

## **MSAB Site Council**

Thursday, January 6, 2022 2:00 PM

Electronic Means, 615 Olof Hanson Drive, Faribault, MN 55021

### 1. **Welcome and Roll Call**

### 2. **Approval of Previous Meeting Minutes**

### 3. **Reports**

#### A. Superintendent's Report

#### 1.

- Discuss candidates for board positions
- Determine the date for interviews

#### B. MSAB Director

#### C. MSA Board Representative From MSAB Site Council

#### D. Student Body Government

#### E. Site Council Chair

### 4. **Old Business**

### 5. **New Business**

#### A. Board Applicants

### 6. **Announcements**

### 7. **Adjournment**

### 8. **Committee Work**

## **Minutes of MSAB Site Council**

The meeting of the Minnesota State Academy for the Blind Site Council was held on Thursday, December 9, 2021, beginning at 2:00 p.m. via Zoom.

Members Present: Vice Chair Sheila Koenig, Superintendent Terry Wilding, Director John Davis, Jeffrey Peterson, Abby Winters, Tim Aune, Rian Copeland, Michelle Baldeshwiler, Harold Weber, Arianna Hanson, Craig Hern, Kristin Oien, Jessica Hoffer, Christy Hanson, Meghan Copeland (guest).

Members Absent: Chair David Tanner, Special Ed Director Brittany Thomforde.

### **1. Welcome and Roll Call**

### **2. Approval of Previous Meeting Minutes**

Motion made by Rian Copeland, seconded by Tim Aune to approve the November 4, 2021, MSAB Site Council meeting minutes. Motioned was carried with all in favor.

### **3. Reports**

#### **A. Superintendent's Report**

- Process of designing a new safety and security corridor at MSAD. Discussed plan and blueprint with site council members. The blind school will be finishing the flooring project during winter break. In the Spring, will be adding a HVAC system to the dorms.
- Developing 2022-2023 school year calendar. Will be sending out a survey, questions related to winter break, looking for input on what options we can do. In January, two versions of the calendar will be sent out, along with another survey. Final calendar will be chosen in February.
- Employee of the month – staff have been nominating their colleagues, we just finished October and November. Recognition is given to all nominees, whether they were chosen or not. Due to a short month, we will be combining December and January. Looking for feedback on the current process.
- Parent Satisfaction Survey – site council members will go through a list of questions and choose which ones are most prevalent that need to be asked. Looking at approximately 25 questions, would like to send out before the end of the semester. The goal is to take less than 15 minutes to complete.

#### B. MSAB Director

- Will be changing over to Smore for our monthly newsletters starting in January.
- Winter Program – postponed until January 6 at 11:00 am for the parents of those students who are participating. Rehearsal performance at 9:30 am, which will allow our students to go over and watch the performance.
- Next week we will have an artist in residency program here on campus. The multi-challenged classrooms and elementary will be participating.
- In the last week, we had two new students join us. One in high school and one in the elementary age group.
- World's Best Workforce open house will be held on December 14 from 6-7. If you are interested, please register.
- Next summer – our extended school year program will now be a 3-week program for four days, M-TH from 8-2. Program will be from July 11-28.

#### C. MSA Board Representative from MSAB Site Council

- The board met yesterday. There was public comment concerning the survey that Terry previously mentioned. People were concerned about the delay in getting it out.
- Discussion about restructuring the school accountability committee.

#### D. Student Body Government

- Continuing to work on Gopher Pride.
- Next week – Spirit Week. Five different days where students and staff get to dress up.

#### E. Site Council Chair

No Report Given.

#### 4. Old Business

None.

#### 5. New Business

Strategic Committees – The categories we are focusing on include school climate, student life, instructional & assessment, and statewide visibility. Today, site council members chose which committees they would like to serve on.

#### 6. Discussion & Announcements

Homecoming discussion – looking for volunteers to help plan for next year.

7. Adjourn

A motion made by Tim Aune, seconded by Michelle Baldeshwiler to adjourn the MSAB Site Council meeting. The motion was carried with all in favor.



