

Brooke Balan is the parent of children attending RCCSD elementary and middle schools. She is an active PTA member and volunteers at both schools. Brooke is also a product of the RCCSD, growing up in, and still residing in, the Pike Creek/Wilmington area. She attended the University of Delaware, graduating with a BS in Human Resources. Brooke has a background in Marketing and Business Management and has worked for the same company for 25 years. She is involved in many local community activities/charities, as well as serving as President of her neighborhood swim club. Her background and long term community associations make her a perfect candidate to serve on the Board of PCCMS as the Community Liaison.

Brooke Balan

2806 Millcreek Road, Wilmington, DE 19808
302-540-2613
thebalans@verizon.net

Performance-driven and results-oriented administrative professional with extensive experience in organizational support, problem management, customer experience, and office management. Exceptional verbal and written communication skills, highly organized, driven by tight timelines, and effective in the resolution of complex issues.

Core Professional Strengths:

- Problem solving
- Balancing multiple projects
- Customer service
- Organization & prioritization
- Verbal & written communications
- Policies & procedures
- Expense monitoring & reduction
- Meeting & event planning

CAREER HIGHLIGHTS

Implemented scheduling system to manage 15 Physical Therapists' schedules across 2 offices
Responsible for all benefit and authorization interaction between office and insurance companies
Achieved excellent performance reviews, surpassing all key goals for the last 10 years
Brought resolution to all Delaware therapy offices to long standing problem with a major insurance company
Designed new office space during remodeling to promote efficiency of work space

PROFESSIONAL EXPERIENCE

Rehabilitation Consultants, Inc. (Delaware's oldest privately-owned Physical Therapy practice)

Office Manager

1997 - Present

Oversee daily operations in fast-paced environment of large Physical Therapy practice. Responsibilities include administrative, billing, personnel issues, human resource policies & procedures, customer service.

- 1 Responsible for creating, maintaining, discharging the treatment charts for 100 patients daily
- 2 Research, negotiate and resolve all insurance benefit and authorization issues & inquiries, averaging 75 per week
- 3 Responsible for reception staff, including interviewing, hiring & conducting performance reviews
- 4 Liaison to all vendors and major service providers including Medicare, insurance companies, imaging centers, other medical offices, Assisted Living Facilities
- 5 Oversee all in-office monetary transactions
- 6 Serve as Compliance Officer, ensuring compliance with accepted policies and procedures, and taking appropriate action for deviation, including conducting counseling / performance warnings as needed
- 7 Head up all office marketing initiatives including design, content, and fulfillment of fliers, prescription pads, signs, correspondence
Order and inventory all office supplies

Marketing Manager

1994 - 1997

Tasked with increasing practice client base through marketing & public relation activities

- 1 Represented practice at health fairs and local events
- 2 Responsible for monthly newsletter, including writing and editing all content
- 3 Organized focus groups and other forums to discover new initiatives to increase patient base

EDUCATION

University of Delaware

1994

1 Bachelor of Science: Human Resources, Concentration in Family Studies

COMMUNITY

1 Volunteer for the BC Foundation (Cystic Fibrosis charity for Delaware families), yearly participant in local Alzheimers, Multiple Sclerosis, Buddy Walk, Great Strides and Breast Cancer walks, annual organizer of office Denim Day for Breast Cancer research, SGK 3 Day Walk participant 2011, art director for local vacation bible school

2

References available upon request

Christopher D. Erisman, CPA

16 Sir Barton Court, Newark, DE 19702
Home Phone: (302) 292-1292
Cell Phone: (302) 547-3785
Email: cerisman@gunnip.com

Profile

- Over ten years of public accounting experience, with an emphasis on auditing, financial statement preparation and tax preparation.
- Proficient in Microsoft Excel and Word, as well as various accounting software programs.
- Detail oriented and efficient.
- Certified Public Accountant - State of Delaware
- Passed CPA Examination on first sitting in November 2003
- Member of the American Institute of Certified Public Accountants and the Delaware Society of Certified Public Accountants.

Work Experience

Gunnip & Company LLP - Wilmington, DE

Staff Accountant, 2003-2005
Senior Staff Accountant, 2005 – 2007
Supervisor, 2007 – 2011
Manager, 2011 - Present

- Perform audits, reviews and compilations for Delaware area companies
- Prepare tax returns for individuals, corporations, partnerships and non-profit organizations.
- Prepare financial statements and performed bookkeeping services for Delaware area companies.
- Budget, plan and schedule engagements listed above.
- Supervise and assist in training of new staff accountants.
- Review completed work of staff accountants on engagements listed above.

Circuit City Stores - Wilmington and Newark, DE

Sales Associate, 1997-1999
Assistant Manager, 1999-2001
Installer, 2001-2002

- Retail sales experience in consumer electronics
- Supervised and assisted in training of new associates
- Managed associates in an extremely goal oriented environment.
- Changed positions in 2001 to pursue degree in accounting. Worked a full-time schedule with a complete course load until December 2002.

Education

University of Delaware - Newark, DE

- Bachelor of Science in Accounting - Spring 2003
- Dean's List - Fall 2001 & 2002, Spring 2002 & 2003

References available upon request

Christopher D. Erisman, CPA
Biographical Information

Chris Erisman is a manager for Gunnip & Company LLP, a Delaware CPA firm. Chris has been with the firm for over a decade in their assurance practice. While attending college full time, Chris took some time off to work in the world of retail. Upon his return to school, Chris changed his major to accounting and graduated from the University of Delaware where he received a Bachelor of Science in Accounting in the spring of 2003.

Chris's responsibilities at Gunnip include the supervision and review of assurance engagements, which include audits, reviews and compilations of Delaware area corporations, partnerships, and nonprofit organizations. He also supervises and reviews tax preparation associated with these entities as well as for individuals.

Chris is a member of both the American Institute of Certified Public Accountants and the Delaware Society of Certified Public Accountants.

Christine T. Smith

34 Rankin Road, Newark DE 19711

(302)-598-7789

Email- christy.smith0809@gmail.com

OBJECTIVE:

To obtain an Elementary or Middle School English Language Arts teaching position that facilitates students to reach their full potential.

EDUCATION

Bachelor of Science in Education

Certification in Middle School English Language Arts

University of Delaware, Newark, DE- May 2009

Praxis I and II successfully completed

Meets highly qualified testing requirements for DE, MD, NJ

CURRENT POSITION

Christ Community Church, Wilmington Delaware

Create curriculum that is target based and includes hands on activities, whole group games, small group discussion and a connection craft. Prepare and implement the curriculum lessons to preschool and elementary aged children with a team of volunteers. Create curriculum that is target based that includes fun and interactive games with biblical purpose and message for middle school aged children. Prepare and implement lesson with a team of volunteers. Coordinate, schedule, train and meet with over 25 volunteers. Wrote and implemented volunteer handbook. Plan and coordinate outside activities for elementary and middle school aged children once a month. Send out promotional emails and updates to parents. Create a budget for children and student ministry. Attend weekly meetings to ensure success of the programs.

