

# City Clerk Board Application

RECEIVED

MAY 16 2018

CITY CLERK

exp 5/16/20

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	3 - 4 years
How does your education or experience complement the powers and duties of the board/commission?	I understand numbers and P & L's statements. I can estimate what project values should be.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	None.
What direction would you like to see this board/commission go?. What suggestions do you have?	I would have to be on the board for several meetings before I could make suggestions.
Have you ever attended a meeting of this board/commission?	None.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	Yes. I think it's a well thought out plan that keeps the city a top tourist destination and fun place for the locals during the off season. Next vision could be Vision 2025 or Vision 2030 so that we stay top of mind and be the relevant place to go.
Why are you interested in this board?	My background and experiences can add value to the board.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	In Delray Beach
List any related professional certifications and licenses which you hold:	Licensed Broker Associate BK 3234178
What Board(s) are you interested in serving?. Please list in order of preference:	Delray Beach Housing Authority Downtown Development Authority Board Education Board Green Implementation Advancement Board Parking Management Advisory Board Police Advisory Board Public Art Advisory Board Bruce Alan Realty Advisers, Engel & Voelkers
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	
List all City Boards on which you are currently serving or have previously served:(Please include dates)	None.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	25+ years Construction Industry Experience and 8 years of South Florida Real Estate Experience. I am problem solver who has an eye for the details.
Educational qualifications:	BA Marketing & Fine Arts/Photography, Florida Realtor, Specialty Contractor Business Owner, The Street
SIGNATURE	
Alan Abramson	

**Personal Information**

Last Name:	Abramson
First Name:	Alan
M.I.	B
Date of Birth	1964-04-14
Home Address:	151 NE 5th Ave #303
City (Home Address)	Delray Beach
State (Home Address)	FL
Zip Code (Home Address)	33483
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	151 NE 5th Ave #303
City (Principal Business Address)	Delray Beach
State (Principal Business Address)	FL
Zip Code (Principal Business Address)	33483
Home Phone:	(561) 400-9077
Business Phone:	
Fax:	
Cell Phone:	(561) 400-9077
E-Mail Address:	alan.abramson4@gmail.com

**Resume**

Resume

Abramson RESUME 1-pg.doc

# ALAN ABRAMSON

10731 Northgreen Drive • Wellington, FL 33449 • (561) 400-9077 • alan.abramson@hotmail.com

## GENERAL MANAGEMENT / OPERATIONS / BUSINESS DEVELOPMENT

Relationship Sales • Strategic Planning • Project Management  
Team Leadership • Maximizing Profit • ROI and P&L

Entrepreneurial business building executive with hands-on experience in all facets of running a successful enterprise including image branding, project management, job/cost accounting, relationship development, and P&L control. Customer focused team builder able to effectively prioritize and manage the details with a clear understanding of how they impact the big picture.

## PROFESSIONAL EXPERIENCE

### **CLOSURE COMPANY LLC, Woburn, MA**

1989 – 2009

Provider of high-end quality Architectural Aluminum and Glass Products.

#### **PRESIDENT & CEO (2004 – 2009)**

#### **VP SALES, BUSINESS DEVELOPMENT & MARKETING (1997 – 2004)**

#### **SALES ESTIMATOR / PROJECT MANAGER (1989 – 1997)**

- Sold, marketed, developed overall departmental goals and objectives and increased sales from **\$4,000,000 to \$6,000,000 over 2 years** by leading and directing the overall sales and marketing effort, initiatives, strategies and plans for current and future marketplace objectives.
- Conducted business process assessments and developed business processes including project budget analysis and quality controls which resulted in the successful execution and management of small and large capital projects.
- Installed job costing system to track material, equipment and labor costs which ensured projects met or exceeded estimated margins. Successfully **improved profitability to 37%** gross profit.
- Analyzed the company's processes, implemented contracts with subcontractors performing field installations via a Master Contract and Job Order Agreement along with certificates of insurance per project to protect company's interests. This resulted in protecting the company.
- Proactively hunted, identified, submitted proposal, interacted, negotiated and won **\$250,000** bid for The Hanscom Air Traffic Control Tower project. Successfully modified and customized details due to discontinued product to meet FAA standards and deadline.
- Actively networked, presented, drafted detailed proposal, negotiated contract and won **\$355,000** bid with Bond Brothers, Inc.
- Aggressively bid Northeastern University Dockser Hall valued at **\$1,400,000** in pre-glazed stick built curtain wall, curtain wall entrances, wet seal composite panels, roof screens, skylights and interior glazing.
- Competitively bid Liberty Mutual Insurance Dover, NH campus valued at **\$3,200,000** in stick built curtain wall, windows, entrances and interior glazing.
- Provided estimates and designed custom extrusions for window and terrace door replacement for three 24 story high rise buildings in Boston, MA with **7,748** openings valued at **\$20,000,000** phased over 3 years.
- Led all aspects of business ranging from pre-project planning sessions to project completion for several small and large-scale projects up to **\$20,000,000**.
- Created up-to-date strategies and marketing that won competitive bidding with Suffolk Construction, Wm. A. Berry, Monitor Builders, Shawmut Design and Construction, Walsh Brothers, Barr and Barr and others.
- Liaised between management, staff, vendors, and subcontractors to provide updates regarding projects statuses and determined the necessity of change orders which streamlined and increased productivity and profitability.
- Troubleshoot, analyzed, and researched client issues and complaints and quickly developed innovative problem resolutions that ensured continued client satisfaction and quality assurance.
- Handled essential day-to-day site management operations focused on delivering construction projects ahead of schedule and under budget.

### **EARLY CAREER:**

Ally & Gargano Advertising Agency

## EDUCATION & TECHNICAL SKILLS

BA, Marketing Major, Hofstra University, Long Island, NY

# City Clerk Board Application

RECEIVED

MAY 23 2018

CITY CLERK

exp 5/23/20

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	Four years
How does your education or experience complement the powers and duties of the board/commission?	My ability to communicate with youth and parents to better our community and to service to respect authority .
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	Advisor on programs for community Water Safety Programs
What direction would you like to see this board/commission go?. What suggestions do you have?	More community involvement
Have you ever attended a meeting of this board/commission?	No in Delray
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	Yes looking forward to implementing these policies in the City of Delray.
Why are you interested in this board?	To help establish a closer relationship with Cop's and our community
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Yes CPR Pastoral. License
List any related professional certifications and licenses which you hold:	Clergy CPR
What Board(s) are you interested in serving?. Please list in order of preference:	Kids and Cops, Affordable Housing Advisory Committee, Delray Beach Housing Authority, Education, Police Advisory, Public Art Advisory Board.
Give your present, or most recent employer and position: In adition, are you or your company a vendor with the City	Retired
List all City Boards on which you are currently serving or have previously serverd:(Please include dates)	SWIMS Drowning Colation. YMCA Youth Programs
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	Swim Advocate Youth Advisor NAACP Youth Pastor
Educational qualifications:	High School Work for Broward Country School

SIGNATURE

Shirley. Harold

## Personal Information

Last Name:

Harold

First Name:

Shirley

M.I.	A
Date of Birth	1953-10-15
Home Address:	1100 SW 4th Ave #11-C
City (Home Address)	Delray
State (Home Address)	FL
Zip Code (Home Address)	33444
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	1100 SW 4th Ave #11C
City (Principal Business Address)	Delray
State (Principal Business Address)	FL
Zip Code (Principal Business Address)	33444
Home Phone:	(954) 615-7352
Business Phone:	
Fax:	
Cell Phone:	
E-Mail Address:	Jmariandfriends1@gmail.com

Resume

Resume

## 01190 - Volunteer Committee / Advisory Board Member

**Contact Information -- Person ID: 24760079**

Name:	CARYN SIPERSTEIN KLEIN	Address:	2175 S. Ocean Blvd. Th2 Delray Beach, Florida 33483 US
Home Phone:	908-693-4933	Alternate Phone:	
Email:	carynsip@hotmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	03/02

**Personal Information**

Driver's License:	Yes, Florida , s162-100-76-582-0 , Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Doctorate

**Preferences**

Minimum Compensation:	\$0.00 per year
Are you willing to relocate?	No
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Evening , Night , Weekends

**Objective**

I have a rich history of public service and the benefit of private firm experience. I have an extensive history in handling cases from the inception to conclusion including research, writing, discovery, motion practice, depositions, mediation, negotiations and trial work. I am accustomed to making analytical determinations, and positively interacting with staff and the public. As an experienced attorney, I wish to continue serving the public and making a positive impact.

