008
Montana State Assessment Conference Planner/Presenter	2006 to 2008
Montana OPI Content Standards & Assessment Committees	2002 to 2008
Montana ACT Council	2001 to 2004
State Action Education Leadership Action Plan (SAELP)	2001 to 2005
ACT/OHE Math Proficiency Committee Member	1998-2002

Brain-Compatible Contextual Teaching and Learning Facilitator	2000
Montana Improving Schools Through Accreditation (MISTA) (OPI Trained Response Team Chair)	1999 to 2004
Toastmasters	1982-1984

AWARDS & RECOGNITIONS

Wyoming Woman of Influence Finalist	2015
MSU-Bozeman EDHD Outstanding Graduate Student Nominee	2004
Sweet Grass County Board of Trustees Educational Excellence Award	2000
Sweet Grass County Booster Club Coaching Appreciation Award	1998

SPECIAL APTITUDES, SKILLS, & INTERESTS

Mediator – workplace conflict
 Data-driven Decision Making - data warehousing and design
 Instructional Alignment - curriculum, assessment, and instruction
 Student Achievement – assessment, evaluation, and analysis
 Program Innovations - design, implementation, and evaluation
 Technology- platforms, hardware, software, and multimedia knowledge and skills
 Assessment Literacy
 Mathematics, statistics, and related applications
 Quantitative and qualitative research
 Entrepreneurial and small business experiences

COMMUNITY SERVICE-SUPPORT & MEMBERSHIPS

Community Schools Leadership Council	2016-Present
Cheyenne League of Women Voters	2018-Present
Cheyenne Boys & Girls Club	2014-Present
Cheyenne Chamber of Commerce	2010-Present
Cheyenne Youth Alternatives	2010-Present
Divorce Care Support Leader	2007-2008
Loaves & Fishes Community Kitchen Volunteer	2007
Junior High Confirmation Mentor	2006
Siblings Grief Support Counselor	2004-2007
Big Timber City Council Task Force Member	1999
Sweet Grass County Economic Development Grant Writer	1998
Orthopedics Associates Recovery & Rehabilitation Mentor	1994-1995
Science Olympiad Parent Advisor	1992-1998
Youth Baseball Concession Stands Coordinator	1992-1998
Youth Baseball Scorekeeper	1992-1998
Volleyball, Soccer, & Basketball Official	1989-1998
Math Tutor (ABE & students in treatment)	1986-1988