TEACHING EXPERIENCE

Professional Teaching:

Pike Creek Christian School, Newark Delaware

Taught 4th and 5th grade classrooms. Developed interactive and engaging lessons through incorporating different learning style tactics. Incorporated technology, group projects and had students interact and teach lessons in lower elementary classes. Wrote daily communication emails to parents that often included pictures of their children learning. Attended PTF meetings and worked with parents in after school activities and school promotion events. (2011-2013)

Family Foundations Academy Charter School, New Castle, Delaware

Taught 6th grade English Language Arts. Developed Delaware State Standard driven lessons through Learning Focus. Utilized an array of

teaching strategies such as differentiation and collaborative pairs within lessons. Taught a fifty minute RTI group daily, focusing on DCAS weaknesses with below or well below students. Created lessons and tests on the online Test Prep website: Study Island. Updated a class webpage weekly and emailed parents daily. Collaborated with other middle school team members. Coordinated multiple field trips and fundraisers. (2010-2011)

Fred Fifer Middle School, Caesar Rodney School District, Camden, Delaware
Taught grades 6-8 in all subject areas to the Alternative Behavior students. Successful in the designing and implementation of a behavioral level system to transition the students back into the regular classrooms. Taught in small groups to specific grade levels in ELA, Social Studies and Science to meet Delaware State Standards. Co-planned with the math liaison to create a math program targeting core Delaware Math State Standards for all middle school grade levels. Assisted in the Level 4 behavior classroom in the area of ELA. Became efficient in Eschool and Home Access Center to enhance parent communication. (2009-2010)

Student Teaching:

Cherry Hill Middle School, Cecil County District, Elkton, Maryland
Assumed all teacher responsibilities. Designed and taught a variety of lessons along with a unit on the novel and play The Hound of the Baskervilles written by Sir Author Conan Doyle, based on Maryland State Standards, to three, seventy-two minute classes. (Fall 2008)

Calvert Elementary School, Cecil County District, Elkton, Maryland
Assumed all teacher responsibilities. Designed and taught a variety of lessons and a unit on American symbols and people, based on Maryland State Standards in a creative way for 26 second graders, of diverse learning abilities. (Fall 2008)

Methods:

Cherry Hill Middle School, Cecil County District, Elkton, Maryland
Designed and taught a mini unit on the story Water of Gold, based on Maryland State Standards, to two, seventy-two minute classes. (Spring 2008)

Calvert Elementary School, Cecil County District, Elkton, Maryland

Designed and taught a variety of lessons such as the prediction reading strategy, American Government, and astrology, all based on Maryland State Standards to fourth grade students. (Fall 2007)

ADDITIONAL EXPERIENCE

Enrichment tutor, Grades 3-5 at Pike Creek Christian School, Newark, DE.
(Spring 2009)

Cheerleading Coach, Grades 6-8 at Pike Creek Christian School, Newark, DE.
Established the extra curricular activity in Spring 2008, continued through Spring 2009.

Summer Camp Drama Director, Ages 3-13 at Independence School, Newark DE.
(Summer 2008)

Extended Care Counselor, Ages 4-5 at Independence School, Newark, DE.
(Spring 2008)

Substitute Teaching, Grades K-8 at Pike Creek Christian School, Newark, DE.
(Fall 2005 – Spring 2009)

Summer Camp Counselor, Ages 9-13 at Pike Creek Christian School, Newark, DE.
(Summer 2003-2007)

Extended Care Counselor, Grades K-4 at Pike Creek Christian School, Newark DE. (Fall 2003- 2006)

PROFESSIONAL DEVELOPMENT

Seminars and pre-service workshops attended in 2010-2011: Learning Focused Strategy Workshops, Diversity in the Workplace Seminar, Common Core Training, Dyslexia Training

Seminars and pre-service workshops attended in 2009-2010 include: Read 180 Workshop, Converging Curriculum Workshops, CMP Workshops, History Literacy Project, DSTP training, DCAS I and II Training

Seminars and pre-service workshops attended in 2008-2009 include: Family Conferencing, Signs of Abuse and Neglect, Classroom Management

HONORS AND ACTIVITIES

Dean's List
Secretary of Delaware Young Republicans

Children's Ministry at Christ Community Church
Fellowship of Christian Athletes

REFERENCES

Upon request

Christine Smith graduated from University of Delaware with a Bachelor's of Science in Education. She has experience teaching in a private, public and charter school. Her teaching experience ranges from 4th grade to 8th grade, specializing in English Language Art. In these experiences, Christine taught alternative behavior students and developed a program to motivate, encourage and prepare students to advance back into regular classrooms. She also successfully raised state testing scores and lead RTI groups. Christine has led after school activities such as: cheerleading, volleyball, and drama club. She also has planned and coordinated school promoting events such as fundraisers, fairs and dances. Christine Smith is currently the children and co student ministry director of Christ Community Church. She is managing and training over six teams of volunteers, creating engaging curriculum fro a variety of age groups, and uses different tactics to promote her programs.

Eric Pugh

Bio:

Currently, Eric is a teacher in the Brandywine School District. He brings 8 years of experience and expertise in all aspects of Special Education. He received my Bachelors degree in History and Political Science with a minor in Sociology from Greensboro College in Greensboro, NC. He received his Masters of Education degree in Elementary School Counseling, Instruction: Teaching and Learning, School Leadership and Special Education from Wilmington University. Eric has played professional Baseball in Sweden and is currently enrolled in his final year of his Doctorate of Education in Educational Administration at Delaware State University.

Eric Lee Pugh

1218 Elm Street, Wilmington, Delaware 19805, (267) 800-6734
epugh23@hotmail.com

Education	<p>Doctorate of Education, Educational Leadership Delaware State University, Dover, DE Expected Graduation Date: May 2014</p> <p>Master of Education, School Counseling Wilmington University, Wilmington, DE May 2011</p> <p>Master of Education, Special Education (Grades K-12) Wilmington University, Wilmington, DE January 2010</p> <p>Master of Education, Instruction: Teaching and Learning Wilmington University, Wilmington, DE May 2008</p> <p>Master of Education, School Leadership Wilmington University, Wilmington, DE May 2007</p> <p>BA, History and Political Science, Minor: Sociology Greensboro College, Greensboro, NC, May 2004</p>
Related Experience	<p>Harlan Elementary School 3rd-5th Grade Inclusion (Autism and Severe Disabilities), August 2011-Current</p> <p>Team teach with regular education teacher all subject matter Participate in IEP meetings concerning student progress Administer DCAS testing to special education students Boys Basketball coach Bully prevention Solutions Team coach Gentlemen’s Club mentoring program facilitator Equity and Positive Behavior Support (PBS) committee Director of Harlan recycling program Family Engagement Team Odyssey of the Mind coach</p> <p>Thomas Edison Charter School 3rd, 6th Grade Special Education Teacher (TAM Classroom), November 2009 July 2011</p> <p>Team teach with regular education teacher all subject matter Participate in IEP meetings concerning student progress Administer DCAS testing to Special Education students Assist Special Education Coordinator with administrative duties (i.e. compliance) Boys Basketball Coach for Junior Academy</p>

	<p>High Road School of Delaware Head Special Education Teacher, June 2007-October 2009</p> <p>Teach children ages 14 – 21 years old all subject matter School coordinator during Extended School Year (ESY) program Assist Special Education Director with compliance and budget management Mentor new teachers with staff development and pedagogy Participate in IEP meetings concerning student progress Served on school's leadership committee Organized games/activities for P.E. classes Crisis trainer and coordinator Football and Basketball coach</p>
Certifications	<p>Principal/Assistant Principal School Leader I Special Education Director Special Education (K-12) Autism and Severe Disabilities (K-12) School Counseling (1-8)</p>
Professional Development	<p>International Baccalaureate Certified Level 1 Singapore Math Learning Focused Solutions (LFS) Devereaux Crisis Management DCAS Administrator PECS Certification for Autism Solutions Team certification</p>
Honors/ Activities	<p>Wilmington Little League Baseball Coach, Current Odyssey of the Mind recognition, Brandywine School District, 2012 Kappa Delta Pi, Delaware State University, 2011 Special Education Teacher of the year, High Road School, 2009 USA Athletes International Baseball Team, 2005, Stockholm Sweden International Reading Association, Wilmington University Greensboro College Dean's List, 2003-2004 Greensboro College Varsity Baseball, 4 Year Starter, 1999-2003</p>

References upon request

2.2 Charter School Board Member Information Form

Attachment 11

14 Del. C. § 512 (1), (3), (6) and (9)

To be completed individually by each proposed charter school board member

Serving on a public charter school board is a position of public trust and fiduciary responsibility. As a board member of a public school, you are responsible for ensuring the quality of the school program, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the DDOE requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold.