**Education**

City of Delray Beach has chosen not to collect this information for this job posting.

**Work Experience****Assistant Attorney General**

9/2017 - Present

Attorney General Office/ State of Florida  
110 6SE St  
Ft. Lauderdale, Florida 33310  
954-712-4673

Hours worked per week: 40

Monthly Salary: \$5,710.00

# of Employees Supervised: 4

Name of Supervisor: Chief - Chief

May we contact this employer? Yes

**Duties**

My work experience includes an accomplished history in civil litigation and claims management at the Florida Attorney General's Office which includes civil rights, tort law, constitutional law, employment law, public records law, eminent domain, land use and zoning. My current job duties at the Florida Attorney General's Office include researching, reviewing and investigating claims, drafting legal pleadings, attending depositions, negotiations, mediations, drafting settlement agreements and indemnification agreements, handling hearings and trials. I am accustomed to providing advice and my legal opinion to State Agencies and their employees based upon my work experience, case law and applicable statutes.

**Reason for Leaving**  
current

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**Mediator**  
1/2015 - 9/2017

15th Judicial Circuit  
South County Courthouse  
Delray Beach, Florida 33483  
561-355-2739

Hours worked per week: 40  
Monthly Salary: \$4,000.00  
Name of Supervisor: Bill moreno -  
Director  
May we contact this employer? Yes

**Duties**

Mediate complaints between parties. Prepare mediation reports and agreements.

**Reason for Leaving**  
salary

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**Attorney**  
12/2014 - 9/2017

Siperstein Klein, LLC  
Boca Raton, Florida 33483  
908-693-4933

Hours worked per week: 60  
Monthly Salary: \$6,000.00  
Name of Supervisor: self - Managing  
member  
May we contact this employer? Yes

**Duties**

I handled many real estate and corporate transactions, which included drafting and reviewing complex contracts, leases, bid documents, and board resolutions for a large real estate and retail conglomerate. I have extensive history in handling professional legal work, research, writing, review of facts, making analytical determinations, and positively interacting with staff and the public. As an attorney representing clients as well as a Mediator, I am well accustomed to handling expressive clients and high intensity situations.

**Reason for Leaving**  
Government job**Certificates and Licenses**

Type: FL, NJ, NY Bars as well as admission to the FL and NJ District Courts.

Number:

Issued by:

Date Issued: 1 /2002 Date Expires:

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Type: Florida and NJ Mediation and arbitration certifications

Number:

Issued by:

Date Issued: 1 /2015 Date Expires:

---

Type: FL and NY real estate broker license

Number:

Issued by:

Date Issued: 3 /2017 Date Expires:

**Skills**

Office Skills

Typing:

Data Entry:

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#### Other Skills

Legal Research Expert - 20 years and 1 months

#### Additional Information

##### Volunteer Experience

Volunteer mediator Broward and Palm Beach County.  
Volunteer Judge Mock Trial competition for students.  
Volunteer on Board of Trustees for Children School.  
Volunteer Chair of Women's Business Professional Group

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##### Technical

Proficient in all computer programs

#### References

Professional

##### **Starr, Gregg**

Attorney

The Starr Law Firm

Boca Raton, Florida

954-993-6974

[gstarr@tslf.legal](mailto:gstarr@tslf.legal)

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##### Personal

##### **Lieberman, Erica**

Head of HR of Ester Gitlow

North Caldwell, New Jersey

973-202-5985

[ejtieberman@optonline.net](mailto:ejtieberman@optonline.net)

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##### Professional

##### **Eggers, Melissa**

Assistant Attorney General

West Palm Beach Office of the Attorney General

West Palm Beach, Florida

561-909-7317

[melissaleggers@gmail.com](mailto:melissaleggers@gmail.com)

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#### Resume

##### Text Resume

##### Attachments

#### Attachment

#### File Name

#### File Type

#### Created By

RESUME Siperstein Klein  
Full.pdf

RESUME Siperstein Klein  
Full.pdf

Resume

Job Seeker

#### Agency-Wide Questions

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of

the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

A:

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- 2.** Q: Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

A: Yes

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- 3.** Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

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- 4.** Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

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- 5.** Q: I identify my gender as...

A:

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- 6.** Q: Age

A:

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- 7.** Q: Occupation (If retired, please indicate former occupation or profession.)

A:

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- 8.** Q: How many years have you lived or worked in Delray Beach?

A:

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- 9.** Q: Employer name and address

A:

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- 10.** Q: Home Phone

A:

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- 11.** Q: Mobile Phone

A:

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- 12.** Q: Business Phone

A:

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- 13.** Q: Please contact me at the following phone number

A:

**14.** Q: Please contact me at the following address.

A:

**15.** Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?

A: No

**16.** Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A:

**17.** Q: Have you previously been employed by the City of Delray Beach?

A: No

**18.** Q: Have you served on the City Commission in the last year?

A: No

**19.** Q: Are you currently serving or have you previously served on any City boards?

A: No

**20.** Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A:

**21.** Q: Do you have any relatives employed by the City of Delray Beach?

A: No

**22.** Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A: n/a

**23.** Q: Are you a registered voter?

A: Yes

**24.** Q: How does your education or experience compliment the powers and duties of the Board?

A: will be beneficial to the Board

**25.** Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A: attorney, broker, mediator

**26.** Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

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### Supplemental Questions

**1.** Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Education Board  
Planning and Zoning Board  
Site Plan Review and Appearance Board

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**2.** Q: Please list any community activities that relate to this position.

A: I use to be on the board of trustees at Klein Academy focus on education of children. I am a real estate broker and handle planning and zoning issues.

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**3.** Q: List any experience that would assist you in serving on this committee, board, commission, or authority

A: I use to be on the board of trustees at Klein Academy focus on education of children. I am a real estate broker and handle planning and zoning issues.

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**4.** Q: Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.

A: none

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**5.** Q: How did you hear about the vacancy on this committee, board, commission, or authority?

A: City of Delray Beach Website/Social Media

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**6.** Q: If "other" was selected for question #6, please describe here.

A:

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**7.** Q: Why do you want to serve on this committee, board or commission?

A: help and work with other community members

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**8.** Q: What unique abilities/skillset/perspective would you bring if selected?

A: attorney and broker

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**9.** Q: Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?

A: Work to better the community

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**10.** Q: Have you ever attended a meeting of the board or committee for which you are applying?

A: No

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**11.** Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.

