

**1.2 Founding Group and School Leadership**

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14 Del. C. § 512(1)

**Founding Group Membership [14 Del. C. § 512(1)]**

- a. Identify the key members of the Founding Group for the proposed school. Identify *only* those individuals who will play a substantial ongoing role in school development, governance, and/or management, and will thus share responsibility for the school. These may include proposed Board members, school leaders/management, staff members, or other essential partners.

Explain what role each individual will play, and note which Founding Group members are certified educators, parents, and members of the community as required by 14 Del. C. § 512(1).

<u>Founding Board Members</u>	<u>Role</u>
Andre’Boggerty	Board Chair
Natalie Cherry	Board Secretary
La Mar T. Gunn	Board Treasurer
Anthony Wallace	Board Member
Ethel Donaldson	Board Member
Esther V. Graham	Board Member
Gary R. Dodge	Board Member
Sonya T. McCray	Board Member
Sharon Sade’Truiett	Board Member

- b. Explain the Founding Group’s collective qualifications for establishing a high-quality charter school in Delaware and in assuming stewardship of public funds. Address the following in your response.
  - Experience and/or involvement in K -12 public education system;
  - Experience in the design and operation of a charter school (if the school has closed or is slated for closure, non-renewal, or dissolution, describe the circumstances that led to such closure, non-renewal, or dissolution);

- School leadership, administration, and governance;
- Research based curriculum and instructional strategies that will ensure that all students meet or exceed the expectations of the Delaware Content Standards (Common Core State Standards in English language arts and mathematics-and Next Generation Science Standards);
- Business management, including but not limited to Delaware financial and accounting systems and the funding procedures for Delaware charter schools;
- Personnel management;
- Diversity issues, including but not limited to outreach, student enrollment, and instruction;
- At-risk populations and children with disabilities, including but not limited to students eligible for special education and related services; English language learners; migrant/homeless students; and other at-risk populations that the school intends to serve;
- School operations, including but not limited to charter school funding/finance, school bus transportation, facilities management, and school lunch/breakfast programs, and health and safety; and
- Parent and community engagement.

DELA's Founding Board Members bring a wealth of experience to the table. This group is highly qualified to govern a 21<sup>st</sup> Century School. Not only does this group possess the required competencies, they also possess the vision required to establish a public charter school which the State can become proud. First, the Board Chair is Andre' Boggerty. Mr. Boggerty holds a Masters Degree in Human Resources Management. In his professional career, Mr. Boggerty currently serves as the Director of Human Resources for the Delaware Family Court (Statewide). Mr. Boggerty understands how systems operate in Delaware and will work diligently to assure the school is a success. As a father, Mr. Boggerty has a passion to see children succeed in life and he is committed to improving the quality of life in his community. Mr. Boggerty is a Kent County, Delaware resident.

Natalie Cherry is the Board Secretary and a parent. Ms. Cherry is a resident of Kent County. In her professional career Ms. Cherry is a Registered Nurse. Ms. Cherry is passionate about assuring the health and safety of students. She brings significant leadership to the board and will assure the board keeps proper records and follows up on important issues. Ms. Cherry also has experience in real estate and property management which will help the board make sound decisions regard facilities.

La Mar T. Gunn hold an Masters of Business Administration (MBA) and a strong background in fundraising and financial management. Mr. Gunn is the owner and Fundraising Executive for Gunn Wealth Management. Mr. Gunn is the school's Board Treasurer. Mr. Gunn has managed millions of dollars, including strategic roles at Delaware State University, Merrill Lynch, and Waterhouse Securities. Mr. Gunn has extensive board experience having served on the boards of Omega Charities, Hope Foundation, and Methodist Action Program. Mr. Gunn is committed to assure this school is successful.

Anthony Wallace will serve as board member. Mr. Wallace has extensive leadership experience, manages millions of dollars in assets, and a \$1.5 million

operating budget. He has extensive experience in nonprofit governance. Mr. Wallace is committed to quality and has a passion for the development of this school.

Gary R. Dodge is a Delaware licensed attorney. Mr. Dodge as a board member Mr. Dodge brings a legal perspective to the board's operation.

Sharon Sade' Truiett holds a Master Degree with a concentration in Public Administration. She has extensive public relations experience and has prior experience as a grades 3-8 English/Social Studies Teacher.

Ethel Donaldson is an experienced Customer Service Supervisor. Her extensive experience managing teams and working with the public is a major contribution to the success of the school. Ms. Donaldson brings skills to the board which are needed to address parent issues and interact with the community. Ms. Donaldson has extensive experience working with children and parents in her community.

Esther V. Graham service to the board brings her extensive background as CEO/Administrator for an early learning center. She has experience in nonprofit governance and brings significant insight into the needs of young students. Ms. Graham has prior experience serving as a nonprofit board member.

Sonya T. McCray holds a Master of Education Degree. She serves as Writing Studio Coordinator and Adjunct Professor at Delaware State University. She has served as a 5-6 grade teacher.

This board is an experienced and responsible group who takes their commitment seriously. This group has experience in law, finance, nonprofit governance, educational administration, real estate, marketing, and teaching.

- c. Describe the Founding Group's ties to and knowledge of the proposed school community.
- Summarize each person's experience, qualifications, and affiliations that will be directly relevant to developing a high-quality charter school that reflects the school's mission and vision. Explain why each individual was chosen to participate in this Founding Group.
  - Explain how and why the Founding Group decided to form a school in Delaware.

This founding group consists of residents of Kent County, Delaware. Kent County is home to the board. This group consists of active community members ordinarily committed to making their community a better place for all. The group is racially and ethnically diverse. The individuals in this group were chosen to serve on this board because of their unique talents, passion, and commitment. This group engaged H.A.R. K. Educational Services, Inc. to assist them in developing a public charter school. The group recognized the need for a new public charter school because only about 4 in 10 students in the Capital School District score at grade level on State Reading/English Language Arts end-of-grade test. About 3 in 10 students pass Math. We want the children of our community to be positioned to gain access to the best colleges and universities in the world.

- d. Provide, as **Attachment 1 (Founding Group Résumés and Biographies)**. Include full résumés (including contact information) and professional biographies (brief

narratives) for the individuals named. Label each document with the individual's affiliation with the proposed school.

**Principal/Founding Group, School Leader, and School Leadership Team [14 Del. C. § 512(1)]**

**Background [14 Del. C. § 512(1)]**

Explain the circumstances and motivations that brought the Founding Group together to propose this school.

Some of the leaders in this group, including Anthony Wallace, Esther Graham, and others worked to open a public charter school several years ago and the State subsequently place a moratorium on new charter schools in the state. The group inspired the construction of a facility to accommodate their earlier vision. The facility is substantially complete and designed for a school. The state moratorium was recently lifted. The group learned of the work of the leaders of H.A.R.K. Educational Services, Inc. in both North Carolina and in Pennsylvania. Ozie Hall, a former Delaware resident, is the author of a book entitled "Seven Steps: To Start a Public Charter School" available on Amazon. Mr. Hall holds a Master Degree in Education and Master Degree in Administration. He also holds a Certificate in High Performing Charter Schools from Harvard Graduate School of Education. Mr. Hall was a founder of Anderson Creek Academy (Anderson Creek Club Charter School). Mr. Hall has presided over the closing of a public charter school and the opening of a public charter school which he organized. He has worked with groups in Georgia, New York, Pennsylvania, and North Carolina to facilitate opening new charter schools. Mr. Hall wrote the charter application, organized the board, and worked with former Delaware Insurance Commissioner David N. Levinson (recently deceased) to plan, organize, open, and operate Anderson Creek Academy. Mr. Hall served as a founder and subsequently as the school's leader administrator for two years from 2014 until 2016. Anderson Creek Academy is a high performing public charter school in Harnett County, North Carolina. Dr. David E. Clark, Jr., a former Delaware resident, is the current CEO of Charter Community Charter School. Dr. Clark has served the school for the past 15 years. Under Dr. Clark's leadership the school has grown to over 4,500 grade K-8 student and is perhaps the single largest public charter school in the nation. Dr. Clark started his education career in Delaware and still holds a Delaware Teaching license. Dr. Clark's specialty is students with disabilities. Dr. Clark serves as a special education auditor for the State of Pennsylvania. Dr. Clark and Mr. Hall have provided guidance to the DELA board, including providing board professional development.