- (1) To give application reviewers a clearer introduction to the Founding Group behind each school proposal in advance of the applicant interview, and to be better prepared for the interview/Initial Meeting.
- (2) To encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background

1. The name of the charter school on whose Board of Directors you intend to serve:

Pike Creek Charter Middle School

2. Your full name:

Katherine Sookhoo

Home Address:

20 Lara Lane

Wilmington, DE 19808

Business Name and Address:

Fox Rothschild LLP

2000 Market Street, 20th Floor

Philadelphia, PA 19103

Telephone Number:

302-377-7476

E-mail address:

ksookhoo@foxrothschild.com

3. Brief educational and employment history. (No narrative response is required if résumé and professional biography are attached.)

Résumé and professional biography are attached.

4. Indicate whether you currently or have previously served on a board of a school district, another charter school, a non-public school, or any not-for-profit corporation (to the extent not otherwise indicated in your response to Item 3, above).

Yes

Does not apply to me.

5. Why do you wish to serve on the board of the proposed charter school?

I think it's a great opportunity to serve the community to provide a quality school in a needed location.

6. What is your understanding of the appropriate role of a public charter school board member?

I think my role is to function within the board to support the goals and purposes of our charter school within the context of the guidelines provided for by the state.

7. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.

I have served extensively on boards and councils. I am currently the President of the BYU Marriott School of Management, Greater Philadelphia Chapter, and I am the liaison between the J. Reuben Clark Law School and the J. Reuben Clark Law Society. I am previously served on a council at my church, and we met bi-weekly to discuss the needs of the church and it's members. I also currently teach an early morning class for high school students.

8. Describe the specific knowledge and experience that you would bring to the board.

I bring to the table my experience in past numerous leadership positions, my know-how from the legal community, and my contacts which will enrich our school. I also have a background in education, which will enrich our charter school.

9. Indicate if you have submitted the results of a criminal background check and check of the Child Abuse Registry according to the instructions provided in the charter application.

Yes

No

School Mission and Program

1. What is your understanding of the school's mission and guiding beliefs?

The mission of the PCCS is to promote physical activity, health, welfare, and rigorous academics.

2. What is your understanding of the school's proposed educational program?

I understand the school's proposed educational program to focus on project based learning to support our mission.

3. What do you believe to be the characteristics of a successful school?

I think a great leadership team, clear direction, great resources, and a defined plan are some of the characteristics of a successful school.

4. How will you know that the school is succeeding (or not) in its mission?

We meet bi-weekly to assess our progress and we will continue to do this to make sure that we are succeeding in our mission.

Governance

1. Describe the role that the board will play in the school's operation.

The board will operate as an overseer to make sure that the school's operating efficiently, in the student's best interests, and in line with our mission.

2. Provide a forecast of where you see the school after its first year of operation and then again in four years.

I anticipate a strong first year of operation and sustained growth after four years. I am sure that there will be challenges the first year, but I am anticipate that we will have significant resources with which to succeed.

3. What specific steps do you think the charter school board will need to take to ensure that the school is successful?

I think we need to have a realistic plan which is supported by our resources and know-how. We need to partner with those entities that have been successful in the past.

4. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

We would need to meet as a board to take the proper steps to investigate and perhaps remove that person from the board.

2.3 Charter Board Member Disclosures Form

To be completed individually by each proposed charter school board member.

1. Indicate whether you or your spouse knows the other prospective board members for the proposed school. If so, please indicate the precise nature of your relationship.

I / we do not know prospective board members.

Yes; I/we do know prospective board members. The description follows:
Steve Taylor and I attend the same church.

2. Indicate whether you or your spouse knows any person who is, or has been in the last two years, a school employee. If so, indicate the precise nature of your relationship.

I / we do not know any such school employees.

Yes; I/we do know such school employees. The description of the relationship follows. My neighbor is a school teacher in the Newark School District.

3. Indicate whether you or your spouse knows anyone who is doing, or plans to do, business with the charter school (whether as an individual or as a director, officer, employee, or agent of an entity). If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the school.

I / we do not know any such persons.

Yes; I/we do know such persons. The description of the relationship and the nature of the business follows

4. Indicate if you, your spouse, or other immediate family members have any ownership or financial interest in the charter school, including but not limited to the building and real property to be used in the operation of the charter school, or anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of your ownership or financial interest in the school and/or the business that is being or will be conducted.

I / we do not expect to conduct any such business.

Yes; I/we do such business. The precise nature of the ownership or financial interest in the school and/or the business that is being or will be conducted follows.

5. If the school intends to contract with a Charter Management Company, indicate whether you or your spouse knows any employees, officers, owners, directors, or agents of that provider. If the answer is in the affirmative, please describe any such relationship.

Not applicable because the school does not intend to contract with a charter management company.

I / we do not know any such persons.

Yes, I/we do know such persons. The description of the relationship follows.

6. If the school contracts with a Charter Management Company, please indicate whether you, your spouse, or other immediate family members have a direct or indirect ownership, employment, contractual, or management interest in the provider. For any interest indicated, provide a detailed description.

Not applicable.

I / we have no such interest.

Yes, I/we have a direct or indirect ownership, employment, contractual or management interest in the provider. A detailed description follows.

7. If the school plans to contract with a Charter Management Company, indicate if you, your spouse, or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.

Not applicable.

I / we or my family do not expect to conduct any such business.

Yes. We or my family do expect to conduct such business.

8. Indicate whether you, your spouse, or other immediate family members are a director, officer, employee, partner, or member of, or are otherwise associated with, any organization that is partnering with the charter school.

Does not apply to me, my spouse, or family.

Yes. I, my spouse, or other immediate family members are a director, officer, employee, partner, or member of, or are otherwise associated with, any organization that is partnering with the charter school. To the extent you have provided this information in response to prior items, you may so indicate.

9. Indicate whether there are any potential ethical or legal conflicts of interests that would, or are likely to exist, should you serve on the school's board. If so, describe the potential ethical or legal conflicts of interest.

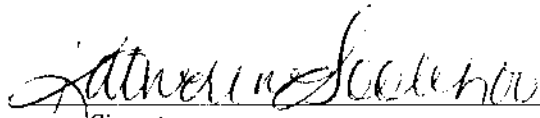
None

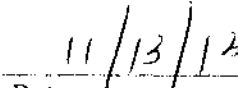
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Yes. A description of the potential ethical or legal conflicts(s) of interest

Certification

I, Katherine R. Sookhoo, certify to the best of my knowledge and ability that the information I am providing to the Delaware Department of Education as a prospective Board Member for the Pike Creek Charter Middle School is true and correct in every response.


Signature


Date

Katherine Rae Sookhoo

20 Lara Lane, Wilmington, DE 19808

302-377-7476

ksookhoo@gmail.com

EDUCATION

Juris Doctor (*December 2002*)

J. Reuben Clark Law School, Brigham Young University, Provo, UT

- University Scholarship, 2000-2002
- International Moot Court Jessup Team Member, 2001-2002
- Attended the Summer Institute of the University of Guanajuato, Mexico, 2001
- Bonner Leadership Program, Participant, 2002
- Taught a Graduate Level Mediation Course at Brigham Young University, 2002

Bachelor of Arts, *Brigham Young University, Provo, UT* (*December 1999*)

- History Teaching Major/Political Science Teaching Minor
- Academic Merit Scholarship, 1997-1999
- Golden Key Honor Society, Member
- Student Teacher, Cooperative Program, Orem Junior High School, Orem, UT, 1999

MEMERSHIPS

Pennsylvania State Bar, June 2003

New Jersey State Bar, December 2004

EXPERIENCE

Associate, *Fox Rothschild LLP*, Philadelphia, PA, Fall 2006 to present

- Draft petitions, motions, and complaints related to the dissolution of marriage, custody, support, Protection From Abuse claims
- Draft Property Settlement Agreements, and Pre-Nuptial Agreements
- Attend hearings regarding equitable distribution of property, custody and support of children, Protection From Abuse claims
- Handle pro bono family law cases, including adoptions

Associate, *Karen Ann Ulmer, P.C.*, Langhorne, PA, Spring 2004 to Fall 2006

- Drafted petitions, motions, and complaints related to the dissolution of marriage, custody, support, Protection From Abuse claims
- Drafted Wills, Power of Attorney, Living Will, Property Settlement Agreements, and Pre-Nuptial Agreements
- Attended hearings regarding equitable distribution of property, custody and support of children, and Protection From Abuse petitions