A: Yes, I understand

# **CARYN SIPERSTEIN KLEIN, ESQ**

2175 South Ocean Blvd. # 2, Delray Beach, FL 33483 908.693.4933 [info@sipklein.com](mailto:info@sipklein.com)

## **EDUCATION:**

**Florida Supreme Court, Justice Teaching Institute Fellow, 2015.**

**Brooklyn Law School, J.D. 2001, Writing Asst. Tax and Corp. law and drafted legal text on business law.**

**Brandeis University, B.A., Cum Laude and Dean's List, 1998, American, Legal, & International Studies.**

## **LEGAL EXPERIENCE:**

**State of Florida, Asst. Attorney General**, Civil Litigation Bureau, FTL/WPB, FL Nov 2017-present. AV rated. Independently handle Federal and State cases including tort, eminent domain, constitutional, forfeiture, contract, real estate, employment, probate, foreclosure and correction matters. Represent the State, its agencies and employees including FAU, FDOT, SFRTA, SFWMD, DFS, DOH, DCF, FDOC, Judiciary, and Governor's Office. Prepare pleadings, conduct written discovery and depositions, motion practice and court hearings, mediate, negotiate settlements, as well trial and administrative hearings. Received Commendation Public Service, Florida Attorney General 2018.

**15th Judicial Circuit, ADR Division**, Palm Beach County, FL Contractor then Staff Dec. 2014- Sept 2017.

Staff Mediator for Family, Dependency and County matters: included child custody, child support, and timesharing. Trained mediators, prepared statistics and management duties. Prepared court documents including child support, timesharing, and custody agreements and e-filed all court documents. Volunteer small claims and landlord/tenant matters.

**Siperstein Klein, PLLC**, Bridgewater, NJ and Boca Raton, FL 2007-2017.

Successfully ran a full-service law firm handled transactional, contract, real estate, insurance, tort, wills/trusts, asset protection and family matters from inception to Trial. Prepared Shareholder, Operating, Buyout, Licensing, Agency, Employment, Service, Purchase, and Settlement Agreements, Corporate Resolutions, Amendments, Leases, Deeds, and Legal Opinions. Represented large retailers, real estate companies, landlords/tenants, healthcare providers and sellers/purchasers. Supervise attorneys and paralegals. Florida Mediator for Circuit, Family, Dependency and County matters including preparing settlement, child support, timesharing, and custody agreements. Received Court Commendation for Public Service in Mediation from the Superior Court of NJ.

**Faust, Goetz, Schenker and Blee**, Livingston, NJ 2003-2007. Handled indemnity and subrogation actions. Defended insurance companies and self-insured in general liability, automobile negligence, and products liability. Conducted depositions, negotiated settlements, attended mediation, arbitration and tried case

**Carella, Byrne, Bain, Gilfillan, Cecchi, Stewart & Olstein**, Roseland, NJ, 2002-2003. Responsible for preparation of civil pleadings, discovery and trial preparation. Handled transactional, real estate, contract, tax, patent, family, administrative, personal injury, insurance, securities and corporate litigation.

**Honorable Robert Passero**, Law Division Clerk, Passaic County, NJ, 2001-2002. Managed Mediation Program. Legal research and drafted legal opinions in Civil litigation matters.

**Middlesex County Prosecutor's Office**, NJ, Legal Intern, 2000. Handling appeals and brief writing.

**Honorable Richard Braun**, NY Supreme Ct. Judicial Intern, 1999. Drafted memoranda of law and opinions. Attended Civil hearings, and pre-conference settlement negotiations/mediations.

**Congressman Frank**, United States House of Representatives Intern, Washington, DC, 1996. Attended Congressional hearings and drafted reports.

**M.A. Attorney General's Office**, Cambridge Consumer Council Intern, 1995-1997. Mediated consumer complaints.

## **BAR ADMISSIONS:**

NJ 2002, NY 2003, and FL 2014.

## **COURT ADMISSIONS:**

U.S. District Courts, DNJ 2002, SDFL and MDFL 2017, U.S. Ct. of Appeals 11<sup>th</sup> Circuit 2017.

## **CERTIFICATIONS/LICENSES:**

FL Supreme Ct. Circuit, County, Family, and Dependency Mediator, NJ Superior Ct Civil and Foreclosure Mediator, and FL & NJ Arbitrator. FL & NY Real Estate Broker. AV rated Martindale Hubbell.

## **VOLUNTEER WORK:**

Federation Business and Professional Cabinet, Co-Chair Women Professionals, member of National Young Leaders, and Women's Philanthropy 2015-19. Supporter of Joyful Rescues and the Humane Society. DKJA Board of Trustees, Chair/Founder Business Group, Vice-Chair Development, Finance and COT, Director of Legal Studies program including Law Club, Moot Court and Mock Trial Team, taught Criminal, Business, Entertainment and Advanced Law, authored the accompanied text 2014-18. FLREA Judge Miami-Dade County Middle School Mock Trial 2018.

# City Clerk Board Application

**Vivian N. Koppelman**

**RECEIVED**

**JULY 23, 2018**

**CITY CLERK**

*CXP 7/23/20*

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	1 month (west Delray Beach, 8 years)
How does your education or experience complement the powers and duties of the board/commission?	My expertise in school operations and classroom instruction will complement the community understanding of school needs.
Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	I have been an unofficial advisor to the Delray Beach Education Advisory Board since 2013.
What direction would you like to see this board/commission go? What suggestions do you have?	I would like the board to be more involved with helping principals and teachers achieve their educational goals.
Have you ever attended a meeting of this board/commission?	I have been a frequent observer and informal advisor.
Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	I fully endorse the City's vision for the Delray schools.
Why are you interested in this board?	I have been an educator for over 30 years, and I stay current on the latest research concerning good practice in school administration and classroom teaching.
<b>Board Member Application</b>	
Are you a registered voter? If so, where are you registered?	Registered in Delray Beach
List any related professional certifications and licenses which you hold:	Certified teacher, administrator, supervisor, NY & CT
What Board(s) are you interested in serving? Please list in order of preference:	Education Advisory Board
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	New York City Dept. of Education; District Supervisor
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Advisor/ observer to Education Advisory Board, 2013-2018
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	School supervision, special education, reading (certified in all), K-12.
Educational qualifications:	BS, Education, (K-8); MS, Reading; Ed.D., Educational Leadership; PD, Administration & Supervision
SIGNATURE	<b>Vivian N. Koppelman, Ed. D.</b>
<b>Personal Information</b>	
Last Name:	Koppelman
First Name:	Vivian
M.I.	N
Date of Birth	1944
Home Address:	4050 Sea Grape Circle

City (Home Address)	Delray Beach
State (Home Address)	FL
Zip Code (Home Address)	33445
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	
City (Principal Business Address)	
State (Principal Business Address)	
Zip Code (Principal Business Address)	
Home Phone:	(561) 637-4009
Business Phone:	
Fax:	
Cell Phone:	(914) 473-9712
E-Mail Address:	viviannk@aol.com

## Resume

Resume

V Koppelman CV 2015.doc

**Vivian Nespoli Koppelman, Ed. D.**  
e-mail: [viannk@aol.com](mailto:viannk@aol.com)

**6184 Kings Gate Circle  
Delray Beach, Florida 33484  
H: (561) 637-4009 C: (914) 473-9712**

#### **EDUCATION**

<b>St. John's University</b>	<b>Ed. D.</b>	Administrative and Instructional Leadership	1999
<b>St. John's University</b>	<b>P.D., Administration &amp; Supervision</b>	Administrative and Instructional Leadership	1995
<b>Fairfield University</b>	<b>Certification in Special Education</b>	School of Education	1984
<b>Western Connecticut State University</b>	<b>M.S., Reading</b>	School of Education	1975
<b>Western Connecticut State University</b>	<b>B.S., Elementary Education</b>	School of Education	1967