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Saint Peter, MN 56082

website [www.martyduncan.us](http://www.martyduncan.us) (closed temporarily)

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**Be good, wave to a neighbor and cherish our children**

November 5, 2021

To Board of Directors  
Minnesota State Academies  
Faribault, MN 55021

Re: Application for the Position of Board Member, Superintendent Position

Dear Members:

It is a true honor to apply for a second term on the Board of Directors. These past four years have been busy and a definite challenge looking for ways to handle the Pandemic Crisis. We have kept our cool and supported our administration and supported Supt. Terry Wilding's goals.

My career has been devoted to helping children to learn. There is not much more I can say. Our true role in life is to love all others and to help our children learn and succeed as adults.

There are those who berate and diminish the accomplishments of our public school system. They are the nay-sayers who do not know how hard our teachers work in the classroom and in preparing lessons. I am proud of what our teachers and enthusiastic students can achieve each year.

Short Bio:

Six years teaching English and Journalism

Thirty years serving as Superintendent in six districts

Ten years on the St Peter Board of Education

Four years on the MSA Board of Directors.

BA English MAT Education Ed.D. Educational Administration

Author, Six novels of historical fiction; One of poetry 'To My Love.'

Thank you for considering my applications.

Respectfully, *F. Martin Duncan*

F. Martin Duncan, Ed.D.

## ***F. Martin Duncan, Ed.D***

**1210 Pine Point Curve  
St. Peter, MN 56082**

**(507) 304-1706  
[duncanmarty32@gmail.com](mailto:duncanmarty32@gmail.com)**

### **SUMMARY:**

A skilled administrative and organizational leader with a strong record of achievement in general management, executive administration, financial planning and project management. Has achieved a reputation for excellence in organizational communications (taught English/Journalism 6 years); development of strong management teams; designing, implementing educational programs; and guiding programs to achieve organizational goals.

### **MAJOR CAREER RESPONSIBILITIES:**

All general management functions of guiding independent school districts and community based human services programs including: operations and administration; financial management; design and development of organizational policies/procedures; project/program management; implementation of operational and financial systems; development of marketing programs and materials; facilities management; public/community/media relations; special program development and evaluation; contract negotiation and management; grant writing and administration; hiring, training and motivation of key management and administrative staff and all human resource functions. Have managed staffs up to 185 and budgets up to \$15 million.

### **CAREER HISTORY:**

<b>2017-2021</b>	<b>Board of Directors, MN State Academies, Faribault</b>
2011-2012	Superintendent, One Year Contract, Alden Conger Schools
2007-	Received Director's Award from MSBA (January 2007)
2003-2007	Ambassador Award from MSBA (4x); Lifetime Member MASA Foundation Board
2003-2015	Board of Directors, St. Peter Public Schools 2003-2015
2001-2007	Occasional Substitute Teaching; and Serving as Ambassador for Public Schools
2004-2005	Guardian ad Litem, 5 <sup>th</sup> Judicial District Southern Minnesota (Dec 2004-Aug 2005)
2000-2003	Substitute Teaching at Cleveland, St. Peter & Mankato Schools; Wrote Two Novels
1993-2000	Superintendent of Schools GREENWAY SCHOOLS, Coleraine, MN Superintendent with <i>K-4 Principal Duties, Marble Elementary 1996-1999</i>
1991-1993	Executive Director DAKOTA COUNTRY TOURISM, Redwood Falls, MN
1991-1993	Marketing Director BRANDT ELECTRIC, Olivia, MN
1985-1990	Superintendent of Schools OLIVIA PUBLIC SCHOOLS, Olivia, MN
1980-1985	Superintendent of Schools HOWARD LAKE-WAVERLY, Howard Lake, MN
1977-1980	Superintendent of Schools AMBOY-GOOD THUNDER, Amboy, MN
1975-1977	High School Principal SHERBURN-DUNNELL SCHOOLS, Sherburn, MN

### **EDUCATION:**

2003	Ed.D. Educational Administration	Pacific Western University ( <b>Awarded 1-15-03</b> )
1975	Ed.S. Educational Administration	Minnesota State University
1969	M.A.T. Education	Mankato State University
1967	B.A. English/Theater	Mankato State College

**TEACHING:** Fairmont Public High School; English & Journalism 1971-74  
Prescott, AZ; Eng & Journalism 1970-71; Pomona, CA Eng & Journalism 1969-70

Following my appointment by Governor Mark Dayton, the former Executive Governor of the great state of Minnesota in 2018 to serve as a member of the Governing Board of Directors (BoD) of the Minnesota State Academy (MSA), I have had a very impactful experience serving on the Board since then. While it has been a very humbling and rewarding experience, I am proud to have contributed my quota to the progress of the Schools for the Blind and Deaf.