Associate, *The Law Office of Don Pak*, Philadelphia, PA, Spring 2003 to Winter 2004

- Researched, analyzed, and drafted memos, letters, and petitions relating to the field of Immigration Law
- Drafted Marriage Dissolution complaints and marriage settlement agreements

- Drafted Agreement of Sales, Bill of Sales, and Lease Agreements
- Court Appointment by Judge DeLeon to try misdemeanor cases
- Drafted Petitions for Review to the Third Circuit Court of Appeals

Student Teacher, Brigham Young University, Provo, UT, Fall 2002

- Taught Graduate Level course in Mediation
- Prepared and presented class lessons, assignments, and examinations
- Monitored students as they applied their mediation skills in our classroom

Law Clerk, Fourth Judicial District Court, Commissioner Patton, Provo, UT, Fall 2002

- Drafted Minute Entries, decisions, and memorandum relating to family law and property issues
- Researched and analyzed Utah civil procedure issues regarding proper service of process and amendment of final judgments

Law Clerk, Department of Justice, Philadelphia Immigration Court, Judges Honeyman and Ferlise, Philadelphia, PA, Summer 2002

- Drafted decisions and motions, including asylum decisions, adjustment of status decisions, and motions to reopen
- Researched legal issues and drafted memorandums regarding the LIFE Act and reinstated final orders, Pleas and Plea Agreements in relation to the *St. Cyr* decision, and authentication of foreign documents

Law Clerk, Duncan Honn, Portland, OR, Summer 2001 (offer extended)

- Drafted legal documents including a structural warranty and contract clauses
- Researched and analyzed legal issues regarding meretricious relationships, wills, bankruptcy filings, and medical malpractice

Law Clerk, The Law Office of Jeff S. Salisbury, Eugene, OR, Summer 2001, Winter 2004

- Legal research and writing including securities, investment, and finance issues

**SERVICE &
INTERESTS**

President, Marriott School of Management Philadelphia Chapter, September 2012 to present

Executive Board Member, Marriott School of Management Philadelphia Chapter, September 2011 to September 2012

Liasion, J. Reuben Clark Law School/ J. Reuben Clark Society, Philadelphia Chapter, Fall 2009 to present

Chapter Chair, J. Reuben Clark Society, Philadelphia Chapter, Fall 2007 to Fall 2009

Attorney Advisor, *Conwell Egan High School*, Fairless Hills, PA, Mock Trial Team 2005

Volunteer Tutor, *Slate Canyon Youth Correctional Facility*, Provo, UT, 1998-2002

Pennsylvania Bar Association, *Women in Professions Committee, Family Law Section*

Outdoors, Hiking, Traveling, Reading, Skiing, and Boating



Katherine R. Sookhoo

Associate

ksookhoo@foxrothschild.com

Philadelphia, PA
215.299.2111



Fox Rothschild LLP
ATTORNEYS AT LAW

Kate's practice focuses on all aspects of family law, including:

- sophisticated and complex divorce and support cases
- annulments
- adoptions
- contentious custody litigation, including relocation cases
- protection from abuse claims
- prenuptial agreements
- Hague cases involving international abduction and retention of children by their parents

Kate is a member of the firm's Litigation Department as well as the Family Law Group.

Before Fox Rothschild

In law school, Kate served as a law clerk for the Fourth Judicial District Court in Provo, Utah, as well as law clerk for the Immigration Court of the Department of Justice in Philadelphia. She also participated in the Jessup International Moot Court Team and taught a graduate level course in mediation at Brigham Young University in Provo, Utah

Beyond Fox Rothschild

Kate currently serves as the BYU Law School Alumni Association's JRCLS liaison for the Philadelphia Chapter of the J. Reuben Clark Law Society. She founded its Philadelphia Chapter, and served as the first Chapter Chair. Kate also serves on the Executive Committee of the Greater Philadelphia LDS Professionals Society, which is sponsored by the Marriott School at BYU

Kate is active in the firm's pro bono activities, serving such clients as Philadelphia Volunteers for the Indigent Program (VIP), Senior Law Center and Legal Clinic for the Disabled.

Kate also coached a team in the State-Wide High School Mock Trial Competition.

Honors and Awards

- Selected as an "Unsung Hero" by *The Legal Intelligencer* for her pro bono work in 2010.
- Selected to the Pro Bono Roll of Honor by the First Judicial District of Pennsylvania on October 27, 2011.

News

Featured: "People in the News," *The Legal Intelligencer* (May 23, 2012)

Featured: "Julia Swain and Katherine R. Sookhoo of Fox Rothschild Present Seminar on Philly VIP's Family Law Services," (May 15, 2012)

Featured: "Group Wants to Reform New Jersey's Alimony Laws," CBS Philly/KYW 1060 (April 9, 2012)

Featured: "Fox Rothschild's Katherine R. Sookhoo Named 'Unsung Hero'," (July 8, 2010)

Practice Areas

- Family Law
- Litigation

Bar Admissions

- Pennsylvania
- New Jersey

Education

- J.D., J. Reuben Clark Law School, Brigham Young University, 2002
- B.A., Brigham Young University, 1999

Memberships

- Pennsylvania Bar Association
- Member, Women in the Profession Committee, PBA
- Philadelphia Bar Association Member, Family Law Section
- J. Reuben Clark Law Society Chapter Chair, Philadelphia Chapter

Speaking Engagements/Events

VIP Custody Training Program

(Speaker)

Presented by: Philadelphia VIP

Philadelphia, PA

May 11, 2012

Matthew K. Backer

Matthew Backer is a founding board member and prospective Athletic Director/Physical Education Teacher. Matthew has earned his Bachelor's of Science in Physical Education and Health K-12 from Wesley College. He is currently working on his Masters Degree in Sports Administration at Delaware State University and is expected to graduate in 2014. Matthew has 3 years teaching experience in Physical Education and Health. He had the opportunity to start and develop the Physical Education and Health program at a charter school in Wilmington. Matthew is currently teaching Computer Technology at East Side Charter School in Wilmington. He developed the curriculum for the Computer Technology class at East Side. He is the state test coordinator for the K-8 elementary school he currently works for. His philosophy focuses on teaching every student how to become mentally and physically able to set personal goals while learning about lifetime fitness. Matthew has a unique and inspiring passion for motivating students to lead healthy and active lifestyles.

Matthew Backer

3230 Whiteman Road

Wilmington, DE 19808

Cell: 302.690.3609

Matthew.Backer@escs.k12.de.us

Objective: To pursue a career as a physical education teacher, encouraging children of all ages to take responsibility for the importance of physical activity and recreational opportunities in their lives.

Education

Master of Sports Administration

Delaware State University

2011-Present

Dover, DE

Bachelor of Science: Physical Education K-12

Wesley College

2004-2009

Dover, DE

Teaching Experience

East Side Charter School

2013-Present

East Side Charter School is a K-8 Charter School located in Wilmington, Delaware.

(Student population: approx. 400; Staff population: approx. 45)

- Elementary and Middle School Computer Technology Teacher
- Developed the Computer Technology curriculum
- Assessment Coordinator for Delaware Comprehensive Assessment System (DCAS) and Measures of Academic Progress (MAP)

Delaware College Preparatory Academy

2011-2013

Delaware College Preparatory Academy is a K-5 Charter School located in Wilmington, Delaware with a reading and math focus. (Student population 325; Staff Population: 40)

- Elementary Physical Education teacher grades K-5.
- Developed the Physical Education and Health curriculum
- Taught the program geared toward Lifetime Fitness at DCPA.

Delaware Technical and Community College

Delaware Technical Community College is a community college located in Dover, committed to providing open admission, post-secondary education at the associate degree level.

- Taught the MS Office Technician Program as an adjunct professor in the Technical Corporate Training Department.
- Five week training course that covered: Basic computer skills, Keyboarding, MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher, and MS Outlook.