#### **ADMINISTRATIVE EXPERIENCE**

<b>Assistant Principal, School Unit</b> Shield Institute Flushing, NY	<ul style="list-style-type: none"><li>Assistant Principal of the School Unit (Middle School &amp; High School) for autistic spectrum and MR students. Supervised staff, coordinated services, such as busing, classroom assistants &amp; aides. Assigned coverages.</li><li>Interviewed teacher and aide candidates. Coordinated services.</li></ul>
<b>Special Education &amp; Title I Coordinator</b> Charter School of Educational Excellence, Victory Schools, Yonkers, New York	<ul style="list-style-type: none"><li>Develop and implement professional development in inclusion for teachers in general education classes. Develop and implement Special Education strategies for students and teachers. Provide direct assistance in instruction of all Title I students.</li><li>Generate NY State classification reports, bimonthly updates, special education reporting. Coordinate Title I services to students.</li><li>Assume duties of Principal when Principal is away from building.</li></ul>
<b>Instructional Support Specialist</b> New York City Dept. of Education, Region 3	<ul style="list-style-type: none"><li>Support Principals concerning Special and General Education</li><li>Monitor 8 Schools for implementation of inclusion classes</li></ul>
<b>Assistant Principal, MS</b> Kings Park , New York	<ul style="list-style-type: none"><li>Scheduling, Discipline, 6<sup>th</sup> Grade Guidance Counselor</li><li>Testing Coordinator, PFO Administration Liaison</li><li>Supervise After-School Activities</li></ul>
<b>Director of Special Education,</b> Greenburgh CSD #7 Greenburgh, NY	<ul style="list-style-type: none"><li>Supervised Special Education Teachers at all levels</li><li>Directed staff</li><li>Conducted CSE meetings</li><li>Submitted required NYS reports</li></ul>
<b>Interim Principal &amp; Director of Curriculum and Instruction</b> Edwin Gould Academy Chestnut Ridge, NY	<ul style="list-style-type: none"><li>Supervise teachers and teacher assistants</li><li>Professional development to NYS New Standards</li><li>Teacher Training</li><li>Scheduling &amp; Budget</li><li>Supervised After-School Activities</li></ul>
<b>Assistant Principal,</b> P.S. 97M, District 1 New York City	<ul style="list-style-type: none"><li>Organization of School</li><li>Professional Staff Development</li><li>Administered School-wide Discipline</li><li>Chair of Pupil Personnel Committee</li></ul>

**Vivian Nespoli Koppelman, Ed. D.**  
e-mail: [yiviannk@aol.com](mailto:yiviannk@aol.com)

### TEACHING EXPERIENCE

<b>Lehman College, CUNY</b> Bronx, NY	Assistant Professor of Special Education
<b>Western Connecticut State University</b> Danbury, CT	Assistant Professor of Reading
<b>Tilford W. Miller Elementary School</b> Wilton, CT	Special Education Teacher: <i>Resource Room</i>
<b>Western Connecticut State University</b> Danbury, CT	Adjunct Professor: <i>Reading in the Content Area</i> (Wilson Reading Program); <i>Analysis of Reading Difficulty</i>
<b>Queens College</b> Flushing, NY	Adjunct Professor: <i>Teaching Fellows;</i> <i>Educational Psychology</i>
<b>Manhattanville College</b> Purchase, NY	Adjunct Professor: <i>Classroom Management; Inclusion</i>
<b>Mercy College</b> Dobbs Ferry & New York City, NY	Adjunct Professor: <i>Administration &amp; Supervision</i>
<b>New York City Department of Education</b> Connecticut Schools	Resource Room, Education Evaluator, Title I Reading, Assistant Principal, Director of Teacher Center, Staff Developer Reading Consultant

### HONORS AND AWARDS

- Educator of the Decade**, Western Connecticut State University, 2003
- Phi Delta Kappa International**, grant for PDK school partnership project, 1998
- National Board for Professional Teaching Standards**, Pioneer Award, 1994
- Teacher to Teacher Sharing Network**, Impact II Awards, 1990 & 1991

### PROFESSIONAL AFFILIATIONS

- International Reading Association**
- Association for Supervision and Curriculum Development**
- Phi Delta Kappa**

### LICENSES AND CERTIFICATIONS

- National Board for Professional Teaching Standards**, Candidate Support Provider 2010
- Connecticut Certification – Intermediate Administration & Supervision (092)**
- **Connecticut Certification - Comprehensive Special Education Pre-K-12 (065)**
- Connecticut Certification - Grades 1 - 8 (004)**
- **Connecticut Certification - Reading & Language Arts Consultant, K-12 (097)**
- **New York State Permanent Licenses in Reading, Special Education, SAS & SDA**
- **Certified Wilson Program Teacher**

### PUBLICATIONS

- “Making a Difference at Wingate High School.” *The Forum*, New York State Federation of Chapters of the Council for Exceptional Children. 17 (3). Fall 1991.  
“Learning Style: What is it? How can it be implemented?” *Challenge*, New York City Association for Supervision and Curriculum Development, July 1997.

### DISSERTATION

“A Comparison of Vocabulary Instruction Outcomes of Urban Seventh Grade Students who have been Taught through their Learning Style Preference and Those Who have been Taught in a Traditional Fashion.”

### REFERENCES

St. John's University Career Center  
8000 Utopia Parkway

**Vivian Nespoli Koppelman, Ed. D.**  
e-mail: [viviannk@aol.com](mailto:viviannk@aol.com)

#### PROFESSIONAL AND PERSONAL REFERENCES

**Dr. John Caruso**  
Professor  
Education & Education Psychology  
Western Connecticut State University  
Danbury, CT 06810  
Work: (203) 837-8517

e-mail: [carusoj@wcsu.edu](mailto:carusoj@wcsu.edu)

**Professor Barbara Gottlieb, Ed.D.**  
Program Coordinator,  
Childhood & Adolescent Special Education  
Department of Counseling, Leadership, Literacy  
and Special Education  
Lehman College, CUNY  
250 Bedford Park Blvd West  
Bronx, NY 10468  
W: (718) 960-8183

e-mail: [barbara.gottlieb@lehman.cuny.edu](mailto:barbara.gottlieb@lehman.cuny.edu)

**Mr. Ralph Cartisano**  
Assistant Superintendent, Human Resources  
Kings Park Central School District  
101 Church Street  
Kings Park, New York 11754  
Work: (631) 269-3312  
Home: (631) 689-6037

e-mail: [cartisanor@kpcsd.org](mailto:cartisanor@kpcsd.org)

**Dr. Gene Geisert**  
Chairman  
Division of Administration and Supervision  
School of Graduate Education  
St. John's University  
Jamaica, NY 11439  
Work: (718) 990-6598

e-mail: [geisertg@stjohns.edu](mailto:geisertg@stjohns.edu)

# City Clerk Board Application

RECEIVED

JUL 05 2017

CITY CLERK

7/5/19

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	One year. Before that I worked in Delray Beach but lived in Boynton Beach for five years.
How does your education or experience complement the powers and duties of the board/commission?	I am currently working towards my MBA in Accounting, over all I believe that my studies in Business Administration would be helpful to any board.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	I have not served on City Boards, I have served on non profit boards, my major contributions were the planning of fundraising events and educating others about how to become more involved in their community.
What direction would you like to see this board/commission go?. What suggestions do you have?	I strongly believe in historic preservation and I am incredibly excited to learn more about planning and zoning. I believe that both boards play an exciting role in the future and positive growth of Delray Beach.
Have you ever attended a meeting of this board/commission?	No I have not.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	I have read all that I can find online pertaining to the initiatives and plans for Delray Beach but I look forward learning more as I become more involved.
Why are you interested in this board?	I am interested in the historic preservation board and the planning and zoning board because I believe that they will both encourage responsible growth and development while preserving the beauty and history of this wonderful city. I am also interested in the education board because I feel that education is incredibly important. I plan to be a life long student and have several teachers in my family.
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Palm Beach County
List any related professional certifications and licenses which you hold:	None.
What Board(s) are you interested in serving?. Please list in order of preference:	Planning and Zoning, Historic Preservation, Education
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	CEO - Alacrity Entertainment Inc. We are not a vendor for the city.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	None.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I currently work and live in Delray Beach and would very much like to become more involved in the development and preservation of the city.
Educational qualifications:	I have a Bachelor's in Biology and I am currently working on my MBA in Accounting and my Doctorate in Physical Therapy.
SIGNATURE	Alyse Lemstrom
Personal Information	
Last Name:	Lemstrom