It is in view this that I would like to continue to serve the MSA as a member of the Board by working collaboratively with other Board members, the Superintendent, and the great management and staff of the schools to offer the best to the students. Considering that the students have some physical challenges, the society often does not focus enough attention to them. It is on this note that I have made a resolution to change this narrative.

I have cognate experience in the fields of risk management, occupational and environmental health and clinical practice - these interwoven skill-sets and expertise will be great assets to me in this position as I am able to approach EOHS issues holistically. One of my strongest points as an EOHS specialist is my ability to design and effectively deliver quality trainings that are aimed at imparting knowledge, correcting unsafe acts and conditions and instilling behavior-based safety concepts, all of which are geared towards eliminating the root causes of accidents and injuries.

I am a focused, self-motivated, hardworking, and innovative EOHS specialist and a passionate advocate of emphasizing proactive, leading indicators as good metric systems for measuring the effectiveness of safety programs designed to address injury and accident rates. Also, having worked over the years with people from different walks of life and of diverse cultural backgrounds, I am comfortable working in multicultural settings where I hope to share mutual respects with my fellow employees.

My work ethics, experience, and exposures in my field work will continually be utilized and applied, where ad when applicable, to Board's oversight functions at MSA.

I look forward to a favorable consideration of my application.

Thank you.

Sincerely,

**Oluwagbenga Ogungbe** MS, MPH, MBBS, ASP, CSP

+1-651-210-1833; tetralgee@gmail.com

# OLUWAGBENGA OMONIYI OGUNGBE MS, MPH, MBBS, ASP, CSP

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## Objectives

My philosophy and approach to the practice of risk management, workers' compensation, loss control, and safety are premised on the utilization of quality data, field observations, and robust business analytics to identify major drivers of losses in an organization, and prescribe qualitative and quantitative strategies towards assuring injury prevention, effective case management, and competitive cost containment measures. This also includes the applications of the concepts and principles of environmental, occupational health and safety (EOHS) to contribute to an organization's profitability through the anticipation, identification, analysis, and control of situations that may result in losses in the form of risks of injuries to employees, property, environment, or product-related losses.

## Summary of Qualifications

I am a credentialed Certified Safety Professional (CSP) with additional experience in clinical and public health practices; expertise in EOHS best practices, as well as working knowledge of regulations of various government agencies.

I possess proficient computer and strong interpersonal skills, technical knowledge and strong skills in verbal and written communications.

## Education

- **Executive Certificate in Business Analytics for Leaders** (October, 2019)  
University of Minnesota Carlson's School of Management, Minneapolis, Minnesota, USA
- **Masters of Science in Risk Control / Environmental Health & Safety** (Dec., 2013)  
University of Wisconsin, Stout, College of Management, Menomonie, Wisconsin, USA
- **Masters of Public Health (MPH) in Environmental & Occupational Health**, (May, 2011)  
University of Minnesota, School of Public Health, Minneapolis, Minnesota, USA
- **Bachelor of Medicine, Bachelor of Surgery (MBBS)** [MD equivalent] (March, 2003)  
University of Ilorin, College of Health Sciences, Kwara State, Nigeria