**Principal/School Leader, Founding Group, and School Leadership Team [14 Del. C. §512 (1)]**

1. If the Principal/School Leader candidate has been identified:

- a. Explain why this individual is well qualified to lead the proposed school in achieving its mission and goals. Summarize the proposed leader's academic and organizational track-record. Provide specific evidence that demonstrates the leader's capacity to design, launch, and manage a high performing school. If the School Leader has never run a school, describe any principal leadership training programs that the proposed leader has completed or is currently participating in. (**Note!** Also provide, as **Attachment 2**, the qualifications, résumé and professional biography for this individual).
- b. Provide specific data that demonstrates strong evidence of the school leader's ability to effectively serve the proposed target population.

The Principal/School Leader has not yet been identified.

2. If the candidate is not yet identified, summarize the Board and/or other Founding Group members' academic and organizational performance record and provide specific evidence that demonstrates the Board's ability to effectively serve the proposed target population.

The Board has engaged the services of H.A.R.K. Educational Services, Inc, a Delaware business corporation which provides services to groups seeking to start public charter schools. This group brings over 25 years combined experience in charter school management and over 50 years combined experience in education. The board experience in law, finance, nonprofit governance has been cited. The board will hire a Lead School Administrator, Instructional Leader, and Financial Officer by May 2021. H.A.R.K. will assist the board in developing the school and provide ongoing guidance and consultation until the leadership/management team is hired.

3. Who will work on a full-time or nearly full-time basis immediately after approval to lead development of the school? How will this person be compensated prior to the school receiving per-pupil funding?

H.A.R.K. Educational Services, Inc. will assist the board in developing the school. H.A.R.K. Educational Services, Inc. will be compensated through independent fundraising during the development period. H.A.R.K. has a team of experienced charter school consultants with experience in charter school accounting, finance, facilities development, student information management, exceptional children's services, federal program administration, curriculum and instruction, school health clinics, charter school assumptions, charter school law, and many other areas of public charter school related skills.

4. Describe the responsibilities and qualifications of the school's leadership/management team (beyond the School Leader). If known, identify the individuals who will fill these positions and provide, as **Attachment 3**, the qualifications, résumés, and professional biographies for these individuals. If these positions are vacant, explain the timeline, criteria, and process for recruitment and hiring.

The leadership/management team will be responsible for the day-to-day management of the school. The Lead School Administrator responsibilities include oversight of the total operation of the school, management of employees, federal program administration, facilities management, transportation, child nutrition, student information management, program compliance, parent relations, marketing, student recruitment, board administration, and all other aspects of the school. The qualification includes a master's degree or doctorate degree in educational administration or related field and completion of professional development by H.A.R.K. The Lead School Administrator report directly to the board and is provided guidance and support from H.A.R.K.

The Instructional Leader responsibilities include the management and organization of the school's Professional Learning Community (PLC) to operate a data-driven instructional program. The Instructional Leader will serve as test coordinator and work with instructional teams and individual teachers to implement the school's instructional program. The Instructional Leader will report to the Lead School Administrator. Qualifications include at least a master of education in curriculum and instruction or related education and experience. Must have quantitative experience, statistics knowledge, and complete professional development provided by H.A.R.K.

The School Finance Officer responsibilities include developing budgets, recordkeeping, maintaining books of accounts, working with the external auditor, making financial reports to the board and the charter school authorizer. Must have background in accounting and experience in governmental accounting. The School Finance Officer must have a minimum of a Bachelor Degree in accounting or finance. A licensed CPA is preferred.

The board, with the support of H.A.R.K., will conduct a nationwide search for a Leader School Administrator, Instructional Leader, and School finance Officer which will serve as the school's leadership/management team. This management team will be supported by H.A.R.K. This leadership/management team will be contracted by May 2021. This team will start, effective July 1, 2021. We will use [www.teachers-teachers.org](http://www.teachers-teachers.org) to obtain applications for the posted positions beginning in March 2021. The board will appoint a human resources committee which will make final decisions on hiring the leadership/management team. H.A.R.K. will provide professional development to the leadership/management team and guidance in start-up and operations of the charter school.

## 2.4 Charter School Board Member Biography

# CURLEY, DODGE & FUNK, LLC

ATTORNEYS  
AT LAW



Mr. Dodge is a graduate of Franklin & Marshall College, earning his degree in 1977 with a double major in Economics and Government. He attended The Delaware Law School of Widener University, graduating in 1980. He sat for and passed the Delaware Bar Examination in 1980 and was admitted to practice in December of that year. He has practiced in the Dover, Delaware community since that time. He was admitted to practice before the United States District Court for the District of Delaware in 1981 and admitted to the bar of the Supreme Court of the United States of America in 1986.

His areas of practice focus on residential and commercial real estate transactions and real estate related litigation, as well as general civil litigation including personal injury work, on several occasions having been sole or lead counsel in several of the largest jury awards in Kent County history.

Mr. Dodge has represented the Kent County Association of Realtors since 1988 and has served as a consultant for other Realtor boards on both the local and state levels. He has taught extensively in the field, having developed and/or taught continuing education courses as well as pre-licensing courses for both salespersons and brokers. He served a four-year term as a member of the Education Committee of the Delaware Real Estate Commission, completing that term in March 2002.

He presently serves on the Civil Advisory Committee for the judges of the Superior Court of the State of Delaware in and for Kent County, and has served on the Professional Guidance Committee of the Delaware Bar Association since its inception in the mid-1980's. He is a member of the Kent County Bar Association, the Delaware Bar Association and the Delaware Bar's Real and Personal Property Section. In that capacity, and as a community representative, he has served on task forces for the Delaware Department of Transportation, and the Delaware Department of Natural Resources and Environmental Control.

In 2003, he helped form, and led, a grass roots community group in a successful effort to preserve a valued community asset, the Garrisons Lake Golf Course, from residential development.

He, his wife, JoVonna, and their family have lived in the Garrisons Lake area of Kent County since 1993, where they have been active in the community, and in particular, their children's educational activities as they progressed through the Smyrna public schools.

In 2006, Mr. Dodge was recognized by the Delaware Supreme Court for exemplary pro bono public service.

## **Areas of Practice**

- Real Estate Settlements
- Resident Real Estate Settlements
- Commercial Real Estate Settlements
- Real Estate Litigation
- General Civil Litigation
- Business Counseling
- Arbitration and Mediation
- Wills and Estate Administration



## Destiny Education Leadership Academy Attachment 1-Resume A. Boggerty

**2.4 Charter School Board Member Resume****Andre' Boggerty**

**Objective** To obtain a position in Labor Relations with your agency

**Experience** **2019-Current State of Delaware Family Court**

Statewide

- Director of Human Resources
- Review and Draft Policy on various matters.
- Supervise five direct reports.
- Develop and training on a variety of subjects.
- Oversee onboarding of new employees.
- Interpret various state and federal regulations.
- Employee engagement.
- Brief Judiciary on all Human Resources matters.

**2008-2019 United States Patent and Trademark Office  
Alexandria, Virginia**

Human Resource Specialist

- Served as Chief Negotiator on mid-term bargaining agreements to include Multi-Union Pre-Tax Parking Agreement.
- Negotiated Telework Agreements and various Memorandum of Understandings.
- Analyze management initiatives for possible Labor Relations (LR) implications and compliance with negotiated contract language.
- Research case using tools such as Federal Labor Relation Authority (FLRA) and CyberFeds websites; FLRA Guide and working with the Office of General Law.
- Determine negotiability, compliance and interpret various proposed agency actions in accordance with the FLRA Statue to include §7106.
- Arrange and facilitate Labor Management meetings on various matters.
- Communicate effectively via writing, email, and telephonically.
- Trained Human Resources Staff and new Supervisory Patent Examiners on LR Basics such as grievance procedures and performance plan changes.
- Serve as a consultant to Classifiers and Senior Executives regarding Bargaining Unit Status of Agency positions.
- Conduct grievance meetings in accordance with the negotiated

## Destiny Education Leadership Academy Attachment 1-Resume A. Boggerty

contract language of three separate bargaining unions.

- Independently manage grievance case load resolved 75% during Fiscal Year 2014.
- Represented LR in the implementation of the Agency's Nepotism Policy, Exit Survey, and Anti-Harassment and Complaint Policy.
- Complete in-depth analysis on grievances to resolve them at the lowest possible level.
- Interpret and oversee the application of collective bargaining agreements between the agency and three unions
- Research federal labor laws to apply to cases
- Write case decisions for grievances
- Advise and guide management on various employment issues
- Prepare and enforce agreements between the agency and unions
- Brief senior management on various employment matters.