Delaware Technical and Community College

Delaware Technical Community College is a community college located in Dover, committed to providing open admission, post-secondary education at the associate degree level.

- Taught the MS Office Technician Program as an adjunct professor in the Corporate Citizenship Department.

- Four separate sections of three-day seminar teaching basic computer skills and Microsoft Office Programs to workers from Tidewater Inc.

Student Teaching

Caesar Rodney High school (9-12)

- 8 weeks of Student Teaching Physical Education/ Health

East Dover/Booker T. Washington Elementary (K-5, Special Education)

- 8 weeks of Student Teaching Physical Education

Substitute Teaching

Fairview Elementary Dover, DE 2007-2008

College Supervisor(s): Ms. Mary Jane Diemeke & Dr. Curt Hinson

Responsibilities: Created and taught lessons for Physical Education Lessons

Campus Community High School Dover, DE 2004 – 2008

College Supervisor(s): Ms. Mary Jane Diemeke, Ms. Maureen Keister

Responsibilities: Created and taught lessons for Physical Education. Substitute taught for Business, Humanities, Math, Spanish, and Physical Education 9th, 10th, 11th and 12th

Campus Community Elementary Dover, DE 2004 – 2008

College Supervisor(s): Mr. John Powell

Responsibilities: Created and taught lessons for Health and Sex Education. Substitute taught for Physical Education, Spanish and 7th grade Science class (K- 8th)

Dover High School Dover, DE 2006

College Supervisor(s): Mr. John Powell

Responsibilities: Created and taught lessons for Physical Education and Drug abuse. Substitute taught for Physical Education, Health, English, Math, Computers 9th – 12th grade

Central Middle School Dover, DE 2009-2010

Responsibilities: Substitute Taught for Language Arts, History 7th and 8th grade

William Henry Middle Dover, DE 2009-2010

Responsibilities: Substitute Taught for Physical Education, Math, and Science

East Dover Elementary/ South Dover Elementary/ Booker T. Washington Elementary/ Hartley Elementary/ Fairview Elementary Dover, DE 2009-2010

Substitute Taught Physical Education K- 4, Special Education

Kent County Community Secondary ILC/ Capitol School District Elementary ILC

Dover, DE 2009 -2010

Worked with students with learning disabilities and severe behavioral problems in a small controlled setting.

Other Work Experience

Wesley College Football Academic/Athletic Advisor Graduate Assistant 2009-2010

- Academically mentor students in the athletic programs.
- Meet with specific students' on a bi-weekly basis and offer assistance or referrals as needed.
- Wrote and contacted coaches about players' weekly reports in the classroom and study halls.

Wesley College Academic Resource Center 2007-Present

- Monitor the Academic Resource Center during tutoring hours.
- Proctor tests for students with disabilities.
- Supervise the overall tutoring and study area.

Progressive Pool Management 2008-Present

- Managed pools in the summer in New Castle County: Elks Swim Club/ Persimmon Creek Swim Club/ Centerville Swim Club.
- Guard Management, Scheduling and Pool Maintenance

Certifications

- Initial Teaching Licensure, Delaware, Physical Education K-12
- Certified Pool Operator
- Lifeguard Certification
- Lifeguard Trainer Certified
- First Aid/CPR Certification
- First Aid/CPR Trainer Certified

Professional Memberships

Phyr'd Up Club Member

2006 – 2009

DAAHPERD Member & Conference Presenter

2006 – Present

Awards

National Eagle Scout Association (NESA)

Eagle Scout Received Aug. 2004

Activities: Graduate Assistantship (2009 – 2010), Phyr'd Up Club 2006 – 2009, Wesley College Football 2004 – 2010 (player/coach), Football Punter (2004 – 2008), Special Teams Coach (2008 – 2011) Wesley College Intramural Soccer 2005 – 2009, Wesley College Intramural Volleyball (2007 – 2009), Wesley College Intramural Dodge ball (2006– 2009), Wesley College Security (2005 – 2006), Alumni Affairs (2006 – 2007)

Melissa is a graduate of University of Delaware where she also played lacrosse on a scholarship. Following her undergrad, Melissa obtained her Masters in School Leadership from Wilmington University. She is currently working towards her Doctoral degree in Educational Leadership which she will complete in 2024. Melissa has a wide range of educational experience, which includes teaching a variety of grades, Dean of Curriculum and Instruction, Data Coach for the State of Delaware, and currently is a Curriculum and Assessment Specialist for Amplify. Along with her teaching certification, Melissa also holds certificate as a Principal, Assistant Principal and School Leader I. Melissa has demonstrated her passion, drive and results oriented leadership philosophy. She has greatly contributed to the success of students and teachers within her school on achieving personal and school wide goals. It is evident that Melissa is committed and motivated to assist in building the foundation of PCCMS and continuing to contribute her success as the schools' leader.

Melissa A. Whitehead

606 Geddes Street ● Wilmington, Delaware 19805 ● Phone Number: 302-563-6229 ●

MelissaAWhitehead@yahoo.com

Objective: To obtain a school administrative position that allows me to utilize my educational leadership skills and knowledge.

Education

Doctor of Education: Educational Leadership	2011-Present
Wilmington University Wilmington, DE	
Master of Education: School Leadership	2009-2010
Wilmington University Wilmington, DE	
Bachelor of Science in Human Resources, Education and Public Policy	
Minor in Coaching Science	
University of Delaware Newark, DE	2004-2008

Relevant Experience

Intel-Assess, Part of Amplify Insight **Wilmington, Delaware**
Curriculum and Assessment Specialist, Mathematics 2013- Present

- Manage the development of math custom assessments for districts to match their assessment program goals.
- Review district assessment blueprints and provide feedback on how to improve them
- Build assessments from the item bank and review and respond to district feedback to ensure high quality assessments
- Write, revise, review, and specify items to meet district needs
- Participate in content-related projects as appropriate
- Participate in CCSS discussions and learning as it relates to the implementation of the CCSS in assessment and prepare materials to share with custom assessment districts

Wireless Generation **Wilmington, Delaware**
Educational Data Instructional Coach 2012-2013

- Served as a Data coach for Appoquinimink, Brandywine and Christina School Districts
- Coach small groups of teachers and/or instructional coaches in analyzing data and using data to differentiate instruction.
- Facilitate meetings of Professional Learning Communities.
- Observe teacher practice and provide feedback to individual teachers.
- Support teachers in the use of state and local data systems.
- Support school-based data coaches and school and district leadership teams.
- Travel to assigned schools to deliver services and build strong relationships with administrators and teachers.
- Provide regular written status reports to project management team.

Delaware College Prep Academy **Wilmington, Delaware**
Delaware College Prep Academy is a K-5 Charter school with a Math and English Language Arts Focus. (Student population: 275, Teaching Staff: 25)

Administrative Experience 2011-2012
Curriculum and Instruction

- Analyze and evaluate current curriculum, including research and development of best practices, develop math scope and sequence, ELA, and standard based assessments according to prioritized standards established by the state. Coordinated and administer whole school Delaware Comprehensive Assessment System (DCAS) and Measures of Academic Progress (MAP).

