

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 14

DATE:

June 23, 2009

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Joseph Capuano and Mary Packard to three-year terms on the Board of Directors of Ann Arbor Learning Community; Misha Helvey to a three-year term on the Board of Directors of Commonwealth Academy; Roland Herndon and Makisha Johnson to three-year terms on the Board of Directors of Edison Oakland Academy; Kecia Harper-Edmond to a three-year term and Monica Evans to a two-year term on the Board of Directors of Gaudior Academy; Thomas Riutta to a three-year term on the Board of Directors of Grand Blanc Academy; Sandra Rolle to a three-year term on the Board of Directors of Great Lakes Academy.

STAFF SUMMARY

According to the resolutions which establish these public school academies (charter schools), vacancies on the Boards of Directors shall be filled by the Eastern Michigan University Board of Regents.

Ann Arbor Learning Community

Joseph Capuano is a production line leader at Zingerman's Mail Order in Ann Arbor where he has been employed since 2004. Prior to this he was quality assurance manager at the Borders Group in Ann Arbor. Capuano attended Pennsylvania State University. He has a child enrolled at the Ann Arbor Learning Community where he has served on their Board of Directors for the past three years. In addition, he currently serves on the Board of the Normal Park Neighborhood Association in Ypsilanti.

Mary Packard is a speech language therapist. She has been employed in her field at Wayne State University, the University of Michigan, Ann Arbor Public Schools and is currently working at Pediatric Therapy Associates. She earned a Bachelor of Arts degree in psychology, speech and hearing sciences, from the University of Michigan in 1986 and a Master of Science degree in communicative disorders from the University of Michigan in 1987. Packard is a member of the American Speech-Language-Hearing Association and Teachers of English to Speakers of Other Languages. In addition, she is a parent advocate in special education.

Commonwealth Academy

Misha Helvey is vice president of sales and marketing for Real Times Media in Detroit. Previous to this position, she was a senior account manager for Radio One, Inc. in Detroit, where she worked for 10 years. She has served on the Commonwealth Academy Board of Directors since 2002. Helvey is a member of the Founders Society of the Detroit Institute of Arts, Corporation for Artistic Development, the Adcraft Club of Detroit, and a lifetime member of the NAACP. In 1991 she was awarded the Minority Business Award sponsored by WDIV-TV4. She earned a Bachelor of Science degree in nursing from Michigan State University in 1985.

Edison Oakland Academy

Roland Herndon is a group supervisor and criminal investigator in the United States Department of Justice, Alcohol, Tobacco and Firearms Division. He also has worked as a special agent in the USDOJ. Herndon served in the United States Marine Corp Reserve from 1985 through 1993. He attended Southern Illinois University and studied administrative justice. In addition, he is a member of the National Black Law Enforcement Association.

Makisha Johnson is an instructional coordinator for at-risk students with mathematics deficiencies at Conner Creek Academy in Warren. She earned a Bachelor of Science degree from Tennessee State University, Nashville, in 1998 and a Master of Arts degree in education/curriculum instruction from Central Michigan University in 2006. Johnson is currently enrolled in the teacher certification program at the University of Detroit Mercy.

Gaudior Academy

Kecia Harper-Edmond is a CAD support technician at AKT Peerless in Farmington Hills. She was employed as a CAD operator at Testing Engineers and Consultants, Inc. in Troy and Atwell-Hicks in Ann Arbor. Harper-Edmond attended Wayne County Community College and the Electronic Servicing Institute in Taylor. She is seeking reappointment to the Gaudior Academy Board of Directors.

Monica Evans is a police officer/Alcohol, Tobacco, Firearms task force officer with the Detroit Police Department. She has two children attending Gaudior Academy and is seeking a second term on their Board of Directors. Evans is working on an Associate's degree in criminal justice at Schoolcraft College in Livonia.

Grand Blanc Academy

Thomas Riutta is a retired school superintendent who has worked for the Lakeville Community School District, Gibraltar Schools, Linden Community Schools, Almont Community Schools, Allen Park Public Schools and Mt. Morris Public Schools. Riutta earned a Bachelor of Science degree in education at Ball State University in Muncie, Indiana in 1962 and a Master of Arts degree in community school education from Eastern Michigan University in 1968. Riutta resides in Brighton.

Great Lakes Academy

Sandra Rolle is the owner/director of Precious Child Learning Center in Pontiac. She has served as president of the Great Lakes Academy Board of Directors for the past two years. Rolle earned an Associate's degree in early childhood development at Oakland Community College in 1998 as well as a Bachelor of Education Management degree from Norfolk State University in Virginia in 1964. She is a member of the National Association of Female Executives and the Black Professionals and Business Women – Southfield Chapter.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

6/9/09
Date

JOSEPH V CAPUANO, JR.

WORK EXPERIENCE:

November 2004 to present

PRODUCTION LINE LEADER, ZINGERMAN'S MAIL ORDER, ANN ARBOR, MI

Shift Supervisor

- Responsible for running the warehouse floor keeping the line running at a pace to make target work quotas.
- Oversee employees.
- Continuous Improvement Councilor
- Fill any position that is needed.