## Professional Experience

- **Member, Governing Board of Directors & Officer of Business Affairs** (June, 2018 to present)  
**Minnesota State Academies, appointed by the Executive Governor of the State of Minnesota**
  - Oversees the activities of the Minnesota State Academies (MSA) alongside other board members.
  - Member, Policy Committee of the MSA with responsibilities to legislate and update policies for the MSA.
  - Provides general direction and delegates the implementation of policies to the MSA administrators
- **Account Risk Manager**  
**Risk Administration Services (RAS) Inc.**, Sioux Falls, South Dakota, USA (December, 2018 to present)
  - Recommend proactive measures at mitigating losses through thorough overview, review, and trend analysis of the risk performance of organizations.
  - Acting as the Quarterback to coordinate service offerings for all large accounts towards ensuring incident prevention, cost containment, effective case management.
  - Assist organizations to effectively, proactively, and intuitively manage risk exposures using evidence-based approach.
- **Loss Control Specialist**  
**Risk Administration Services (RAS) Inc.**, Sioux Falls, South Dakota, USA (February 2017 to December, 2018)
  - Development and enhancement of organizations' loss control programs.
  - Reduction of client's risk exposures through the provisions of safety, human factors, and ergonomic services.
  - Coordination, facilitation, and implementation of highly technical and customizable loss control programs and services such as Functional Job Analysis, Challenging Behavior Injury Reduction (CBIR), Ergonomics Analysis, OSHA Compliance, Industrial Hygiene, Accident/Injury Investigation, Return to Work / Stay at Work programs
  - Develop training manuals; and conduct safety and ergonomics trainings for employees.

- Consultations on wide-ranging environmental, occupational health and safety (EOHS) topics.

➤ **Senior Safety Engineer**

**M. A. Mortenson Construction**, Minneapolis, Minnesota USA (May, 2014 – February, 2017)

As the Safety Manager overseeing multiple projects, I have the responsibilities to:

- Developed and administered the 'Zero Injury' policy and culture of Mortenson Construction.
- Managed all the environmental, health and safety components of the project, including pre-project, pre-phase and pre-task planning activities.
- Developed site-specific safety programs, including emergency action plans (EAP).
- Reviewed and monitored safety submittals as well as subcontractor activities.
- Developed safety training manuals; conducted orientation, re-orientation and training for new and current employees
- Conducted accident investigations by performing root cause analysis & implementing corrective/preventative actions.
- Designed, implemented and reviewed the safety management system, industrial hygiene, and ergonomics policies and programs of the company with a view to ensuring continuous improvement, and eliminating or mitigating exposures.
- Assisted in designing, implementing and coordinating such proactive safety programs like behavior-based safety (BBS), health and wellness programs, and employees' safety incentives programs.

➤ **Environmental, Health & Safety Specialist**

**Greatbatch Medical**, Plymouth, Minnesota USA (April, 2013 to April, 2014)

- Evaluated facility's lockout/tagout program to determine gaps & proffered solutions that reflected best practices.
- Performed assessment of various equipment and machines utilized at Greatbatch Inc. to determine their sources of energy, and performed comprehensive hazard analysis to identify potential hazards in each equipment.
- Wrote LOTO procedures and designed placards for each equipment, determining the modifications and retrofitting required to make each equipment LOTO-capable.
- Conducted accident investigations using root cause analysis, and proffered solutions to prevent recurrence.
- Conducted ergonomics analysis and proffered solutions to ergonomics issues and concerns.

➤ **Occupational Health & Safety Associate**

**Park Nicollet Research Institute**, St Louis Park, Minnesota USA (May 2010 to December, 2013)

- Ran and pilot-tested marching guarding and injury prevention software programs that were designed for hazard analysis and assessment in manufacturing companies.
- Safety climate surveys on and safety audit visits to shops and manufacturing companies
- Job hazard analysis in manufacturing industries that utilized heavy-duty equipment.
- Participated in the Collision Auto Repair Safety Study (CARSS).

➤ **Graduate Consultant**

**Minnesota Institute of Public Health**, St Paul, Minnesota USA (Jan, 2011 to June, 2011)

- Developed guidelines for families of seniors with substance abuse issues.
- Developed hospital surveys for early detection of addiction problems in retired seniors during routine doctors' visits.
- Assisted in developing a booklet in preventing gambling problems in older adults.
- Worked with public health practitioners in Infectious Diseases, Occupation Medicine and Environmental Health.

➤ **Internship & Field Experience**

**Fairview Health Services & HealthPartners Clinic**, Minnesota, USA. (June, 2010 to December, 2010)

- Took part in Inter-disciplinary committee meetings on Infection Control, Sharps Control and Employee Safety of Fairview Health Services.
- Reviewed blood and body fluid policies and case managements with healthcare personnel.
- Learned and acquired expertise in the operation of TB Surveillance and Prevention programs.