- Collect, analyze and present test score data to school staff, parents and school board. Lead grade level team meetings and worked one on one with teachers to use data to develop data driven lessons.
- Organize and lead Professional Development for all teachers on best practices, curriculum, classroom management, team building and data analysis. Collaborated with data coach to plan and schedule data professional development sessions.
- Observe, evaluate and offer feedback to teachers through Delaware Performance Appraisal System (DPAS II), informal observations and walk throughs.
- Conduct teacher interviews and hire new teachers
- Developed K-4 daily schedule, school calendar and planned school events such as curriculum night, DCAS information night and open house.
- Collaborate with student support and Special Education to manage behaviors. Supported and attended IEP, 504 and behavior plan meetings.
- Trained teachers and lead implementation for Response to Intervention
- Write Grant(s) - Local Education Agency (LEA) grant (\$186,000), Longwood gardens grant (\$250,000), 21st Century grant
- Northwest Evaluation Association (NWEA) Test Coordinator
- Delaware Comprehensive Assessment System (DCAS) Test Coordinator
- Science Training/Kit Coordinator
- Read to Succeed Program Coordinator
- Homeless Liaison
- Individuals with Disabilities Program Coordinator
- Title I, Part A Making High Poverty Schools Work Coordinator
- Title II, Part A: Teacher and Principal Training and Recruitment Coordinator
- Professional Development Management System Coordinator

Teaching Experience

2008-2012

Second grade teacher

- Implement second grade curriculum for Math, English Language Arts, Science, Social Studies, Spanish and Character Development
- Use student data to create rigorous standard-based unit and lesson plans

First grade teacher

- Implement first grade curriculum for Math, English Language Arts, Science, Social Studies and Character Development
- Use student data to create rigorous standard based unit and lesson plans
- Create first grade Social Studies scope and sequence

First and second grade Team Leader

- Lead professional development and team meetings to overcome challenges and review data to increase student achievement
- Develop Math Scope and Sequence for K-5
- Coordinate with administration to create curriculum and school schedules
- Organize school wide activities for fall, winter, and 100th day of school festivals

Northwest Evaluation Association Test Coordinator

- Input all students K-2 into Northwest Evaluation Association data base
- Lead Professional Development on proctoring the Measure of Academic Progress (MAP) Testing
- Create Proctoring guidelines and instructions for teachers

Board Member

2008-2010

- Teacher representative on the school board
- Attended all board meetings, executive sessions, retreats and served on the academic accountability committee.

Family Foundations Academy, New Castle, Delaware
Family Foundations Academy is a K-7 charter school which hosts approximately 600 students and 40 staff members.

Data Analyzer for grades K-7 2010- 2011

- Analyze Delaware Comprehensive Assessment System (DCAS), Measure of Academic Progress (MAP), curriculum and discipline data. Developed presentations of the data along with school improvement plans for increase assessments results and presented to staff and school board.
- Facilitate and lead professional developments on Response to intervention, common core standards, data analysis and goal setting. Lead grade level team meetings and one on one teacher meetings to help analyze and identify strengths and areas of improvement to increase student achievement
- Coordinate and Monitor Saturday Academy
- Collect and analyze teacher data binders, Response to intervention goals and class goals

Third Grade Teacher 2010- 2011

- Implement third grade curriculum for Math, English Language Arts, Science and Social Studies
- Use student data to create rigorous standard based unit and lesson plans. Analyzed individual student data to integrate data driven instruction specific to students needs
- Prioritize third grade standards to create a rigorous pacing guide and scope and sequence.

Mentor 2010- 2011

- Mentor first year teachers in cycle 1 of the State of Delaware Mentoring Program
- Observe and work with teachers to improve classroom environment

Additional Experience

Pike Creek Charter Middle School Wilmington, Delaware 2012- Present

Founding Board Member

- Founding Board Member that assisted in the writing of the charter application.
- Developed the Scope and Sequence aligned to the Common Core Standards for Math and English Language Arts
- Developed the Scope and Sequence aligned to the Delaware State Standards for Science, Social Studies, Technology, Health and Visual and Performing Arts.
- Chair of the Education Committee
- Co-Chair of the Facilities and Finance Committee

DYNAMITE Wilmington, Delaware 2013- Present

Curriculum Design & Program Advisor

- Developed a six week Middle School Leadership Camp curriculum
- Coordinated all aspects of the program from facilitators, locations, camp events, sponsors and guest speakers.

Delaware Department of Education June 2011

Science Standard Extensions Panel

- Collaborated with teachers and the Delaware Department of Education in writing extended common core science standards that meet the needs of special education students.

Delaware Interscholastic Athletic Association 2008-2011

Chairperson for Academic All American

- Coordinated nomination process for Academic All American candidates
- Selected based on set criteria nominees that qualified for Academic All American Award
- Presented players throughout the state of Delaware Academic All American Awards

Rippin' Rope Lacrosse 2008-2011

Girls Director

Charter School of Wilmington Wilmington, Delaware

Varsity Head Coach 2008- 2010

Professional strengths:

- in-depth knowledge of budget, curriculum and performance standard development
- Excellent leadership qualities and team building skills
- In-depth knowledge of classroom evaluation and school administration in compliance with Delaware Educators Association (DEA).
- Excellent written and verbal communication skills
- Experience in program assessment and evaluation
- Excellent management and organizational skills

Licenses:

Granted by the State of Delaware:

Principal/Vice Principal License K-8	January 2011
School Leader I	January 2011
General Elementary K-6	January 2009

Certificates:

- eLearning Certification in Improving Reading and Writing in Content Standards, Visual Learning Strategies in the Classroom and Fostering Innovation and Creativity in the Classroom.
- Certification earned as a Delaware Performance Appraisal System (DPAS-II) evaluator.
- Certification earned as a Delaware Comprehensive Assessment System (DCAS) test administrator.
- Certification earned in all cycles of Learning Focused.
- Certification earned in Math and English Language Arts Common Core training.

Skills, Hobbies and Interests:

<i>Division I Scholarship Varsity Lacrosse Athlete, University of Delaware</i>	<i>2004-2008</i>
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Michael Smith is the Manager of the Greater Newark Economic Development Partnership. The Partnership consists of the University of Delaware, City of Newark and New Castle County Chamber of Commerce. The Partnership merges the business community, academia and city government to promote business launch, growth and success in the Greater Newark, DE area. Michael has his BA in Political Science from the University of Delaware and his Masters of Public Administration from the University of Delaware in Public and Non Profit Management. Prior to working for the Partnership, Michael was Assistant Finance Director for Congressman Mike Castle and Deputy Campaign Manager for his 2008 re-election campaign for Congress. Michael also worked in the private sector for Comcast Corporation and Verizon Delaware. Along with his professional and educational experience, Michael is on several boards. He is a member of the UD PCS Advisory Committee, on the Business Advisory Committee for Christina School District and President of the Delaware Young Republicans. Along with his board participation, Michael is involved in numerous nonprofit organizations within the Pike Creek community in which he resides. He is also a youth ministry volunteer for Christ Community Church and middle school basketball coach at Wilmington Christian School. Education is a passion for Michael. Through his studies at the University of Delaware and programs of the Partnership he manages, he works with Junior Achievement and United Way of Delaware to bring a job shadowing program to Christina and Red Clay School Districts through a new web-based platform. Michael has the experience, passion and energy to bring a new educational option to the Pike Creek community.

Michael F. Smith

34 Rankin Road, Newark DE 19711
302-290-7726

E-mail - msmith2288@gmail.com

OBJECTIVE: Community relations, external affairs, government affairs, public affairs or managerial relations that allow me to utilize my interpersonal skills with the opportunity for growth.

EDUCATION: UNIVERSITY OF DELAWARE, Newark, DE
B.A., Political Science May 2007
Overall GPA: 3.23/4.0 Rank: 1353/3299

University of Delaware, Newark, DE
Masters, Public Administration May 2013
Overall GPA: 3.7/4.0

SKILLS/Certifications: Knowledge of Microsoft Office (Excel, PowerPoint, Microsoft Word), XP, Vista, Windows 7, MAC, Prezi, GIS, WordPress, SPSS, SSP, Social Media, CPR Certified, Weblink, Constant Contact, Exact Target

EXPERIENCE:

January 2012- Present
New Castle County Chamber of Commerce
Manager-Greater Newark Economic Development Partnership
Manage the partnership between the University of Delaware, City of Newark and New Castle County Chamber of Commerce to promote the expansion, growth and new business in the Greater Newark area. Host roundtable discussions with the Partnership entities and developers/brokers, large employers, tech companies and elected officials, host fundraisers, host community networking events, host an annual Buy-Local campaign, hold annual site visits with employers in the Greater Newark area, manage social media tools and public outreach, managed brand study of logo, tag line, key messaging, implementation plan and website development, interface with site consultants, professors, entrepreneurs and targeted industry leaders for business growth in Greater Newark. Work with Select Greater Philadelphia on a high-tech media tour for the region. Host an annual golf tournament. Write and manage monthly e-newsletter publication that is distributed to all stakeholders and community members. Manage annual budget. Develop and implement an annual fundraising, communications, market strategy and work plan, run regional conference; manage government affairs e-advocacy programs to craft local, state and federal legislative strategies; presentations to regional and local audiences that include site selection consultants, businesses, real estate professionals and federal, state and municipal elected officials