### **2005-2008 Bayhealth Medical Center**

**Dover, Delaware**

Human Resource Generalist

- Provide guidance regarding various policies such as Corrective Action
- Conduct fact findings for investigations such as sexual harassment allegations
- Provide annual and ad hoc training on various matters
- Prepare responses and attend unemployment case hearings
- Provide guidance and advice to managers regarding employee issues
- Facilitate company's "Problem Resolution" process
- Responsible for Recruiting and Staffing for 11 departments
- Screen external and internal applicants via online application process
- Brief new hires on benefits
- Meet with new hires as part of company's retention program
- Represent company at job fairs
- Meet with department managers to review position budgets
- Recommend modifications to position descriptions when needed

### **2003-2005 State of Delaware Department of Labor Delaware**

**Milford,**

Labor Law Enforcement Officer

- Investigate employment discrimination

**Destiny Education Leadership Academy Attachment 1-Resume A. Boggerty**

- Interpret and enforce state and federal law employment discrimination laws
- Provide detailed information to clients about the investigation process
- Correspond with Lawyers and Human Resource Management personnel

**2002-2003      Connections, CSP              Dover, Delaware**

## Case Manager

- Marketed program to various organizations throughout the state
- Prepared reports on clients status and recommended treatment status
- Maintained detailed case reports of client's progress
- Conducted individual and group counseling sessions

**2001-2002      Salvation Army Dover, Delaware**

## Case Manager

- Recruited over 50 adolescents and adults to return to school
- Enrolled disadvantaged clients into a detailed case management program
- Reported program progress to supervisor and contract manager
- Assisted participants obtain employment

**2000-2001      State Farm Insurance              New Castle, Delaware**

## Claims Adjuster

- Effectively interpreted estimates to customers, Accomplished multiple estimates daily
- Negotiated repair duration with body shop businesses
- Completed company's regional and national estimators training courses

**1998-2000      Curtis & Associate, Inc.              Dover, Delaware**

## Employment Specialist

- Conducted job search training
- Assisted participants with resources to obtain/retain employment

Education/Training  
Destiny Education Leadership Academy Attachment 1-Resume A. Boggerty

**1991-1998      US Air Force      DAFB, Delaware**

Mechanic/Trainer

- Trained new airmen on various equipment
- Supervised and counseled airmen on behavioral skills
- Completed performance evaluations
- Maintained training records of airmen

**Educational Training**

FLRA Training, MSPB, Law Week, March, 2013

Briefing Skills, Commerce Learning Center (CLC), 2012

Critical Thinking Skills for Managing, CLC, 2012

Writing Skills, CLC, 2009

Dealing with Sexual Harassment Claims, CLC, 2008

Human Resource Management Certificate, Wilmington College, Nov 2006

M.S., Human Resource Management, Wilmington College, Jan 2005

B.A., General Studies, Wilmington College, 3.52 G.P.A., Aug. 2003

# Andre' Boggerty

306 Crickle  
Creek Lane  
Dover, Delaware 19904

Email: [amboggerty@gmail.com](mailto:amboggerty@gmail.com)  
Home Phone: (302) 730-3087  
Cell Phone: (302) 943-5118

## Objective

To obtain a position in Labor Relations with your agency

## Experience

2019-Current State of Delaware Family Court  
Statewide

### Director of Human Resources

- Review and Draft Policy on various matters.
- Supervise five direct reports.
- Develop and training on a variety of subjects.
- Oversee onboarding of new employees.
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- Employee engagement.
- Brief Judiciary on all Human Resources matters.

2008-2019 United States Patent and Trademark Office  
Virginia

Alexandria,

### Human Resource Specialist

- Served as Chief Negotiator on mid-term bargaining agreements to include Multi-Union Pre-Tax Parking Agreement.
- Negotiated Telework Agreements and various Memorandum of Understandings.
- Analyze management initiatives for possible Labor Relations (LR) implications and compliance with negotiated contract language.
- Research case using tools such as Federal Labor Relation Authority (FLRA) and CyberFeds websites; FLRA Guide and working with the Office of General Law.
- Determine negotiability, compliance and interpret various proposed agency actions in accordance with the FLRA Statue to include §7106.
- Arrange and facilitate Labor Management meetings on various matters.
- Communicate effectively via writing, email, and telephonically.
- Trained Human Resources Staff and new Supervisory Patent Examiners on LR Basics such as grievance procedures and performance plan changes.
- Serve as a consultant to Classifiers and Senior Executives regarding

Bargaining Unit Status of Agency positions.

- Conduct grievance meetings in accordance with the negotiated contract language of three separate bargaining unions.
- Independently manage grievance case load resolved 75% during Fiscal Year 2014.
- Represented LR in the implementation of the Agency's Nepotism Policy, Exit Survey, and Anti-Harassment and Complaint Policy.
- Complete in-depth analysis on grievances to resolve them at the lowest possible level.
- Interpret and oversee the application of collective bargaining agreements between the agency and three unions
- Research federal labor laws to apply to cases
- Write case decisions for grievances
- Advise and guide management on various employment issues
- Prepare and enforce agreements between the agency and unions
- Brief senior management on various employment matters.

2005-2008 Bayhealth Medical Center

Dover, Delaware

**Human Resource Generalist**

- Provide guidance regarding various policies such as Corrective Action
- Conduct fact findings for investigations such as sexual harassment allegations
- Provide annual and ad hoc training on various matters
- Prepare responses and attend unemployment case hearings
- Provide guidance and advice to managers regarding employee issues
- Facilitate company's "Problem Resolution" process
- Responsible for Recruiting and Staffing for 11 departments
- Screen external and internal applicants via online application process
- Brief new hires on benefits
- Meet with new hires as part of company's retention program
- Represent company at job fairs
- Meet with department managers to review position budgets
- Recommend modifications to position descriptions when needed

2003-2005 State of Delaware Department of Labor

Milford, Delaware

**Labor Law Enforcement Officer**

- Investigate employment discrimination
- Interpret and enforce state and federal law employment discrimination laws
- Provide detailed information to clients about the investigation process
- Correspond with Lawyers and Human Resource Management personnel

2002-2003      Connections, CSP      Dover, Delaware

**Case Manager**

- Marketed program to various organizations throughout the state
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2001-2002      Salvation Army      Dover, Delaware

**Case Manager**

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- Enrolled disadvantaged clients into a detailed case management program
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- Assisted participants obtain employment

2000-2001      State Farm Insurance      New Castle, Delaware

**Claims Adjuster**

- Effectively interpreted estimates to customers, Accomplished multiple estimates daily
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1998-2000      Curtis & Associate, Inc.      Dover, Delaware

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**Education/Training**

FLRA Training, MSPB, Law Week, March, 2013  
Briefing Skills, Commerce Learning Center (CLC), 2012  
Critical Thinking Skills for Managing, CLC, 2012  
Writing Skills, CLC, 2009  
Dealing with Sexual Harassment Claims, CLC, 2008  
Human Resource Management Certificate, Wilmington College, Nov 2006  
M.S., Human Resource Management, Wilmington College, Jan 2005  
B.A., General Studies, Wilmington College, 3.52 G.P.A., Aug. 2003

Natalie Cherry is an MSN, RN Accredited Case Manager who coordinates care and services of selected patient populations across the continuum of care. In this role, she promotes effective utilization and monitoring of health care resources. She is also a Performance Improvement Committee Member and an Active Workflow Process Facilitator in the Care Management Department at Bayhealth Medical Center. Natalie has experience as a University of Delaware Refresher Course speaker for Coronary Artery Disease and Hypertension. In addition to her nursing specialties, she is newly involved in the startup of Crimson Property Solutions, LLC alongside her husband. She enjoys reading, running, and spending time with her children. As a dedicated parent of school-aged children, Natalie is passionate about the educational experiences of all students and finding solutions to promote their effective matriculation from K-12 and beyond.

**Natalie Cherry****[ncher02@gmail.com](mailto:ncher02@gmail.com) 302-841-4104****Objective:**

Continue to advance in positive professional leadership, education, and growth. As devoted health care provider with 20 years of experience in nursing and coordinating care services of selected populations across the care continuum. As dedicated parent of school-aged children, passionate about the educational experiences of all students and finding solutions to promote effective matriculation from K-12 and beyond.