➤ **Director of Medical Services**

**Mercy International Missions Inc.**, St Paul, USA. (June 2009 to present)

- Coordinated all medical services of Mercy International Missions in conjunction with the medical team.

- Coordinated and directed annual medical outreaches at Osi-Ekiti, Ekiti State, Nigeria since 2010.
- Supervision of the medical staff of MIM's mobile clinic.
- Coordinated, in conjunction with other Board members, the implementation of programs to achieve the goals of MIM in providing free and affordable health care to the people of Ekiti State, Nigeria.

➤ **Medical Officer**

Departments of Medicine & Pediatrics, Federal Medical Center, Nigeria (Mar 2005 to June 2007)

- Medical consultations at the medical & pediatric out-patient clinics
- Medical rounding on patients on admission and care of patients in emergencies
- Coordinated clinical seminars and scientific conferences.
- Trained medical interns who were undergoing rotations in Medical & Pediatrics departments
- Conducted local clinical studies

➤ **Certifications, Licensure & Industrial Training:**

- **University of Minnesota Carlson School of Management**
  - Business Analytics for Leaders (October, 2019)
- **Board of Certified Safety Professionals (BCSP)**
  - Certified Safety Professional (CSP) – August, 2017
  - Associate Safety Professional (ASP) – June, 2015
- **Federal Emergency Management Authority (FEMA) Certificate Courses**
  - Emergency Planning & Emergency Management
  - Incident Management System; Decision Making & Problem Solving
- **US Coast Guard: Standards of Training, Certification & Watch-keeping (STCW 95) Training**
  - Personal Survival Techniques; and Personal Safety & Social Responsibility
  - Basic Fire Fighting
  - Helicopter Underwater Egress Training [HUET] – METS Model 5
- **American Heart Association (AHA) Life Support Certifications**
  - CPR, First Aid AED, and Blood-borne pathogens
- **OSHA certifications**
  - OSHA 10-hour code, OSHA30-hour code, and OSHA 510
  - Hazard Communications & Globally Harmonized System (GHS)

**Membership of Professional Associations**

- Chair, Body of Knowledge (BoK) Committee of the Blacks in Safety Engineering (BISE) and member, BoK, American Society of Safety Professionals (ASSP).
- Member, American Society of Safety Professionals (ASSP)
- Member, American Industrial Hygiene Association (AIHA)

**Volunteer Experience & Honors**

- Member, Governing Board of Directors, Minnesota State Academies – appointed by the Governor of Minnesota.
- Member, Board of Directors of Mercy International Missions Inc, USA – June 2009 to present.
- Pastor & Member, Board of Directors of Christ Miracle Church Mission, USA – September 2014 to present.
- Member, Board of Directors, Ekiti in the Diaspora for Economic and Social Development – 2010 to present
- Member, Board of Directors of Gloria Charities

**Professional Development Conferences**

- Presenter at the 2020 Minnesota School Board Association (MSBA) annual conference.
  - Topic: *'Reducing Challenging Behaviors in the Classroom'*.
- Presenter at the annual conference of the Federation of Environmental Technologists (FET), Oct., 2013
  - Topic: *'Factors Responsible for the Failure of Lockout/Tagout Program'*
- Participant & Moderator at the Regional & International Professional Development Conferences (PDC) of the American Society of Safety Professionals (ASSP).

**AVERI M. TURNER**  
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**Objective:** Seeking to obtain more experience as a young Board Member with excellent communication and public speaking skills. Successfully raised program funds for organizations such as: The Urban League's Young Professionals, KIPP Minnesota, and Hollywood Studio of Dance; have at least 5 years of experience as a leader in roles of problem-solving, managing paperwork, managing groups of people, and creating meeting agendas. Bringing exceptional strategic planning, proven advocacy expertise, and fundraising skills to support other Board Members.