First Name:	Alyse
M.I.	C
Date of Birth	July 1988
Home Address:	1442 W Bexley Park Dr
City (Home Address)	Delray Beach
State (Home Address)	FL
Zip Code (Home Address)	33445
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	
City (Principal Business Address)	
State (Principal Business Address)	
Zip Code (Principal Business Address)	
Home Phone:	
Business Phone:	(561) 513-8080
Fax:	
Cell Phone:	(239) 850-2735
E-Mail Address:	alemstrom@comcast.net

Resume

Resume

Lemstrom, Resume .doc



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JUL 05 2017  
CITY CLERK

Alyse Lemstrom  
1442 W Bexley Park Dr  
Delray Beach FL 33445

239-850-2735

[alemstrom@comcast.net](mailto:alemstrom@comcast.net)

Work Experience

January 2010- Present

**Alacrity Entertainment Inc.**

**CEO and Operations Manager**

- ▲ Contract Negotiations
- ▲ Payroll
- ▲ Staffing
- ▲ Entertainment Management for Restaurants and Hotels
- ▲ On Site Event Management

August 2008 – January 2010

**Truluck's Restaurant**

**Host/ Office Assistant**

- ▲ Customer Service – Helping Disgruntled Customers
- ▲ Bookkeeping, Inventory and Administrative tasks

August 2006- August 2008

**The Addison Restaurant Group**

**Office Manager**

- ▲ Employee Interview and Evaluation Processes
- ▲ Training, Scheduling, Setting Procedures
- ▲ Writing Manuals and Checklists
- ▲ Keeping/Updating Employee Files
- ▲ Daily Banking Procedures/ Reconciliation
- ▲ Marketing and Promotional Items
- ▲ Ordering
- ▲ Booking Entertainment
- ▲ Private Event Management

Education

- ▲ Bachelors in Biology 2006-2010
- ▲ Doctorate of Physical Therapy 2015- Present
- ▲ Masters of Business Administration in Accounting 2017 – Present

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MAY 21 2018

CITY CLERK

EXP 5/21/20

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	October 2015
How does your education or experience complement the powers and duties of the board/commission?	With a deep background in finance and financial planning, I would like to assist in the fiscal planning and organization of the boards.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	I have not been on a board in the past.
What direction would you like to see this board/commission go?. What suggestions do you have?	For the education board, there needs to be more outreach to the parents in the community to improve the school system locally.
Have you ever attended a meeting of this board/commission?	I have not attended any of these board meetings
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	I think the main priority of the city should be a development of family infrastructures. The city's long term plan is to diversify its tax base, yet it needs to develop the
Why are you interested in this board?	Every board has an important role in the growth of the city. I would be happy to lend my expertise any way I can.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Yes, registered in 4126
List any related professional certifications and licenses which you hold:	Certified Financial Planner
What Board(s) are you interested in serving?. Please list in order of preference:	Education Board, Delray Beach Housing Authority, Plan Review and Appearance Board,
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Morgan Stanley
List all City Boards on which you are currently serving or have previously served:(Please include dates)	I have not served on any boards
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I've been a resident of the city for two and a half years. I would like to help the city navigate this major transition period, and help to plan for an amazing future.
Educational qualifications:	Bachelors degree
SIGNATURE	Ross OConnor
<b>Personal Information</b>	
Last Name:	OConnor
First Name:	David
M.I.	R
Date of Birth	1991-01-09
Home Address:	105 Tropic Isle Dr, Apt 28
City (Home Address)	Delray Beach
State (Home Address)	FL

Zip Code (Home Address)	33483
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	595 S Federal Hwy, Ste 400
City (Principal Business Address)	Boca Raton
State (Principal Business Address)	FL
Zip Code (Principal Business Address)	33432
Home Phone:	
Business Phone:	
Fax:	
Cell Phone:	(804) 909-7677
E-Mail Address:	d.ross.oconnor@gmail.com

## Resume

Resume

Ross O'Connor Resume.pdf

D. Ross O'Connor, CFP®  
Home: 105 Tropic Isle Dr, Apt 28 • Delray Beach, FL 33483  
d.ross.oconnor@gmail.com • 804-909-7677

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MAY 21 2013  
CITY CLERK

## EXPERIENCE

### **Financial Advisor, Morgan Stanley; November 2013 - present**

- Provide a high level of individualized, comprehensive brokerage financial services and investment strategies to clients.
- Brought in over \$20 million in assets and oversaw a practice generating \$200,000 in revenue
- Contributed to the long-term goal of converting \$500 million in client assets to a fee-based, advice-centric business model
- Consult with clients on investment strategies based on their individual financial and investment objectives.
- Awarded the rising star as the most promising new advisor by a complex of over 150 advisors
- Assisted in the management of \$500 million worth of discretionary portfolios through both fundamental and technical analysis
- Member of a team with over \$1 billion under management

### **Morgan Stanley Smith Barney; Summer 2012**

- Assisted in managing a portfolio in excess of \$750 million as well as estate planning, updating converted accounts, and client relations
- Compiled important economic news articles to compare investment trends year over year
- Served as an assistant to a team of *Financial Times 400* Advisors
- Was offered a full time position on the team after graduation

### **Intern, Representative Eric Cantor; Summer 2011**

- Answered constituents' calls and delivered notes of calls to the Congressman
- Guided tours of the Capitol for constituents
- Provided assistance and ensured summer fundraisers succeeded

## EDUCATION

### **Florida Atlantic University, Boca Raton, FL; Certified Financial Planner Coursework, 2014-16**

- CFP® coursework consisting of: fundamentals of financial planning, insurance planning, income tax planning, investment planning, retirement planning, and estate planning

### **Sewanee: The University of the South, Sewanee, TN; Bachelor of Arts, 2013**

- Major: International and Global Studies; Minor: Spanish, Political Science

### **Sewanee: Semester in Spain, Madrid, Spain; January- Ma 2012**

### **Lindisfarne College, Hastings, New Zealand; Summer 2008**

## ACTIVITIES

### **Vice President, Boca Isle Homeowners Association**

- Responsible for budgeting and long-term residency improvements

### **Leadership Development Coordinator, Sigma Nu Fraternity; Spring 2013**

- Designed a candidacy program and was in charge of the new member class
- Organized study halls, teambuilding exercises, and managed elections

### **President, Tuckahoe Junior Volunteer Rescue Squad; August 2008- July 2009**

- In charge of twenty five around 25 under-21-year-olds at the volunteer rescue squad in Henrico County, and headed a board of eight officers
- Organized fundraisers to finance the junior squad as well as monthly meetings
- Volunteered over 1000 hours of community service and received the President's Volunteer Service Award from Barack Obama

## ADDITIONAL SKILLS

- Series 7 and 66 registered
- Certified Financial Planner
- Proficient with Microsoft Office products: Word, Excel, PowerPoint
- Competence with a Bloomberg terminal and Thomson Reuters
- Competence in written and spoken Spanish Language