**Work Experience:**

2005 to 2019 Bayhealth Medical Center, Milford & Dover, DE  
Registered Nurse Patient Care, Relief Charge Nurse, Nurse Preceptor, & Case Manager

1999 to 2005 Beebe Medical Center, Lewes, DE  
Certified Nursing Assistant, Nurse Technician, Nurse Extern, & Charge Nurse

1994 to 1999 Grotto Pizza, Rehoboth Beach, DE  
High Level Supervisor & Trainer

**Education:**

Wilmington University Masters of Science in Nursing Leadership

Wilmington University Bachelor of Science in Nursing

Beebe School of Nursing Nurse Diploma with Delaware Registered Nurse Licensure

**Accomplishments:**

American Case Management Accredited Case Manager Certification

Bayhealth Medical Center Performance Improvement Committee Member

University of Delaware Refresher Course Speaker

Sigma Theta Tau International Honor Society of Nursing

American Association of Critical-Care Nurses Member

Bayhealth Medical Center Electronic Documentation Committee Member

Bayhealth Medical Center Nurse of the Year Nominee

Bayhealth Medical Center Professional Practice Committee Co-Chairperson

## Destiny Education Leadership Academy Attachment 1- Resume G. Dodge

**2.4 Charter School Board Member Resume***Gary R. Dodge**250 Beiser Blvd. Suite 202**Dover, DE 19904**(302) 674-5400**Personal*

Married to JoVonna H. Dodge One  
 son, Thomas Richard Dodge  
 One daughter, Kathryn Mayne Dodge

*Professional Employment History*

January 2017 To Present	Curley, Dodge, Funk & Street, LLC 250 Beiser Boulevard, Ste. 202 Dover, DE 19904	Partner
January 2015 To December 2017	Curley, Dodge & Funk, LLC 250 Beiser Boulevard, Ste. 202 Dover, DE 19904	Partner
March 1996 To December 2014	Law Offices of Gary R. Dodge, P.A. 584 N. Dupont Highway, Ste. B Dover, DE 19901	President/Owner
June 1983 To March 1996	Dodge & O'Brien, P.A. 942 Walker Square, Ste. B. P.O. Box 882 Dover, DE 19903	Director
July 1982 To June 1983	Johnson, Dodge & O'Brien 28 North State Street Dover, DE 19901	Director
February 1982 To July 1982	Dean C. Johnson, Esquire 43 The Green Dover, DE 19901	Associate
September 1981 February 1982	Johnson & Walls 43 The Green Dover, DE 19901	Associate

## Destiny Education Leadership Academy Attachment 1- Resume G. Dodge

Admitted to practice before the Supreme Court of the State of Delaware, the United State District Court for the District of Delaware, and the Supreme Court of the United States of America.

*Paralegal Studies Teaching History*

Summer, 1984	Wesley College Dover, Delaware	Tort Law
Fall, 1984	Wesley, College Dover, Delaware	Litigation
Fall, 1986		

*Real Estate Instructor History*

Salesperson and Brokers pre-licensing courses on multiple occasions.

GRI 1 and 2

Numerous Continuing Education Courses  
for Real Estate Licenses

Delaware Professional Land Surveyors Association

*Education*

August 1977	Delaware Law School of Widener University Wilmington, Delaware
May 1980	

Degree: Juris Doctor

September 1973	Franklin and Marshall College Lancaster, Pennsylvania
May 1977	

Degree: B.A. - Double Major Economics  
- Government

*Professional Associations/Committee Memberships*

Delaware Bar Association

\*Real & Personal Property Section;

\* Professional Guidance Committee

Kent County Bar Association

**Destiny Education Leadership Academy Attachment 1- Resume G. Dodge**

Four Year Term on Real Estate Commission's Education Committee

*Current Representative Clients*

Kent County Association of

Realtors Remax Horizons, Inc.

Woodburn Realty

Central Delaware Habitat for

Humanity Keller Williams Central

Delaware Realty

# Ethel Donaldson

EthelID1226@gmail.com | 302-943-7923 | Dover , DE 19901

## Summary

Skilled Customer Service Supervisor who is knowledgeable about monitoring metrics and maximizing team success in fast-paced Call Center settings. Performance and quality driven with 19 years of experience. Natural leadership talent with motivational approach.

## Skills

Dependable and reliable

Ability to prioritize

Staff training and development

Team management

Cross-functional collaboration

Effective team player

Event coordination

Motivational leadership style

## Experience

### **Customer Service Supervisor - Aetna (Hartford, CT)**

June 2009 - Current

Monitored daily activities of customer service team, providing guidance and encouragement to optimize productivity.

Established positive rapport with customers, managers and customer service team members to maintain positive and successful work environment.

Translated management directives into actionable mandates for front-line staff.

Achieved high customer satisfaction scores by de-escalating complaints quickly.

Coached staff on strategies to enhance performance and improve customer relations.

Ensured team member performance by providing supervision, scheduling, counseling and evaluations.

Developed and mentored team members to provide hospitable, professional service while adhering to established service models.

### **Senior Customer Service Representative - Aetna (Hartford, CT)**

July 2000 - June 2009

Assisted customers by answering questions, addressing concerns and carefully providing details about benefits and claims.

Delivered fast, friendly and knowledgeable service for routine questions and service complaints while maintaining a pleasant and cordial attitude at all times, even when issues arose.

Met and exceeded performance goals to support long-term company growth and market dominance as a healthcare advocate.



Collected customer feedback and recommended procedural or product changes to enhance future service delivery.  
Investigated sensitive customer service complaints and delivered prompt resolution to customer satisfaction.  
Pursued continuing education and training programs to continue professional development.  
Researched coverage and benefit options and supplied clients with all the necessary information to make informed decisions.

## Education and Training

### **High School Diploma**

June 1983

Dover High School, Dover, DE

## Certifications

Leadership Essentials Certificate - 10/2009

Aetna Talent Management - 10/2009

Aetna ABX LEAN Process Improvement Yellow Belt - 8/2016

## Additional Information

Salvation Army Soup Kitchen Attendant 2010-2019

Children's Ministry Teacher 1999-2014

Children's Ministry Director 2014-Present

EVG

## EXPERIENCE

**CEO/ADMINISTRATOR • MILFORD EARLY LEARNING CENTER, INC •  
FEBRUARY 2008- PRESENT**

Responsible for the overall operation of the center; i.e. financial management, program operation and implementation. Writes grants. Supervise Management staff

**Consultant 2009- 2016** - Provided consultation services in Program development and management for the Office of Early Learning- Delaware Department of Education.

**SCHOOL ADMINISTRATOR • LAKE FOREST SCHOOL DISTRICT- DELAWARE  
EARLY CHILDHOOD CENTER EARLY CHILDHOOD ASSISTANT PROGRAM •  
2005-2009**

Responsible for the management of the Early Childhood Program (ECAP). Supervised 5 program managers/coordinators and 20 teachers and other staff. Planned, developed and implemented a developmentally appropriate program for children and their families. Managed annual budget of over \$300,000. Organized and conducted strategic planning and monitoring of program. Wrote grants.

**STATE HEAD START DIRECTOR - TELAMON CORPORATION DELAWARE  
HEAD START PORGAMS – 2000 – 2005**

Responsible for the overall management of the Head Start and Migrant Head Start Program for Delaware and Maryland. Managed over 2-million-dollar budget. Wrote grants. Ensured a developmentally appropriate early childhood program was planned and implemented for children and their families.

**INSTRUCTOR/PROGRAM MANAGER- DELAWARE TECHNICAL &  
COMMUNITY COLLEGE – 1997-1999**

Served as an instructor in the Early Childhood Program. Carried out the curriculum as prescribed. Assisted in developing and implementing the plans for the Early Childhood Lab School. Wrote policies and procedures. Supervised lab students and teachers in lab school

## EDUCATION

**MASTERS– ORGANIZATIONAL MANAGEMENT • MARCH 2005 • UIVERSITY  
OF PHEONIX**

**BACHELORS – MASS COMMUNICATION• 1986 • ST. LOUIS UNIVERSITY**



**ESTHER GRAHAM**

Esther Graham is very well known for her God-given ability to administrate, recognizing a need and organizing the resources to meet that need. Esther is also a teacher and conference teacher who demonstrates a true love for God and concern for people. As the wife of Pastor Jon Graham, she serves with her husband as co-pastor of New Covenant Christian Church of Wyoming, Delaware. An anointed vessel of the Lord, Esther ministers the Gospel of Jesus Christ in many cities, multiple states, and several countries throughout the world.