### **PROFESSIONAL EXPERIENCE**

**KIPP Legacy, MINNEAPOLIS, MN** 2021 - PRESENT  
**2nd Grade Teacher & Content Leader**

- Facilitate, lead, and teach a group of 15 students who are assessed on the Minnesota State Standards
- Differentiate english language arts, writing, and math lessons for students to enhance students reading, writing, and critical thinking skills in order to ensure students master grade level content
- Actively seek feedback from all relevant stakeholders in order for students to be successful in-person or distance learning

**Goldroom Restaurant & Lounge, MINNEAPOLIS, MN** 2019 - PRESENT  
**Server**

- Greeting customers while taking their food and drink orders
- Setting tables and rearranging the dining area to accommodate larger groups and prepare the restaurant for special events
- Ensuring cooking utensils and kitchen area are cleaned to comply with state regulations
- Collaborating with the kitchen and bar staff for prompt and correct delivery of orders

**KIPP Northstar, MINNEAPOLIS, MN** 2019 - 2021  
**2nd Grade Teacher & Content Leader** (Teach For America Twin Cities 2019 Corps Member)

- Facilitate, lead, and teach a group of 24 students who are assessed on the Minnesota State Standards
- Design English Language Arts lessons for grade level that enhances students critical thinking skills
- Actively seek feedback from all relevant stakeholders in order for students to be successful in-person or distance learning

**JAIYEROOF INC, GREENBELT, MD** 2018 – 2019  
**Community Outreach Intern**

- Identified and implemented a community-based partnership aligned with strategic short- and long-term priorities based on the needs of the community for a partner organization in Nigeria, Africa
- Developed and implemented comprehensive community outreach plan in collaboration with senior leadership team
- Secured grants, major gifts, and sponsorships from new and continuing partners

**MORGAN STATE UNIVERSITY, BALTIMORE, MD** 2017 – 2019  
**Office Assistant, Vice President for Student Affairs**

- Managed process to convert confidential student records, department correspondence, reports, forms, and critical documents into database system and digital archive
- Provided research, logistics, communications, and organizational support to key staff and special projects

**Program Intern, School of Community Health and Policy - ASCEND CBPR**

- Conducted quantitative and qualitative research and analysis on the health needs and service experiences of re-entry populations for a health promotion research program funded by the National Institute of Health
- Implemented outreach and engagement strategies aligned to key principles of community-based participatory research and presented research findings to participants, policy makers, and various community stakeholders

### **ADDITIONAL EXPERIENCE AND LEADERSHIP**

**KIPP Minnesota**, MINNEAPOLIS, MN  
ALUMNI TEACHER REPRESENTATIVE BOARD MEMBER (2021-2024)

**TEACH FOR AMERICA ALUMNI ASSOCIATION TWIN CITIES**, MINNEAPOLIS, MN  
ALUMNI BOARD MEMBER (2021 - 2023)

**TEACH FOR AMERICA TWIN CITIES**, MINNEAPOLIS, MN  
MENTOR, New Corps Member Induction (2020)  
MEMBER AND CULTURE COMMITTEE LEAD, Corps Member Leadership Council (2019 - 2021)

**MORGAN STATE UNIVERSITY**, BALTIMORE, MD 2017 – 2019  
LEADERSHIP ROLES, Student Government, NAACP, National Council of Negro Women, Office of Community Service

**GENDER DYNAMIX**, CAPE TOWN, SOUTH AFRICA  
Research Assistant, Provided multi-site research and organization support to gender equity NGO (Summer 2018)

**STANFORD UNIVERSITY**, PALO ALTO, CA  
University Innovation Fellow (2017 - 2019)

**UNIVERSITY OF IOWA**, IOWA CITY, IA  
Research Intern, Summer Research Opportunities Internship Program (Summer 2016)

#### EDUCATION

**Learning Disabilities Association, Inc. (LDA Minnesota)**, MINNEAPOLIS, MN 2022 - 2023  
(deferred until Fall 2022)  
Special Education Teacher License Holder

**SAINT MARY'S UNIVERSITY OF MINNESOTA**, MINNEAPOLIS, MN 2019 - PRESENT  
(anticipated)  
Masters of Arts in Teaching

**MORGAN STATE UNIVERSITY**, BALTIMORE, MD May 2019  
Bachelor of Science in Business Administration and in Health Education (Double Major)

# Tiffany Johnson

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## Job History/Duties

### **California Licensed Homeschool Teacher**

2006 to Present

Cottage Grove, MN

1. Coordinated curriculum in reading, taught English word study program and taught a step by step English paragraph to essay program.
2. Taught a professional reading program with no errors. Taught touch-math, Spectrum and Houghton Mifflin, Envision.
3. Taught hands on science projects (i.e., biological garden, etc.) Hired teachers to teach additional enrichment courses music, art, museum, zoo, environmental nature school, dance, soccer, swimming, etc.
4. Went on global field trip to Germany, England, Russia, Ukraine, East Coast, West Coast, etc.