# City Clerk Board Application

Cathy Reynolds

RECEIVED  
JUNE 26, 2018  
CITY CLERK

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	I do not live in Delray, I have served as Principal of Plumosa SOA in Delray Beach since May 2013
How does your education or experience complement the powers and duties of the board/commission?	Both Plumosa SOA and the City of Delray are unique in our commitment to joining the Arts and Education. Research supports that students who are immersed in the arts are successful in academic areas. Multi-arts program provide connections to reading, verbal and math skills and creative thinking. The arts program at Plumosa affords our students the environment to obtain valuable life skills, self-confidence, persistence, concentration, self-motivation and risk-taking that will become the foundation of their future success. The City of Delray Beach has demonstrated a shared investment and vision of the collaboration of Education and the Arts.
Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	I have served on the Education Board for 2 years, 2016-2018. I have worked on the Delray Reads Day Committee, Family Engagement and Delray New Education Master Plan.
What direction would you like to see this board/commission go? What suggestions do you have?	I would like to see the Education Board continue to encourage parent involvement with preschool aged children, to promote school readiness. Also, to build the communication with families, notable families where English is not their first language.
Have you ever attended a meeting of this board/commission?	I have attended City Commission Meetings, I have attended workshops with the Education Board and its subcommittees.
Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	I am excited to see the City of Delray Beach and the School District working together on the New Education Plan. The New Education Plan has identified the unique attributes of each of the Delray schools and is working towards building community involvement and highlighting the many programs available in Delray Schools. I support the vision and mission to keep Delray students in Delray schools from PreK- High School and encourage post high school opportunities for all students.
Why are you interested in this board?	Being principal of an elementary school, I am acutely aware of the responsibility to provide our children with an environment that provides them the best opportunity to learn and grow, to benefit from experiences both in the classroom and beyond, so that each child can reach their full potential. I have had the benefit of working with the City of Delray Beach on a number of educational initiatives, as examples, Campaign for Grade Level Reading, increasing attendance and a focus on family engagement. I have seen firsthand the success of these initiatives and the impact they have had on my students and families. I believe I could bring a different perspective to the Education Board that would help further the remarkable work the board has done and will continue to do.

**Board Member Application**

Are you a registered voter? If so, where are you registered?

Yes, Palm Beach County FL

List any related professional certifications and licenses which you hold:

Master's Degree Educational Leadership  
bachelor's Degree Elementary Education  
Associated Degree Early Childhood Education

What Board(s) are you interested in serving?  
Please list in order of preference:

Education Board

Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City

School District of Palm Beach County  
Plumosa SOA  
Principal 2013- Present

List all City Boards on which you are currently serving or have previously served:(Please include dates)

Education Board 2016-2018

Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)

I have 30 years of experience working in Palm Beach Public schools. One of my priorities has been to build partnerships with students, teachers, communities stakeholders and families.

Educational qualifications:

Master's Degree Educational Leadership  
bachelor's Degree Elementary Education  
Associated Degree Early Childhood Education

**SIGNATURE**

**Cathy Reynolds**

**Personal Information**

Last Name:

**Reynolds**

First Name:

**Cathy**

M.I.

Date of Birth

1963-01-16

Home Address:

15170 Oak Chase Court

City (Home Address)

Wellington

State (Home Address)

FL

Zip Code (Home Address)

33414

Legal Residence:

City (Legal Residence:)

2501 Seacrest Blvd

State (Legal Residence:)

Delray Beach

Zip Code (Legal Residence:)

FL

Principal Business Address:

33444

City (Principal Business Address)

State (Principal Business Address)

(561) 676-7978

Zip Code (Principal Business Address)

(561) 330-3903

Home Phone:

(561) 702-7971

Business Phone:

cathy.reynolds@palmbeachschools.org

Fax:

Cell Phone:

E-Mail Address:

**Resume**

Resume

Resume 2014.docx

Catherine A. Reynolds  
15170 Oak Chase Court  
Wellington, Florida 33414  
(561) 676-7978

### Professional Experience

**Principal- 2013-Present**  
**Plumosa School of the Arts**  
Delray Beach Florida

Accountabilities:

Responsible for the implementation of all areas of instruction, effective teaching strategies, hiring and retaining quality teachers, arts integration, dual language, scheduling, professional development, evaluations, operational budget, Choice allocations, Title 1 compliance, parent involvement, community participation, FCAT planning, preparation, analysis, ESE, ELL, School Based Team, RtI, SAC, PTA, and other duties as required.

**Assistant Principal / Magnet - Choice Coordinator 2002-2013**  
**Palm Springs Middle School**  
Palm Springs, Florida

**Summer School Site Administrator 2007-2009**  
**Palm Springs Middle School 2008-2009**  
Palm Springs, Florida  
L.C. Swain Middle School 2007  
Lake Worth, Florida

**Title 1 Coordinator/ Parent Liaison / Annanberg Coordinator**  
Palm Springs Middle School, formally Jefferson Davis Middle School  
Palm Springs Middle School

**Teacher 6<sup>th</sup> Grade Reading, Language Arts, Mathematics 1996- 1999**  
Palm Springs Middle School, formally Jefferson Davis Middle School  
Palm Springs, Florida

**Teacher 4<sup>th</sup> & 5<sup>th</sup> Grade Gifted Mathematics 1995-1996**  
New Horizons Elementary School  
Wellington, Florida

**Teacher 5<sup>th</sup> Grade 4<sup>th</sup> Grade 1<sup>st</sup> Grade 1986-1996**  
Martin Luther King Elementary School  
Fort Lauderdale, Florida

### Education

M.S. NOVA Southeastern University 2002  
Educational Leadership

B.S. Long Island University C.W. Post 1985  
Elementary Education

A.S. Nassau Community College 1983  
Early Childhood Education

### Presentations

Florida Partners In Education Conference 2001  
“Bring School Home”

### Professional Experience

Intergated Services Coordinator  
SBT/ CORE Team  
SAC Chair  
IIT Committee  
TEAM Trained  
Staff Development Team  
Business Partners Coordinators  
Safety Committee  
5 Star

### Professional Affiliations

Phi Delta Kappa

## 01190 - Volunteer Committee / Advisory Board Member

**Contact Information -- Person ID: 27810181**

Name:	Penny F. Butler-Schillinger	Address:	1320 NW 13 Street Delray Beach , Florida 33444 US
Home Phone:	954-736-9486	Alternate Phone:	
Email:	pennyfbutler@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	

**Personal Information**

Driver's License:	Yes, Florida
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Doctorate

**Preferences**

Minimum Compensation:	\$999.00 per year
Are you willing to relocate?	Maybe  If relocating is a great opportunity for my career, I will be willing to relocate.
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening

**Objective**

I am a self-directed higher education professional who looks for opportunities to promote student success using traditional and online methods of teaching.

**Education**

City of Delray Beach has chosen not to collect this information for this job posting.