Ethel Donaldson - Customer Service Supervisor, Health Insurance

Ethel began her Aetna career in July 2000 as a Customer Service Representative in the Dover, Delaware office. She was promoted to a Senior Customer Service Representative in December of 2003; where she demonstrated her leadership abilities in mentoring, coaching and problem solving. Ethel continued to broaden her knowledge and skills by taking on additional tasks and projects such as subrogation research, claim history consolidation and file auditing.

In May 2005, Ethel became the ASD Site Champion. As the ASD Site Champion, Ethel had the worked nationally with ASD Site Champions, Business Leads and the Technical Team Leaders across the organization. Ethel has been nominated multiple times for the AWEA Excellence Awards for her leadership, teamwork and collaboration skills. Ethel won a Silver AWEA Award for Leadership in 2008. Ethel earned her ABX Process Improvement white and yellow belt certifications in 2010. Ethel completed and received her Positive Coach Approach Certification in 2012.

Ethel's wealth of Customer Service experience; knowledge and prior leadership experience allowed her to be promoted to her current role of Customer Service Supervisor in March 2008. Ethel has managed several key accounts in the organization such as Lockheed Martin, Sony Pictures and United States Steel with an average of 95,000 members combined.

Ethel has managed several diverse teams of employees, including teleworks in various states combined with staff positioned in various Aetna offices. Her current team of 18 Health Concierge Representatives handle an average of 425 calls each per month and approximately 5100 calls each per year. Ethel is responsible for ensure that they are adequately trained, have the necessary resources and tools to efficiently assist each member call with empathy, compassion and accuracy. She is responsible for provider real-time coaching and monthly one on one performance reviews with each member of her team. Ethel take the time to get to know each member of her team personally and recognizes their accomplishments and opportunities for improvement.

Throughout her career, Ethel has participated in several workgroups including Diversity & Culture Awareness, Telework Engagement, and Leadership Development, for the NE Region Service Centers. Outside of Aetna, Ethel is an active volunteer in her community by supporting the Salvation Army annual coat drive for the homeless, serves lunch monthly in the local Salvation Army Soup Kitchen and supports the annual Toys for Tots drive. Ethel is also the Children's Ministry Director at her local church where she oversees a team of 25 adult and a

weekly average of 75 children with ages ranging from newborn to 12 years. As the Children's Ministry director, she handles the staffing requirement, the curriculum, activities, tithes, offerings, SOP development and editing, inventory control, monitors and reports all safety and wellbeing of all staff and children while in the ministry care. Ethel holds quarterly meetings with the ministry team and creates/shares communication with parents about the ministry programs need and events.

Overall Ethel is very flexibly and resilient, as she has work for various Aetna sites throughout her career. She currently reports to the Blue Bell, PA service center; where she manages a team of 18 Health Concierge Representatives. Previously Ethel reported to the Allentown Customer Service Center in October of 2009 as a telework supervisor, where she has managed a diverse team of employees, including teleworks in various states combined with staff positioned in various Aetna offices. Ethel joined the Fort Wayne, Indiana site in March of 2013. While in Ft. Wayne, Ethel assisted with the implementation and management between Ft. Wayne and New Albany as they merged their phone skills. Ethel provided input, feedback and collaboration on the process of Ft. Wayne's transition to a telework site. October 2013, Ethel returned to the Allentown Customer Service Center as a telework supervisor. Ethel is currently supervising the North East Region Healthcare Business Solution Team which provides customer service for our Hospital Vertical Accounts.

## Destiny Education Leadership Academy Attachment 1-Resume L. Gunn

**2.4 Charter School Board Member Resume****LA MAR T. GUNN, MBA, CFRE  
FUNDRAISING EXECUTIVE****SUMMARY OF QUALIFICATIONS**

Energetic and team-oriented fundraising executive with a proven track record of securing major gifts and effectively cultivating an inspired culture of giving amongst internal and external stakeholders.

**Over 15 years of experience and leadership in the following areas:**

- ❖ Strategic & Development Planning
- ❖ Personal Charitable Gift Guidance to High Net Worth Individuals
- ❖ Institutional Fundraising & Strategy Implementation
- ❖ Relationship & Partnership Building
- ❖ Donor Retention & Board Relations
- ❖ Charitable Investment & Planned Giving
- ❖ Advanced Estate Planning
- ❖ Public Relations, Marketing & Sales

**PROFESSIONAL EXPERIENCE****GUNN WEALTH MANAGEMENT, Dover, Delaware 2004-present  
Chief Investment Strategist**

- ❖ Entrusted with managing the retirement/charitable assets of high net worth individuals, while serving as an advisor to Single Family Offices.
- ❖ Forged strategic alliances with other professionals to ensure seamless delivery of an all-inclusive suite of financial services and products.
- ❖ Develop innovative investment strategies to help clients create and protect wealth, maximizing returns and minimizing risks.
- ❖ Implement sophisticated alternative investment, charitable giving, and estate planning strategies based on a keen understanding of trusts and the Internal Revenue Code (IRC).
- ❖ Assist clients with the establishment of GRATs and QPRTs to form Special Purpose Trusts.
- ❖ Utilize extensive knowledge and experience of the Uniform Probate Code (UPC) § 2-907 to fulfill client's charitable intentions.

- ❖ Design innovative planned giving solutions to provide immediate benefits to both charities and donors by creating cutting-edge gift strategies consisting of pooled income funds, CLTs, CGAs, etc.
- ❖ Establish sustainable investment strategies for affluent investors to ensure consistent charitable giving through up or down market cycles.
- ❖ Volunteer time and experience to support community and faith-based organizations, and small nonprofits.

### **PROFESSIONAL EXPERIENCE (continued)**

#### **DELAWARE STATE UNIVERSITY (DSU), Dover, DE 2010-2011**

##### **Director of Planned Giving and Major Gifts**

- ❖ Maintained a select portfolio of 125-150 current and prospective major gift donors, with giving capacities of \$100,000 or more.
- ❖ Motivated and trained volunteers, faculty, and staff, to confidently solicit and cultivate major/planned gifts.
  
- ❖ Designed and implemented a comprehensive action plan to achieve the university's strategic fundraising goals.
- ❖ Volunteered as department team leader in annual fund campaign, achieving 100% employee participation.
- ❖ Cultivated existing donors and identified qualified prospects, while updating leadership through weekly reports.
- ❖ Maximized the use of Raiser's Edge, Bloomberg Professional, and West Law Next, to identify qualified prospects with vast giving capacity.
- ❖ In concert with leadership's capital campaign feasibility efforts, integrated a donor-centric "moves management" process to create and strengthen relationships with individuals, corporations, and foundations.
- ❖ Established a gift acceptance policy for the development office.
- ❖ Drafted and revised public relations tools and materials, such as website copy, newsletters, alumni communications and reports.
- ❖ Created the 'Hornet Pride' initiative and the Jerome "Brud" Holland Heritage Society as new vehicles to invigorate giving at DSU.

#### **MERRILL LYNCH, Wilmington, Delaware 2000-2004**

##### **Certified Financial Manager**

- ❖ Recruited from Waterhouse Securities based on extensive knowledge of global equity markets and a stellar account management record.
  
- ❖ Primary responsibility involved acquiring new clients with a minimum of \$500,000 in investable assets.



## Destiny Education Leadership Academy Attachment 1-Resume L. Gunn

- ❖ Utilized a disciplined sell strategy to help investors create and protect wealth.
- ❖ Designed innovative investment strategies to capitalize on undervalued U.S. real estate and metals markets.
- ❖ Raised more than \$1 million in investable assets per month, via Merrill Lynch's Paths of Achievement ("POA") program.
- ❖ Developed a proprietary investment strategy and system for reducing portfolio risk and improving equity performance; the system was adopted by several financial advisors throughout the firm.
- ❖ Facilitated and structured philanthropic client transactions.

### **PROFESSIONAL EXPERIENCE (continued)**

#### **WATERHOUSE SECURITIES, Wilmington, Delaware 1998-2000**

##### **Account Executive**

- ❖ Worked on a team of three advisors with more than \$110M in assets under management.
- ❖ Assisted local nonprofits in establishing conservative portfolio allocations with the goal of outpacing inflation.
- ❖ Conducted free financial literacy seminars in urban areas throughout the Mid-Atlantic region.
- ❖ Taught inexperienced investors the basics of stock market investing.
- ❖ Recommended conservative call options strategies to increase investment income earmarked for charitable remainder trust accounts.