May 2011- January 2012
Verizon Telecom
Business Solutions Manager
Manage the state of Delaware, Delaware County, and Chester County

territories for new customer acquisition and retention of small to medium size businesses, held to monthly sales goal/quota as well as unit goal/quota for FIOS, dsl, telephone lines, and other products and services to bring business customers a complete business solution; work with local technician, construction, and engineering managers for a cross departmental plan for full customer satisfaction, attend Chamber of Commerce events, marketing events, and business expos for community outreach and business networking

August 2010-
May 2011

Comcast Corporation

Supervisor-Advanced Solutions

monitor, coach, and speak to transitional sales rate for up to 26 agents through daily and monthly sales goal for departmental and divisional standards; co-wrote the transitional sales rate training for the Eastern Division; trained the Visualize and Attack Training program for the Service Department; handled administrative duties for agents; handled the hiring, corrective action and termination process through enablement plans and coaching sessions ;ran reports for departmental enhancements and agent stack rankings; monitored and coached multiple other metrics to meet goals and company standards

February 2009-
August 2010

Comcast Corporation

CAE-Advanced Products

Sales: high speed internet, cable, Comcast digital voice with all related products and equipment through cold calling and inbound calls; team lead six times, top sales person on my team five months, in the top ten sales people in the Freedom Region for the months of August and September, customer relations, high speed internet and wireless trouble shooting, maintaining top metrics through productivity and quality, team building

June 2008-
November 2008

Castle for Congress Campaign

Field Director

Organizing events, talking with constituents, decision making on campaign materials, managing staff, sign placement, strategy brainstorming and execution; ; met deadlines and quotas/goals for fundraising and monetary contributions, writing thank you letters, supermarket polling analysis and volunteer placement based off results for primary and election day, civic association engagement, corporate engagement on regulatory affairs and legislative agenda, managed corporate golf tournament

January 2008-
December 2010

Castle for Congress Campaign, Wilmington, DE

Assistant Finance Director

Assisted in contributions of \$1.8 million with businesses and political action committees through meetings, events, cold calls, letters and email solicitation; utilized spread sheets through excel and wrote presentations and letters in Microsoft Office; met deadlines and quotas/goals for fundraising and monetary contributions, writing thank you letters, community outreach with local non profit organizations, private corporations and PAC's.

September 2007 -
December 2007

Steve McDonald for Senate Campaign, Lancaster, PA
Campaign Managing/Field Director

Worked and strategize spread sheets, executed literature drops, worked with volunteers, assisted in sales of \$100,000 plus through spread sheets and fundraisers, participated in meetings, data input, community outreach, and polling

May 2006 -
November 2006

Ferris Wharton for Attorney General, Wilmington, DE
Assistant Director of Communications

Worked on spreadsheets, coordinated volunteers, helped promote and direct fundraising events, organized and executed literature drops and community outreach, door knocking with the candidate.

January 2006 -
March 2006

Attorney General Carl Danberg, Wilmington, DE
Intern

Attended Court to observe and evaluate prosecutors, court runner, and filing, copies, worked with paralegals to take intakes from police officers.

**HONORS and
MEMBERSHIP:**

Dean's List in undergraduate and graduate work
Mortar Board National Honor Society
President of the Delaware Young Republicans
Sunshine Foundation Member
Member of Marketing Advancement Team at Pike Creek Christian School
New Castle County Flag Football
Business Advisory Committee for Christina School District
University of Delaware 2013 Policy Challenge Team
Founder and Chairman of Pike Creek Charter School
Wilmington Christian Middle School Men's Basketball Coach
Christ Community Church-Youth Development Volunteer

REFERENCES:

Furnished Upon Request

Robyn has 3 years of Special Education experience. Most recently from Family Foundations Academy, where she sat on the Charter School Network Special Education Coordinator's Council. Robyn has a Bachelor's Degree in Public Relations and a Master's Degree in Elementary Education, as well as certifications in Special Education, Teaching English as a Second Language, and Advanced Teaching and Curriculum. She is currently pursuing her Leadership Certification at Wilmington University. Robyn currently sits as the USA Powerlifting State Chair of Delaware. Additionally she is a parent and community member of the target area that PCCMS is proposing to serving.

Robyn Sheehan

507 Langwater Drive • Newark, DE • 19711

CELL (302) 932-1847 • E-MAIL sheehan.robyn@gmail.com

EDUCATION

Certification: Advanced Teaching and Curriculum

Drexel University, Completed: December 2014

GPA: 3.95

Bloomsbury Honor Society: Member with Highest Honors

Masters of Elementary Education

Wilmington University, Graduated January 2011

GPA: 3.95

Certifications: Teacher of Exceptional Children Grades K-12

Teacher of Elementary Grades K-6

Certification: Teaching English as a Foreign Language

TEFL Institute at Canterbury University, Madrid, Spain: June 2010

120+ Instructional Hours

Bachelor of Arts in Journalism/Public Relations Minor: English

Hofstra University, Graduated December 2005

Major GPA: 3.5

SKILLS

Data Analysis, Proofreading & Editing, Event Coordination, Attention to Detail, Verbal & Non Verbal Communication, Behavior Management, Public Speaking, Technical Writing, Training/Coaching, Professional Development

EXPERIENCE

Founding Board Member

March 2011 – Present

Pike Creek Charter Middle School *proposed

- Co-Application Author and Editor
- Major focus areas: Special Populations, Education, and Parent & Community Outreach

Special Education Teacher

August 2010 - February 2012*

Family Foundations Academy

*Extended Maternity Leave

- Selected representative for the CSN Special Education Coordinators Council (2010-2011)
- Measurable student growth for both the DCAS and IEP goals
- DCAS/ DCAS Alt 1 certified administrator
- Member of the content and bias review committee for the DCAS Alt 1 (2010-2011)
- Helped general educators adapt curriculum materials and teaching techniques to meet the needs of students with disabilities.

- Facilitate and lead professional developments on teaching strategies, progress monitoring, and behavior management.

Data Coach

Family Foundations Academy

- Analyze Delaware Comprehensive Assessment System (DCAS), Measure of Academic Progress (MAP), and curriculum and discipline data. Developed presentations of the data along with school improvement plans for increase assessments results and presented to staff and school board.
- Facilitate and lead professional developments on Response to intervention, common core standards, data analysis and goal setting. Lead grade level team meetings and one on one teacher meetings to help analyze and identify strengths and areas of improvement to increase student achievement
- Coordinate and Monitor Saturday Academy
- Collect and analyze teacher data binders, Response to intervention goals and class goals

English Professor June 2010 - August 2010
Forenex Summer Courses

Substitute Teacher January 2010 - June 2010

Pre-Kindergarten Teacher June 2008 - January 2010
JCC Early Childhood Center

- 2 year old & 4 year old behavior management
- Special Needs Support

ADDITIONAL EXPERIENCE

WESTERN YMCA

PROGRAM ADVISOR, YOUTH IN GOVERNMENT	February 2001 – February 2009
PROGRAM ADVISOR, MODEL UNITED NATIONS	February 2001 – February 2009
UNIT DIRECTOR, DAY CAMP	Summer 2008

BRANDYWINE YMCA January 2008 – June 2008
SITE COORDINATOR, BEFORE/AFTER CARE

Senator Thomas R. Carper, Education Intern
Jay’s Childhood Cancer Foundation, Education/ Promotion Intern
Radio Disney Education/Promotions Internship
Student Activities Undergraduate Assistant, Hofstra University

REFERENCES: Available Upon Request

STEVEN C. TAYLOR
Biographical Information

Steve Taylor is a graduate of the University of Delaware where he was an Academic All American. After graduation, he spent 5 years in professional baseball playing for the New York Yankees. He served 10 years in the Delaware General Assembly where he was instrumental in the return of professional baseball to Delaware after a 45 year absence spearheading the return of the Wilmington Blue Rocks in 1993.