**Work Experience**

<b>Assistant Director</b> 5/1992 - Present	Hours worked per week: 40 Monthly Salary: \$6,167.56 May we contact this employer? Yes
Florida International University www.fiu.edu 111200 SW 8th Street Miami, Florida 33199	

**Duties**

- Help the CIO develop, implement, and communicate policies and procedures which ensures the efficient management of academic resources
- Introduced new operating procedures which improved customer service and reduced customer waiting by 2 days
- Overhauled the BBC project processes which ensured resources and services are available to customers
- Improved customer service by providing leadership and guidance in the daily operations and planning of the department's tasks
- Improved collaboration efforts by working with the campus deans to work on process improvement to help achieve the division goals, foster a team environment, and enhance the student experience
- Minimized service gaps to customers by delivering reports to the BBC leadership team about the DOIT campus activities, success, and opportunities to determine when change is needed

- Increased student satisfaction of services by meeting with the BBC leadership team to help develop, coordinate, and implement initiatives and projects
- Developed relationships by speaking regularly with department administrators which has initiated and evaluated learning strategies and best practices
- Increased high level public contact on the campus to support academic advising, recruitment and retention, student support activities, and operations
- Influenced BBC staff to meet objectives which ensures that the team related priorities are consistent with the University's goals and objectives
- Communicate BBC team's performance expectations which gives way to monitor and address training needs
- Initiated processes to provide BBC team with feedback and opportunities for their professional development
- Established as the representative for DOIT on committees as assigned and communicate DOIT initiatives

**Instructor**

8/1999 - 5/2013

Florida International University  
11200 SW 8th Street  
Miami, Florida 33199

Hours worked per week: 4

Monthly Salary: \$525.00

Name of Supervisor: Dr. Lourdes Rassi and Dr. Howard

Frank - Chair

May we contact this employer? Yes

**Duties**

- Oversaw and monitored student attendance and advised on their performance and provided them with the tools which helped them develop skills to understand course content
- Introduced approved instruction materials and taught strategies to promote students' academic success
- Delivered to students a hands-on study of computer-based management support applications such as operating systems, word processing, database design and spreadsheets, specifically Microsoft Office suites
- Delivered online and hybrid (blended) courses to teach course concepts
- Coached and helped students understand course concepts to accomplish course objectives
- Organized practical aspects of the courses subject and showed how they can be implemented in organizations
- Developed the first on-line Public Administration Management course for the School of Public Administration now part of FIU On-Line University

**Reason for Leaving**

I declined courses due to my need to focus on my dissertation.

**Applications Trainer/Instructional****Designer**

5/2007 - 7/2012

Florida International University  
11200 SW 8th Street  
Miami, Florida 33199

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Debra Sheridan - Director

May we contact this employer? Yes

**Duties**

- Delivered training courses to faculty and staff on university supported applications, specifically Microsoft Office and Adobe
- Motivated faculty to enhance classroom teaching by advising on how to use on available technology
- Designed and created online and face to face training as it relates to Quality Matters criteria
- Aided faculty in designing course content for fully online and hybrid courses on Blackboard and Moodle and facilitated their concerns
- Supported the Director who organized and facilitated events, including workshops and seminars, to promote beneficial practices in teaching and learning
- Enhanced instructional support for the faculty which promoted teaching excellence and good learning practices
- Established relationships with faculty and staff to identify their training needs this helped with the selection and use of technology for teaching and learning

- Assisted the Director who worked in partnership with departments, programs, and schools/colleges on pedagogical and curricular initiatives which enhanced engaged and inclusive teaching and learning

## Certificates and Licenses

### Skills

Office Skills

Typing:

Data Entry:

### Additional Information

### References

Professional

**Moll, Steven**

3059195700

[Mollsv@fiu.edu](mailto:Mollsv@fiu.edu)

---

Professional

**Wilkerson, Karen**

561-478-4115

[karenwilkerson4498@comcast.net](mailto:karenwilkerson4498@comcast.net)

### Resume

#### Text Resume

#### Attachments

### Agency-Wide Questions

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

A: Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.

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2. Q: Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

A: No

**3.** Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

**4.** Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

**5.** Q: I identify my gender as...

A:

**6.** Q: Age

A:

**7.** Q: Occupation (If retired, please indicate former occupation or profession.)

A:

**8.** Q: How many years have you lived or worked in Delray Beach?

A:

**9.** Q: Employer name and address

A:

**10.** Q: Home Phone

A:

**11.** Q: Mobile Phone

A:

**12.** Q: Business Phone

A:

**13.** Q: Please contact me at the following phone number

A:

**14.** Q: Please contact me at the following address.

A:

**15.** Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?

A: No

**16.** Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A:

**17.** Q: Have you previously been employed by the City of Delray Beach?

A: No

**18.** Q: Have you served on the City Commission in the last year?

A: No

**19.** Q: Are you currently serving or have you previously served on any City boards?

A: Yes

**20.** Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A: Education Board

**21.** Q: Do you have any relatives employed by the City of Delray Beach?

A: No

**22.** Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A:

**23.** Q: Are you a registered voter?

A: Yes

**24.** Q: How does your education or experience compliment the powers and duties of the Board?

A: I work in the higher education school system.

**25.** Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A:

**26.** Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

### Supplemental Questions

**1.** Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Education Board

**2.** Q: Please list any community activities that relate to this position.

A: Current Education Board member

- 3.** Q: List any experience that would assist you in serving on this committee, board, commission, or authority

A: Teaching and higher education experience

- 4.** Q: Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.

A: None

- 5.** Q: How did you hear about the vacancy on this committee, board, commission, or authority?

A: City of Delray Beach Staff

- 6.** Q: If "other" was selected for question #6, please describe here.

A:

- 7.** Q: Why do you want to serve on this committee, board or commission?

A: Help improve education for the children of Delray Beach.

- 8.** Q: What unique abilities/skillset/perspective would you bring if selected?

A: Strategic planning and technical skills.

- 9.** Q: Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?

A: The Education Board serves in an advisory capacity to the commission.

- 10.** Q: Have you ever attended a meeting of the board or committee for which you are applying?

A: Yes

- 11.** Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.

A: Yes, I understand

## 01190 - Volunteer Committee / Advisory Board Member

**Contact Information -- Person ID: 40530126**

Name:	Barbara J. Stark	Address:	10775 Tea Olive Lane Boca Raton, Florida 33498 US
Home Phone:	(561) 251-7159	Alternate Phone:	(561) 279-2970
Email:	bstark@milagrocenter.org	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/14

**Personal Information**

Driver's License:	Yes, Florida , S362-07056-954-0 , Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

**Preferences**

Minimum Compensation:	\$0.00 per hour; \$0.00 per year
Are you willing to relocate?	No
Types of positions you will accept:	Regular
Types of work you will accept:	Per Diem
Types of shifts you will accept:	Day , Evening , Night

**Objective**

Volunteer committee member

**Education**

City of Delray Beach has chosen not to collect this information for this job posting.

**Work Experience**

<b>President &amp; CEO/Executive Director</b>	Hours worked per week: 40
6/2011 - Present	Monthly Salary: \$0.00
Milagro Foundation, Inc Delray Beach, Florida	May we contact this employer?

**Duties**

Responsible for the day to day management of the Foundation's operations, including budgetary oversight, program direction, supervision and mentoring of the Foundation team, cultivation and retention of donors and volunteers, and implementation of strategies for the annual fundraising, special events, marketing, and community relations efforts.

Work closely with the Board of Directors and Finance Committee to ensure continued growth and financial stability of the organization and adherence to strategic plan, mission and vision.

Guide and oversee fundraising, grants, donor development, special event initiatives, and media relations.

Develop and monitor budgets, conduct quarterly expenditure forecasting, lead monthly Finance Committee meetings, negotiate, review, and monitor all contracts and agreements, and oversee all licensing and credentialing, grant reporting and funding requirements.

Consistently and continuously promote the organization with a strong positive image through social media, email, public relations, local media outlets, and PSAs on regional radio and television stations.

Serve as liaison with the communities served by the organization as well as stakeholders, philanthropic individuals, granting organizations, and community partners.

**Professor of Communications (Adjunct)**

Hours worked per week: 40

1/2006 - Present

Monthly Salary: \$0.00  
May we contact this employer?Broward College  
Fort Lauderdale, Florida**Duties**

Instruct full-credit undergraduate courses, including Interpersonal Communication, Public Speaking, and Small Group Communication, to a diverse multi-cultural student population seeking an Associate or Bachelor of Arts degree.