### **ADVANCED FUNDRAISING & VOLUNTEER EXPERIENCE**

AFRICAN AMERICAN CHAMBER OF COMMERCE OF CENTRAL  
PENNSYLVANIA, Harrisburg, Pennsylvania Gift Planning Consultant (2011-2014)

CECIL B. MOORE COMMUNITY CORP, Philadelphia, Pennsylvania Gift Planning Consultant (1997-2002)

COVENANT HERITAGE BIBLE CHURCH, Wilmington, Delaware Board Member (2011-present)

GOODWILL INDUSTRIES, Wilmington, Delaware Financial Advisor (2001-2004)

HOPE FOUNDATION, Dover, Delaware Board Member (2013-present)

METHODIST ACTION PROGRAM (MAP), Wilmington, Delaware Board Member (1999-2004)

METROPOLITAN WILMINGTON URBAN LEAGUE, Wilmington, Delaware Financial Literacy Committee Founder/Chair (2002-2006)

NEW DESTINY INVESTMENT CLUB, Wilmington, Delaware Founder and Facilitator (2008-2012)

OMEGA CHARITIES, Atlanta, Georgia Board Member (2013-present)

UNIVERSITY OF DELAWARE CARILLON CIRCLE, Newark, Delaware Member (2010-present)

WILMINGTON YOUTH ATHLETIC ASSOCIATION, Wilmington, Delaware President and Head Football Coach (1996-2006)

## Destiny Education Leadership Academy Attachment 1-Resume L. Gunn

**2.4 Charter School Board Member Bio**

**La Mar T. Gunn Sr.**

La Mar T. Gunn Sr., a native of Los Angeles, California, is a graduate of the University of Delaware and Delaware State University. Upon the completion of his graduate studies, La Mar made Dover, Delaware his home, and has since committed himself to helping build a strong and vibrant community where all believe success is attainable.

As a proud business owner, CEO and Investment Strategist with Gunn Wealth Management, La Mar's business mission is to help his clients live the lives that they want. As a Wall Street veteran, La Mar is widely known for guiding clients successfully through the 2008 financial crisis and for designing advanced investment strategies to help clients create and protect hard-earned wealth.

His professional motto is, "I invest my professional talent in people, so people can invest in a legacy that generations to come will be proud of".

La Mar works with both experienced and beginning investors. Focused in helping retirees, La Mar takes pride in meeting people right where they are in life.

Viewing life as a journey of lessons, La Mar uses every lesson for his own personal growth and to help others. He values honesty and respect, and practices these qualities instinctively with his family, friends, clients, community, and everyone that he encounters. La Mar loves God and is forever indebted to his beautiful wife, four children, and praying family for being the wind beneath his wings.

**Gunn Wealth Management, LLC**

11 North State Street, Dover, Delaware 19901 888-812-4099

Sharon Sade' Truiett  
 (302) 465-6477  
[struiett@gmail.com](mailto:struiett@gmail.com)

## Education

Delaware State University, College of Arts and Humanities  
*Bachelor of Arts - Major: English May 2010*  
*Cumulative GPA: 3.2* Dover, DE

Wilmington University, College of Sciences Dover, DE  
*Master of Science in Management - Concentration: Public Administration*

## Internship

January 2010-May 2010  
 Dover, DE  
 Delaware State University  
**Research Assistant**

*“Does the Achievement Gap exist in post-secondary education?”*

Conducted extensive educational research and interviews in the form of survey responses from students currently enrolled in college.

Compiled data in a comprehensive way to analyze; verify the accuracy of the data and provide guidance from various perspectives, using Microsoft Excel, and PowerPoint for personalizing graphs and charts.

Performed independent studies and analyses on alternative methods and procedures to streamline processes to provide more effective and efficient operations of data

Researched and presented to various faculty members and colleagues at the Delaware State University and the University of Pennsylvania through written reports, and public presentations.

## Professional Work Experience

April 2018-Present

Dover, DE

### **Public Relations Specialist**

First State Community Action Agency

- Works with the Executive Director and the Board of Directors to develop strategic long-range plans consistent with the vision statement.
- Analyzes appropriate ways to bring this message to the various target groups.
  - Community-at-large
  - Potential clients and service recipients
  - Employees
  - Volunteers
  - Potential and regular donors

- Plans effective use of media through press releases and participation in community activities.
- Prepares written material to support fund-raising efforts.
- Research potential sources of grant money and work with the Director as it relates to events or as required.
- Prepare mailings and literature to be available for private foundations, United Way, government funding sources, and generous contributors from previous fund-raising efforts.
- Prepare applications for grant monies and prepares fundraising proposals for non designated sources.
- Assists the board of directors, controller, and volunteer fund-raisers in any public fundraising drives by the organization.
- Creates and produces a weekly newsletter for employees and community members. Selects subjects to be covered, produce articles, handle layout and any photographs/videography edit material and arrange to print.
- Reports on new hires, promotions, retirements, company projects, and new project development.
- Encourages employee and corporate participation or sponsorship of community service projects.
- Arranges for photography of all company events and press coverage when appropriate.
- Coordinate/plan/support all major campaigns/fundraising events.
- Performs other related duties as deemed necessary.
- Create and maintain marketing promotions and social media activities/official website.
- Facilitates/coordinates agency and community overreach activities.

February 2017-Present

Dover, DE

**Project Coordinator/Trainer**

Delaware Fatherhood and Family Coalition/ First State Community Action Agency

- Coordinate activities, resources, equipment and information
- Liaise with clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Help prepare project proposals, timeframes, schedule and budget
- Monitor and track project's progress and handle any issues that arise
- Act as the point of contact and communicate project status adequately to all participants
- Use project management tools to monitor working hours, budget, plans and money spend
- Issue all appropriate legal paperwork
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation, plans and reports
- Collaborated with state agencies to provide support and services to clients, staff, co-workers and other agencies

- Developed policy and procedures for Project Coordinator/Trainers
- Served as chair and co-chair on various committees and event planning events
- Built and managed the capacity of community based fatherhood coalition
- Coordinated community outreach events in Kent County and surrounding areas
- Trained and presented community presentations across the state of Delaware on fatherhood
- Community engagement and outreach
- Established a Father to Father and Father to Son mentoring program within the state with community partners
- Responsible for preparing weekly and monthly deliverables reports and submitting to Division of Children, Youth, and Families and First State Community Action Agency

January 2014-November 2016

Dover, DE

**Program Director, Communities in Schools/Campus Community Charter School**

- Build and maintain program performance standards as required by Delaware Department of Education, including recruitment, enrollment and retention of program participants.
- Supervise all program staff including independent contractors, Site Coordinators, Teachers/Tutors, Enrichment Specialists, and Security Specialists to ensure program goals and objectives are met. Ensure that all staff and programmatic activities comply with Campus Community Charter School and Delaware State Department of Education rules, regulations, policies, and procedures.
- Develop and strengthen an after-school and summer program of extra-curricular and academic activities for students in grades kindergarten through eighth grade.
- Develop strategic plan for building upon the school's regular school day, incorporating the needs of the students.
- Develop and maintain a schedule for project based learning, academic, recreational, career development, service learning and extra-curricular activities.
- Facilitate regular after school meetings and trainings with staff. Provide ongoing staff development for program staff to increase their skills to achieve program outcomes.
- Build and maintain relationships with program partners and sites, meeting regularly with school administrators and partners.
- Accountable for creating, monitoring, implementing and evaluating programs.
- Maintain excellent program file and data management.
- Responsible for preparing weekly and monthly deliverables reports and submitting to Regional Director
- Work with Evaluation team to conduct program evaluation and performance measurement Assure safety and supervision of all students

August 2012-January 2014

Dover, DE

**Teacher (Grades 3<sup>rd</sup>-8<sup>th</sup>) English/Social Studies**

- Initiated, facilitated, and moderated classroom discussions.
- Evaluated and graded students' class work, assignments, and papers.
- Prepared course materials such as syllabi, homework assignments, and handouts.  
Maintained student attendance records, grades, and other required records.  
Planned, evaluated, and revised curricula, course content, and course materials and methods of instruction.
- Practiced differentiated instruction to ensure all students learning needs were being met
- Responsible for embedding the 7 habits of highly effective leaders into all lessons and projects
- Directed instruction with creative and hands on ideas
- Certified Project based learning instructor