Steve has spent more than 20 years with Willis of Delaware, Inc. formerly known as the Zutz Insurance Group where he serves as a Vice President in the Professional Liability Division. He spends a substantial amount of his time advising accounting and law firms on insurance needs. His other responsibilities include Commercial Lines and Employment Related Practices Coverage.

Steven C. Taylor

Permanent Address	Phone Number	email
456 Greenwood Drive	302-530-2601	staylor237@aol.com
Wilmington, DE 19808	302-995-6990	

EDUCATION: BSPE University of Delaware 1978

Academic All-American

Overall G.P.A. 3.4

EXPERIENCES: Willis of Delaware, Inc.

Responsible for Professional Liability Units handling professional liability coverage for accounting and law firms.

February 1990 to Present

State Representative of Pike Creek/Wilmington, DE

General Assembly, Dover DE

November 1984 to November 1994

PNC of Delaware

Consumer Lending and Facilities

January 1983 to February 1990

New York Yankees

Player/Pitcher

June 1977 to March 1982

REFERENCES:

Available Upon Request

STEVEN C. TAYLOR
Biographical Information

Steve Taylor is a graduate of the University of Delaware where he was an Academic All American. After graduation, he spent 5 years in professional baseball playing for the New York Yankees. He served 10 years in the Delaware General Assembly where he was instrumental in the return of professional baseball to Delaware after a 45 year absence spearheading the return of the Wilmington Blue Rocks in 1993.

Steve has spent more than 20 years with Willis of Delaware, Inc. formerly known as the Zutz Insurance Group where he serves as a Vice President in the Professional Liability Division. He spends a substantial amount of his time advising accounting and law firms on insurance needs. His other responsibilities include Commercial Lines and Employment Related Practices Coverage.

Alfred F. Sowden

Professional Biography

Al Sowden has over 30 years of progressive and diverse management experience in financial services. He has worked in many different areas such as credit, collections, operations, credit policy, and risk management for financial institutions such as Blazer Financial Services, MBNA America, CoreStates Bank, Bank of New York, DE and Advanta Bank. Al also worked for Fair, Isaac and Company, where he was SVP of the Account Management Division. He has had full profit and loss responsibility for budgets as large as \$42.5mm. Al is a strong leader that does an excellent job of recruiting, training, developing and managing his staff. He is a very fast learner that is confident, self-starter, team player that has a sense of urgency and the ability to make decisions. More recently Al has been doing consulting work for small businesses, helping them increase their efficiency and improve their profitability.

During his career, Al has been very active in both professional and civic groups. He helped organize and form the Delaware Chapter of the International Credit Association and served as its president. He also helped organize and form the Risk Manager's Round Table, which was an organization of the country's top consumer credit risk managers whose goal was to improve the quality of information and tools available to make decisions. Al has also served as president of his civic associations and community pool. He has coached soccer for the Hockessin Soccer Club and basketball for the local YMCA. Al is also active in his church, where he has served on many committees over the years and is currently the chairman of the Finance Committee with responsibility for a budget of close to \$1mm.

Alfred F. Sowden

14 Union Station Road
Newark, DE 19711
Home : (302) 235-1853
Cell : (302) 983-9075

E-Mail: asowden@comcast.net

STRENGTHS Thirty plus years of progressive and diverse management experience. Excels at analyzing problems, providing practical solutions, implementing and monitoring progress for desired results. Strong leader that does a good job of recruiting, training, developing and managing his staff. Confident, independent, self-starter with competitive drive, team player, a sense of urgency and the ability to make decisions. A fast learner, who can react and adjust quickly to changing conditions.

EXPERIENCE **6/2010 – 7/2011** **Suntricity Power** New Castle, DE
Operations Manager

Responsible for managing the operations area of this solar power installation company. Recruit, train, develop and manage the installation and administration staff. Ensure all projects are scheduled and completed in a timely fashion, and ensure all required paperwork is completed and submitted to the appropriate authorities judiciously. Monitor and order supplies as needed.

2/2009 – Present **AFS Consulting** Wilmington, DE
Self Employed Consultant

Independent consulting work for several different financial services companies. These projects included such things as: advising a financial services client on a very important contract negotiation, helping a small business improve its efficiency and profitability, and rewriting the job descriptions for another client.

9/2003 – 2/2009 **Advanta Bank Corp.** Horsham, PA
VP, Client Services Fulfillment Management Group (Operations)

Full P&L responsibility for this \$24.5 mm Operations area including: Managing the strategic relationships with the assigned vendors (FDR, MasterCard, VISA, etc.); negotiating, reviewing and monitoring contractual Service Level Agreements results with assigned vendors; supervising the FDR Platform Management Operations Group, the Fulfillment Group and other groups as assigned, as well as overseeing complex business-critical new product and enhancement project initiatives relating to the assigned vendors systems.

8/2001 – 9/2003 **AFS Consulting** Wilmington, DE
Self Employed Consultant

Independent consulting work for several different financial services companies. These projects included such things as: being a project manager for a portfolio conversion unto a new outsourced processor software system, doing a market assessment of an account origination system; and advising a client on a very important contract negotiation.

10/2000 – 7/2001 **Fair, Isaac & Co., Inc.** New Castle, DE
VP, Global Processor Alliances Market Manager

Full P&L responsibility for this \$42.5 mm Global Market including: strategic planning; contract negotiation, management and growth of existing alliances (FDR, TSYS, Equifax, etc.); new alliance development; R & D, pricing and support of the products/services offered for this market; providing direction for a team of 43 employees through 5 direct reports located in 4 different geographic locations in the areas of software, analytic models and client support.

**2/1997 - 9/2000 Fair, Isaac & Co., Inc. New Castle, DE
SVP, North American Markets – Alliance Management and Delivery**

Full P&L responsibility for this \$25.1 mm North American Market including: strategic planning; management and growth of existing alliances (FDR, TSYS, Equifax, etc.); new alliance development; R & D, pricing and support of the products/services offered for this market; providing direction for a team of 86 employees through 3 direct reports located in 2 different geographic locations in the areas of alliance management, software development & support, analytic model development and client support.

**8/1994 - 1/1997 Fair, Isaac & Co., Inc. San Rafael, CA
SVP, Account Management Division**

Full P&L responsibility of this \$16 mm global division for all aspects of the development, delivery, documentation, training, and consulting for all Account Management credit risk software products and customer support services.

**1/1992 - 7/1994 Fair, Isaac & Co., Inc. San Rafael, CA
Manager, ACS Strategy Consulting Group**

Responsible for the recruiting, training, development and management of a staff of 15 professional risk management strategy consultants who helped clients design, interpret results and develop new challenger strategies for use in the TRIAD Adaptive Control System with a revenue budget of \$3.6 mm.

**5/1991 – 12/1992 The Bank of New York (DE) Newark, DE
VP, Risk Manager Group Head – Collections Department**

As head of the collections department, was responsible for: all collection policies and procedures; management of credit risk including acquisition and account management control systems; training, developing and managing a staff of 6 Officers and 213 employees; and managing an annual budget of \$8.5 mm.

**6/1986 - 5/1991 The Bank of New York(DE) Newark, DE
VP, Risk Manager Group Head – Credit Department**

As head of the credit department, was responsible for: all credit policies and procedures; management of credit risk including application processing and account management control systems; training, developing and managing a staff of 4 Officers and 80 employees; and managing an annual budget of \$5.25 mm.

EDUCATION **Bachelor's of Science Degree University of Delaware Newark, DE**
Major in Business Administration with a concentration in Marketing.

Management of Managers University of Michigan
Successfully completed this 1-week executive training course.

ACTIVITIES and INTERESTS

- Charter Members of the Risk Manager's Round Table
- Member of the Society of Certified Consumer Credit Executives
- Past President and Board Member of the International Credit Association of Delaware
- Past Member of the Credit Bureau Advisory Group
- Sports enthusiast