**Vice President of Marketing and Education**

5/2009 - 6/2011

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?American Debt Counseling, Inc  
Sunrise, Florida**Duties**

Planned, directed, and implemented all media relations, communications, and marketing efforts to support the non-profit organization's brand awareness, programs, and mission.

As national/local media spokesperson, promoted information to the news media, pitched stories to media outlets, cultivated relationships with key reporters. Worked closely with contracted Public Relations agency.

Created and implemented strategic marketing, communications and public relations plans encompassing multi-channel media including website, social media, email, direct mail, print, radio, and TV.

Collaborated with organizations, schools, and corporations including WorkForce One, Broward College, Dillard High School, Publix, and the Sun-Sentinel and delivered presentations on behalf of organization.

Provided supervision and support to 10 direct reports; conducted performance/disciplinary reviews.

**Vice President, Strategic Marketing & Brand Management**

11/2006 - 4/2009

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?United Way of Broward County  
Fort Lauderdale, Florida**Duties**

As senior management team member, provided overall professional leadership, vision, and focus in developing strategic communications, messaging, and marketing opportunities that increased the awareness of the organization's community impact agenda, while encouraging key corporations and consumers to engage through donations and volunteering efforts.

Responsible for strategic planning and creative development and execution of all marketing materials, advertising, PR, website and social media content, special events, and corporate communications.

Prepared, managed, and monitored departmental budgets; supervised and directed 18 employees.

As organization's spokesperson, responded to inquiries and interview requests from reporters, producers, and general public and oversaw the preparation and distribution of press releases and announcements.

Cultivated and managed positive relationships with Board of Directors, media representatives, and community partners.

Developed the organization's Crisis Communications plan and served on the Crisis Operations Team.

**Vice President, Marketing and Communications**

7/2003 - 11/2006

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?A New Horizon Credit Counseling  
Fort Lauderdale, Florida

**Duties**

Responsible for leading all communications and media efforts and acting as organization's spokesperson.

Ensured that corporate communications, marketing, community outreach, community building, and PR efforts were coordinated and supported with plan objectives and effective expenditure of resources.

Designed and oversaw outreach initiatives and media relations programs including crisis communications, talking points for media, and writing marketing messages.

Established and monitored departmental budget; supervised a team of 12 professionals.

Directed day-to-day activities of Marketing/Community Outreach team, staff and volunteer committees, PR consulting firm, and outside vendors.

Developed and maintained the organization's corporate image and identity, including logo and signage usage.

Maintained productive relationships with the local media, community leaders, and Board of Directors.

**Senior Director, Consumer Marketing**

2/2000 - 7/2003

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

MyTravel.com  
Delray Beach, Florida

**Duties**

Tasked with the mission of increasing revenue and profitability, developed integrated Customer Relationship Management programs to expand client acquisition efforts and build customer loyalty.

Explored and coordinated unique sponsorship, partnership, and special event opportunities.

Built relationship marketing programs based on current customer profiles, target audience prospects, merchandise trends, and partnership opportunities.

Implemented loyalty programs to retain current customers and increase overall frequency and purchase levels.

Supervised multiple creative agencies, vendors, and in-house administrative and technical staff.

**Marketing Consultant**

1/1988 - 12/1999

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

BJS Consulting  
Syosset, New York

**Duties**

Provided marketing, communications, and media relations services to small and medium-sized corporations.

**Adjunct Professor of Communications**

8/1980 - 7/1998

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

Nassau Community College  
Garden City, New York

**Duties**

Taught full-credit undergraduate courses, including Interpersonal Communication, Public Speaking, and Voice and Diction to students seeking an Associate of Arts degree.

**Director, Direct Marketing**

3/1984 - 9/1987

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

Nassau Community College  
Garden City, New York

**Duties**

Responsible for the complete development, implementation, and management of national and regional direct marketing programs for the 48 contiguous states that were designed to increase market penetration.

Developed relationships and implemented profitable partner programs with American Airlines, InterContinental Hotels & Resorts, and Sheraton Hotels.

Evaluated direct marketing program ROI, profitability, and sustainability and recommended new strategies.

Supervised distinguished New York City advertising agency teams and 50+ in-house professional staff.

**Certificates and Licenses**

Type: Florida Director Credential

Number:

Issued by:

Date Issued: 12 /2014 Date Expires: 12 /2024

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Type: National Director Credential

Number:

Issued by:

Date Issued: 12 /2014 Date Expires: 12 /2022

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Type: Florida Advanced Director Credential

Number:

Issued by:

Date Issued: 12 /2018 Date Expires: 12 /2023

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Type: Certified Personal Fitness Trainer and Health

Number:

Issued by:

Date Issued: 8 /1998 Date Expires:

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information**

Professional Associations

Greater Delray Beach Chamber of Commerce

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**Honors & Awards**

Bachelor of Arts, Magna Cum Laude, Speech Arts and Communication

**References**

Professional

**Harding, Gina**

VP HR & Operations

Milagro Center

695 Auburn Ave.

Delray Beach, Florida 33444

561 279-2970

[gharding@milagrocenter.org](mailto:gharding@milagrocenter.org)

Professional  
**Meeks, Janet**  
Education Coordinator  
City of Delray Beach  
100 NW 1st Avenue  
Delray Beach, Florida 33444  
(561) 243-7000 ;7231  
[meeksj@mydelraybeach.com](mailto:meeksj@mydelraybeach.com)

**Resume****Text Resume****Attachments****Agency-Wide Questions**

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

A: Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.

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A: No

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3. Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

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4. Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

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5. Q: I identify my gender as...

A: Female

**6.** Q: Age  
A: 41-64

**7.** Q: Occupation (If retired, please indicate former occupation or profession.)  
A: President & CEO, Milagro Foundation Incorporated

**8.** Q: How many years have you lived or worked in Delray Beach?  
A: 8

**9.** Q: Employer name and address  
A: Milagro Foundation Incorporated  
695 Auburn Avenue  
Delray Beach, FL 33444

**10.** Q: Home Phone  
A: 561 279-1884

**11.** Q: Mobile Phone  
A: 561 251-7159

**12.** Q: Business Phone  
A: 561 279-2970

**13.** Q: Please contact me at the following phone number  
A: Mobile

**14.** Q: Please contact me at the following address.  
A: Business

**15.** Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?  
A: Yes

**16.** Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.  
A: Yes, Milagro Center receives CDBG funding through the City of Delray

**17.** Q: Have you previously been employed by the City of Delray Beach?  
A: No

**18.** Q: Have you served on the City Commission in the last year?  
A: No

**19.** Q: Are you currently serving or have you previously served on any City boards?  
A: Yes

**20.** Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A: Education Board: Board Chairperson, Board Member for last 2 years

**21.** Q: Do you have any relatives employed by the City of Delray Beach?

A: No

**22.** Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A:

**23.** Q: Are you a registered voter?

A: Yes

**24.** Q: How does your education or experience compliment the powers and duties of the Board?

A: I am an education professional with concentrated experience and relationships in Delray Beach.

**25.** Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A: Florida Advanced Director Credential, National Director Credential, Professor of Communications at Broward College

**26.** Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

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### Supplemental Questions

**1.** Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Education Board

**2.** Q: Please list any community activities that relate to this position.

A: Current Education Board member and previous Chairperson; Education Committee member with the Greater Delray Beach Chamber of Commerce, Executive Director/President & CEO of Milagro Center

**3.** Q: List any experience that would assist you in serving on this committee, board, commission, or authority

A: Greater than 20 years in the academic sector; involved Delray Beach community member

**4.** Q: Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.

A: none