August 2011-December 2016

Delaware, Maryland, Washington D.C

**Independent Marketing/Branding Consultant**

- Consulted, advised, and designed campaigns
- Consulted, advised and designed programs
- Defined mission, goals and objectives
- Improved organizational communication
- Helped to build a team to supports brand development
- Enlarged client's customer/consumer base and market segment
- Served as a bridge between client, their public, and media outlets
- Wrote press releases
- Managed campaigns
- Assisted in any event planning
- Served as a business advisor
- Obtained/handled all positive press for clients/ counteract undesirable press
- Created press packet which includes photos and information about publicized person's company
- Assisted with social media

September 2009- August 2010

November 2011-November 2015

Dover, DE

Victoria's Secret

**Sales Associate/ Category Supervisor/Sales Lead**

- Assisted customers while shopping for various products in the store
- Assisted all managers and team leaders in various store projects
- Specialized in the area of customer service and customer resolutions
- Ensured that each customers is treated respectfully and has a pleasant shopping experience

- Managed sale associates while coaching them to achieve company goals and standards.
- Communicated with store manager and district manager about the progress of store 564

June 2011-March 2012

Dover, DE

Crossroad Christian Church

**Administrative Support Assistant**

- Performed administrative and office support activities for multiple supervisors.
- Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing
- Extensive software skills were required, as well as Internet research abilities and strong communication skills.
- Coordinated schedules and meetings
- Communicated with all employees through electronic database, email, and project management systems
- Assisted all auxiliary heads in planning, preparation and presentation of all special events and programs
- Received all guests that arrive on the campus
- Worked with the other office leaders at the alternate location church office location, Kingdom Business Enterprises.
- Organized and executed church campaigns

June 2010- December 2011

Dover, DE

**College Advisor**

- M.A.C.S (Minorities Achieving Collegiate Success) Non- Profit Organization:
- Prepared Junior and Senior High School candidates for the transition to college
- Communicated with teachers, counselors and board members on various school district statistics in Delaware
- Coordinated tutors for individualized instruction
- Coordinated conferences, meetings, and special events for students, faculty and dignitaries.
- Provided mentor services for students.
- Coordinated and conducts financial aid informational sessions, college planning and college visits
- Organization's liaison for Delaware State University
- My role in the MACS program was to evaluate such things as: performance, personal and group awards, assignments, reassignments.



- Additionally, as the Advisor I reviewed each candidate's information, insured proper documents are submitted, determined availability, conducted quality reviews, and provided advice. I maintained a status tracking system on all actions and created computer reports and career briefs.

August 2009- May 2010

Dover, DE

**Writing Lab Tutor**

- Assisted students at Delaware State University in the writing process including both formal and informal writing
- Helped students to improve his/her writing skills
- Created an environment of trust and rapport with students
- Engaged students in learning and understanding the writing process
- Ensured that all students understand the writing process and ultimately write successful papers

REFERNCES

References available upon request.

## **Sade' Truiett**

Ms. Sharon Sade' Truiett is a graduate of Delaware State University with a Bachelor of Arts Degree in English and minor in Psychology. She also holds a Master of Science Degree in Public Administration from Wilmington University. Her passion for knowledge has led her to several careers in education as an Educator and Program Director in the public and private school sectors.

In 2014, Sade' launched her mentoring organization G.I.R.L talk. Girl is an acronym for Gifted, Intelligent, Royal Leader. Her organization started with six girls and now she mentors over 54 girls in the state of Delaware. The mission of G.I.R.L talk is to equip girls with the skills and confidence to live boldly with purpose and passion.

At the core of Sade' is a passion and purpose designed to specifically empower people to live their best lives. She travels the world with messages of hope, empowerment, and encouragement with practical ways to immediately get individuals to their destiny. She loves serving in her community and is active on several boards and community development projects in Delaware. She facilitates a women's empowerment group, The Empowerment Circle, weekly. The Empowerment Circle is designed to help women to live their best lives with practical spiritual, emotional, mental, and holistic living skills.

Sade' currently resides in Delaware. In her leisure time she is enjoying life on a beach, time with her family, or serving in her church as she is a licensed minister.

Sade' lives by the life s motto of people won't care how much you know until they know how much you care. Kindness makes the world go around.

**Reshid Xavier Walker, Ed.D.**

49 Heartleaf Lane, Magnolia DE 19962

347-731-5570

Reshid.x.walker@wilmu.edu

**EDUCATION:****Wilmington University, New Castle, DE (August, 2017)**

Doctor of Education: Innovation &amp; Education Leadership

Dissertation: Assessing teachers' Technological, Pedagogical, & Content Knowledge in elementary schools; Chair: Dr. Joseph Crossen; Committee member: Dr. Lewis Atkinson

**Pace University; New York, NY (September, 2000)**

Master of Science: Information Systems

**King's College; Wilkes-Barre, PA (May, 1996)**

Bachelor of Science: Management Information Systems

**Research interest:** Educational Analytics, Learning Management Systems, Technology Integration Models

**Peer Reviewer:** eEditorial Discovery/IGI Global Disseminator of Knowledge ([www.igi-global.com](http://www.igi-global.com))

- “Leveraging Elements of Understanding by Design to Develop Elementary Education Candidates’ TPACK in Mathematics”

**Affiliations:** Phi Beta Sigma Fraternity, Inc., *Member since 2005*

**Professional Experience:****Wilmington University (2012 – present)***College of Education**Adjunct Professor*

- Graduate Level
  - o **Doctorate Level (Fall 2019)**
    - EDL7115 Technology Integration (Course Developer)
      - Developed, designed, and taught course material to prepare educational leaders to lead technology integration projects at the district, building, and classroom levels.
        - o Topics covered include:
          - Transformational leadership
          - Creating culture and climate for change
          - Setting Policy
          - Theoretical framework/model review (TPACK, TIM, Triple E, SAMR)
          - Professional Development
          - Personalized/Blended Learning
          - Online Systems (Schoology, Blackboard, Canvas)
            - Learning Management Systems
            - Content Management Systems
          - Assessment and Accountability
          - Strategic project plan development
          - Technology Integration Plan Development

***College of Technology******Adjunct Professor***

- Taught and currently teach the following courses:
  - **Master's Level (College of Technology)**
    - IST 7000 Database Management
      - Data Warehouse/Big Data
      - Business Intelligence/Data Analytics
      - Database Design
      - Systems Development Life Cycle (SDLC)
    - IST 8100 Integrating the Enterprise, IS Function/Technology
      - Redesigned the course in Spring 2019
        - Re-authored the final exam
        - Developed topics and activities around Big Data
        - Incorporated a project based learning activity where students must use what they have learned to develop an IT based product/solution to a real world problem.
    - IST 8101 Field Experience/Internship
      - Advised masters level students' Thesis/Capstone project
  - **Undergraduate Level**
    - MIS 320 Management Information Systems
    - ISM 350 Information Technology Policy and Strategy
    - DSN 325 Multimedia Web Page Design

**Delaware State University (2012)*****Adult and Continuing Education******College of Business******Adjunct Instructor***

- Taught the following courses:
  - Network Essentials (Adult and Continuing Education)
  - MIS105 Microcomputer Applications

**Brandywine School District****Claymont Elementary School (July 1, 2019 to Present)*****Assistant Principal***

- Lead professional development on online learning systems and online assessments.
- Designed and implemented the master schedule
- Rostered all homerooms and courses for each student in eSchool
- Responsible for assessment and accountability at the building level
  - Served as the Building Level Test Coordinator
    - Supervised all MAP, Measure A/B, and Smarter Balance testing.
    - Prepared all testing data, discipline data, common assessment reports for review
    - Reviewed district and state assessment guidelines with staff during faculty meetings
    - Created all testing schedules and monitored completions rates
    - Trained certified and non-certified staff in test security

- Lead staff discussions on analyzing data in meaningful ways
- Assist assigned staff with goal setting and data aligned for Component V
- Supervised and evaluated assigned staff members according to Board policy & DPASII procedures.