### **Tenure Classroom Teacher**

2002 to 2006

West Covina Unified School District, West Covina, CA

1. Coordinated and taught curriculum for every subject (math, science, social studies, reading, writing, physical education, art, music, etc.)
2. Supervised lunch duty, recess, after school, etc.
3. Managed and created lesson plans, report cards, meetings', analyze and conducted assessments.

### **Substitute**

2001 to 2002

Compton Unified School District, Compton, CA

4. Coordinated curriculum and lesson plans. Worked with Open Court and Saxon Math. Adminstrated test and analyzed students test and assignments. Taught all areas of curriculum for grades K-8.

### **Substitute**

2001 to 2001

Wiseburn School District, Hawthorne, CA

5. Maintained effective classroom management standards. Used provided lesson plans to deliver efficient instruction and a clear understanding of presented material. Taught all areas of curriculum for grades 3<sup>rd</sup> – 8<sup>th</sup> grade. Chaperoned end of the school year field trip

### **Teachers Aide**

2000 to 2001

Los Cerritos Elementary School, Long Beach, CA

6. Worked with students and teachers in each of the different content areas. Provided educational enrichment and remediation assistance.

**Gift Shop**

1994 to 1996

Hilton, Bloomington, MN

7. Helped corporate employers manage conferences. Work with international guest near the Mall of America, Minneapolis International Airport and Minnesota Military base.

**Lynnhurst Park Recreational Leader**

1994 to 1995

Minneapolis, MN

8. Taught classes. Manage the facility. Took care of the equipment.

**University of Minnesota Program Coordinator**

1995 to 1995

Falcon Heights, MN

9. Taught classes. Coordinator International events and family events. Hired people. Managed a budget.

**Lab Assistant University of Minnesota Soil Science Department**

1995 to 1995

10. Managed soil samples from agricultural sites and tested them in computerized chemical machines that tested for various chemical and pollution run-off in farm soil. Managed the chemical data and statistics for Scientist. Cleaned the lab and equipment.

**Receptionist**

1993 to 1994

Woodbury, MN

11. Maintained all appointments for stylist. Kept facility clean.

**Dyno Gyros**

1993 to 1994

Saint Paul, MN

12. Helped the family franchise their business.

**Preventive Medicine/ Environmental Health Specialist**

1993 to 1999

US Army

Conducted health inspections, assessed data and made recommendations for corrections on various health issues. Deployed to Guatemala (Minnesota Reserves) to teach Health and Safety inspections. Deployed to Bosnia and Macedonia (First Infantry) where I conducted health and safety inspections. Taught health and safety classes. Was stationed in Germany with First Infantry Division. Was deployed several places as the minority female. Worked very

closely with the Chief of Staff in Bosnia. Personally met Secretary of Defense Thomas Longstreth, whom gave me his business card.

### **Education**

Masters Degree

Major: Education

California State University Long Beach, CA USA

GPA:3.875

Date Completed: 2002

Bachelors Degree

Major: Psychology

California State University Long Beach, CA USA

GPA:3.4

Date Completed: 2000

Associate Degree

Major: General Education

University of Maryland

GPA: 3.2

Dated Completed: 1998

High School Diploma

Major: College Prep

South Saint Paul High School

GPA: 3.0 Started attending the University of Minnesota my senior year of High School.

Dated Completed: 1994

### **Licenses/Certificates/Additional Training**

Multiple Subject Teaching Credential with CLAD emphasis

### **Scholastic Honors**

The National Honor Society of Phi Kappa Phi

The National Honor Society of Psychology (Psi Chi)

The International Honor Society for Educators (Pi Lambda Theta)

Dean's List at CSU Long Beach and University of Maryland

**Assistant Manager/Projectionist**

**Armed Security Officer / Unarmed Security**

**Concessions/Usher**