### **Harlan Elementary School (July 1, 2013 to June 2019)**

#### *Assistant Principal*

- Lead school-wide technology integration initiative:
  - Theoretical Framework: TPACK
  - Provided staff and students Blended Learning and Learning management systems training
    - Assisted staff with creating online assessments within Schoology
    - Training staff on using data in Schoology to guide instruction
  - Implemented school-wide, grade-level online-Schoology Groups
  - Designed and lead technology integration professional development for staff
  - Stewarded the school wide conversion of mail, shared directories to the use of Schoology as the sole content management system and school wide communication platform
  - Piloted the blended learning initiative for grades two, four, and five
- Trained elementary building principals on using Schoology as a content management system
- Designed and implemented the master schedule
- Responsive for assessment and accountability at the building level
  - Served as the Building Level Test Coordinator
    - Supervised all DCAS, STAR, Dibels, Measure B, and Smarter Balance testing.
    - Prepared all testing data, discipline data, common assessment reports for review
    - Conducted a test security violation investigation with the Supervisor of Assessment and Accountability
    - Reviewed district and state assessment guidelines with staff during faculty meetings
    - Created all testing schedules and monitored completions rates
    - Trained certified and non-certified staff in test security
    - Lead staff discussions on analyzing data in meaningful ways
    - Developed a PLC walk-through tool and discussed PLC data with staff.
    - Assist assigned staff with goal setting and data aligned for Component V
- Supervised and evaluated assigned staff members according to Board policy & DPASII procedures.
- Served on the District Technology Committee
- Building Unit Count Coordinator
  - Prepared unit count reports
  - Prepared allocation reports

### **Mount Pleasant Elementary School (September 2012 to June 2013)**

#### *Assistant Principal*

- Responsible for daily teacher walk-throughs using the LFS walk-through tool.
- Evaluated assigned staff members according to Board policy, district, and DPAS II procedures.
- Reviewed DCAS Data with the principal and other assistant principals
- Facilitated the professional learning communities
  - Reinforced and echoed the principal's vision for PLC behaviors.
  - Provided leadership and direction on the use of common assessments
  - Lead staff discussions on analyzing data in meaningful ways
  - Trained the PLC teacher/leader to use statistical software to analyze data in order to build capacity and lead discussions with the social studies, math, and ELA PLCs.
  - Set the agenda for follow up meetings.
- Facilitated school review meetings with the Dean of Students, school psychologist, and parents in order to determine placement for returning OSS students.

**Cape Henlopen School District****Cape Henlopen High School (February 1, 2012 to August 31, 2012)***Acting Assistant Principal*

- Responsible for daily teacher walk-throughs using the LFS Stride tool.
- Evaluated assigned staff members according to Board policy, district, and DPAS II procedures.
- Reviewed DCAS Data with the principal and other assistant principals
- Facilitated the social studies, English, and math professional learning communities
  - Reinforced and echoed the principal's vision for PLC behaviors.
  - Provided leadership and direction on the use of common assessments
  - Lead staff discussions on analyzing data in meaningful ways
  - Trained the PLC teacher/leader to use statistical software to analyze data in order to build capacity and lead discussions with the social studies, math, and ELA PLCs.
  - Set the agenda for follow up meetings.
- Facilitated school review meetings with the Dean of Students, school psychologist, and parents in order to determine placement for returning OSS students.
- Evaluated assigned staff members according to Board policy, district, and DPAS II procedures.
- Supervised the DCAS after school tutoring program.
- Reviewed and worked on the school budget with the financial secretary.

**H. O. Brittingham Elementary School (August 25, 2011 to January 31, 2012)***Principal in Residence*

- Worked on the 2011-2012 School Improvement plan.
- Compiled all school assessment data to create a school wide data board and notebook.
- Assisted the principal in the general administration of the school with a 78% poverty rate.
- Assisted in the preparation of reports, records, lists and all other paper work required or appropriate to the school's administration.
- Lead professional development on using data to drive instruction.
- Evaluated assigned staff members according to Board policy, district, and DPAS II procedures.
- Established two pilot groups, for an electronic PLC, with the 2<sup>nd</sup> and 3<sup>rd</sup> grade level teams.
- Was Responsible for daily teacher walk-throughs
- Partnered with the Reading and Math RTI specialist to ensure the fidelity of RTI services for students.
- Assisted with September 30<sup>th</sup> Unit Count.

**Capital School District****William Henry Middle School (February 13, 2011 to June 30, 2011)***Positive Intervention Teacher (Temporary position)*

- Provided research-based, field-tested interventions to students with behavioral issues within a self-contained classroom.
- Served on crisis intervention team as needed.
- Provided instructional support and plan curriculum, lessons, and teaching methods.
- Collected data on specific student behaviors & assist with implementing behavior programs.
- Counseled students individually and in groups as necessary.
- Consulted with teachers regarding the behavioral needs of students.

**Substitute Teaching (September 2010 to February 2011)****Kent County Alternative Programs (November 9, 2009 to June 30, 2010)***Teacher-Business/Technology (Temporary position)*

- Analyzed student disciplinary data to determine best practices for improving at risk student behaviors.
- Coordinated and participated in school wide initiative to implement positive behavior support.
- Assisted with facilitating the DCAS testing (Online computer-based testing).
- Utilized instructional technology ([www.netop.com](http://www.netop.com)) to do the following:
  - Share student screens for presentations & demonstrations
  - Setup student tutorials
  - Setting internet, file sharing, & access restrictions
  - Monitor student progress & Internet usage.
  - To remotely teach the following:
    - Macromedia suite (Dreamweaver, Flash, Flash player) & Microsoft Office 2003
    - Hardware/Software deployment.
    - Created online exams.
- Planned a program of study, meeting the individual needs, interests and abilities of the students.
- Developed a music club (Taught and mentored students in sound recording, performing arts.)
- Prepared student portfolios (e-folios), as written evidence of preparation & student achievement.
- Maintained accurate, complete, and correct records as required by law, district policy, and administrative regulation.

**New York City Department of Education****BRONX THEATRE HIGH SCHOOL****Bronx, New York (September, 2003 – June, 2005)***Head Dean of Discipline/Technology coordinator*

- Managed a team of 4 deans.
- Supervised all student disciplinary procedures & kept records of any disciplinary action.
- Assisted in the supervision and evaluation of the student activity programs.
- Implemented project based strategies to improve student outcomes within an urban environment.
- Planned a program of study that met the individual needs, interests, & abilities of at risk students.
- Taught theatre business management in a Project Based Learning environment.
- Managed all student disciplinary procedures using web-based database tools.
- Attended district disciplinary hearings on behalf of Bronx Theatre High School.
- Attended administrator professional development training for curriculum dev. and programming.
- Assisted in the implementation and monitoring of approved curriculum changes.
- Assisted with development of the master schedule for the school.
- Worked with the parent coordinator in resolving student-teacher issues.

**JOHN F. KENNEDY HIGH SCHOOL**  
**Bronx, New York (October, 2001 – September, 2003)**  
*Technology Teacher/Technical Support*

**Taught the following:**

AutoCAD2000 and Versa CAD (Computer Aided Drafting Software)  
Hardware and Software

Assisted to setting up the A+ program.

- Supported all student & faculty computer labs running Windows 2000/NT/98 Operating systems
- Monitored backup Servers running ArcServe for NT.
- Served as the assistant football coach at the junior varsity and varsity levels.

**TECHNICAL EXPERIENCE:**

**COMCAST, New Castle, DE (February, 2008 – June 2009)**  
*CAE Online Technician, Advanced Products*

**HOSTMYSITE, Newark, DE (June, 2007 – January, 2008)**  
*Infrastructure Technician (24/7 Operation; 4pm to 12am shift)*

**BLUE HORIZON SOLUTIONS, LLC, New York (June, 2005 – June 2007)**  
*Operations/NOC (24x7, 12am to 8am shift)*

**GOLDMAN SACHS/ISG CONSULTANTS, New York (June, 1999 – September, 2001)**  
*Systems/Network Administrator*

**THE CHASE MANHATTAN BANK, New York, NY (July, 1998 – June, 1999)**  
*Senior LAN Analyst*



## References

**Victoria Haddad, Ph.D.**  
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THE LEAD SCHOOL ADMINISTRATOR HAS NOT YET BEEN HIRED.

## **LEAD SCHOOL ADMINISTRATOR**

### **GENERAL REQUIREMENT**

#### Duties and Responsibilities

The Lead School Administrator provides general oversight over the entire school operation. This position manages the human resources function, federal program function, staff evaluation function, curriculum and instruction, compliance, facilities, marketing and public relations, student recruitment, and other duties. The Lead School Administrator acts as the Executive Secretary to the Board. This is a performance-based position.

#### Qualifications

The Lead School Administrator shall possess a Master Degree or higher in educational administrator or a related field and completed training from the educational management services provider and participate in ongoing professional development.