Continuous Improvement Councilor

- Work with staff to promote and complete continuous improvement projects.
- Model and teach the Lean philosophy.

Zingerman's Community of Businesses wide trainer of M.O.R. Money, a personal finance class.

January 2000 to April 2003

QUALITY ASSURANCE MANAGER, BORDERS GROUP INC., ANN ARBOR, MI

Quality Assurance:

- Advocate for quality assurance and process improvement within all of Borders Group Inc.
- Assess projects on adherence to standards and quality activities.
- Collect metrics to identify and quantify improvements to projects.
- Advise project teams of quality assurance activities and report status to management.
- Consulting to project teams in project management practices and methodology.
- Develop training classes used to deploy new and improved practices and methodology.
- Customize methodology with Borders Group specific information including the development of an iterative OO route.

Project Coordinator:

- Central point of contact for project work, create and update project plans, and report status of projects to management.

September 1997 to January 2000

PROJECT LEAD, BORDERS GROUP INC., RETAIL OPERATIONS, ANN ARBOR, MI

Create and maintain project plans, facilitate requirements gathering, design, and build meetings, and report status to management.

Represent the Borders retail stores on IT projects as Business Analyst. Subject matter expert on Borders Stores' application and inventory practices.

Liaison between the Borders Stores' domestic and international retail operations and Borders IT group in resolving application issues.

November 1994 to September 1997

INVENTORY MANAGER, BORDERS BOOKS & MUSIC, BORDERS STORES, ANN ARBOR, MI

Manage the timely processing of incoming stock to the sales floor.

Train store and BGI corporate employees in inventory procedures and applications.

Oversee the processing of buyer generated returns and markdowns.

Investigate and correct inventory issues.

Communicate with buyers about special inventory needs and issues.

November 1991 to August 1994

NATIONAL ACCOUNTS MANAGER, KOEN BOOK DISTRIBUTORS, INC., NJ

Manage the Borders, Waldenbooks, Barnes & Noble, and Costco accounts.

Manage the distribution of small press and vendor of record titles from over 100 publishers.

New title buyer for the Waterstones/W. H. Smith airport stores.

Select and buy store inventory for customers opening new stores.

Created and edited yearly Regional & Travel catalog.

Prepare daily sales information for salesroom highlighting new and hot titles.
Co-editor of employee newsletter.

EDUCATION:

1985-1989 Pennsylvania State University, University Park, PA. General Arts & Science

COMMUNITY:

2007 - present Board (Former President) – Ann Arbor Learning Community, Public School Academy, Ann Arbor, MI

2004 - 2006 Board Co-President – Stone School Cooperative Nursery, Ann Arbor, MI

2003 - present Board (Former Co-President, Editor - Newsletter, Webmaster) – Normal Park Neighborhood Association, Ypsilanti, MI

Mary E. Winkelseth Packard

EXPERIENCE

Speech Language Therapist

9/08 – present

Pediatric Therapy Associates

- Provide evaluation and intervention for K-12 students in schools as contracted.
- Prepare paperwork and facilitate special education meetings as dictated by district policy.

Project Manager Early Reading First Project

1/05 – 9/08

Wayne State University

Run all aspects of Michigan Preschoolers Acquiring Language and Literacy (MI-PAL) Early Reading First Grant, including:

- Programmatic and classroom level consultation with teachers, administrators and classroom staff;
- Integration of language and literacy facilitation techniques within existing language arts curriculum and across all aspects of student learning;
- Professional and technical support for all training and clinical aspects of the grant project;
- Student screenings with aggregate and disaggregate data interpretation and curriculum planning;
- Manage data collection, service provision and student supervision for a grant program involving 400 preschoolers in three separate school districts annually.
- Provide ongoing consultation for classroom personnel and clinical staff regarding three tiered intervention;
- Maintain programmatic and individual student data.

Speech Language Pathologist

8/04 - 1/05

Ann Arbor Public Schools

- Evaluate and treat school aged children with speech and language difficulties.
- Participate in Team meetings and lead Individual Education Planning Conferences as appropriate.
- Serve as a resource for students, teachers and parents regarding speech and language and its impact on learning.

Senior Speech Language Pathologist / MPAL Data Coordinator

University Center for Language and Literacy

9/01 - 8/04

University of Michigan Institute for Human Adjustment

- Provide parent workshops regarding language expectations and methods for building language and cognitive skills for preschoolers.
- Provide training and supervision for graduate students regarding language screening techniques.
- Explain screening results to parents and school staff.

Program Manager**University Center for Language and Literacy****7/98 – 9/01***University of Michigan Institute for Human Adjustment*

- Develop a comprehensive plan for expanding clinical services and broadening the client base within the ever-changing healthcare market.
- Develop and maintain million dollar programmatic budgets.
- Determine language and literacy specific intervention needs and lead the design and implementation of innovative programs to successfully target these needs in a fiscally responsible manner.
- Supervise all clinical staff and daily operations of varied programs.
- Represent the clinical programs at local, state and national level conferences through presentations and marketing efforts.
- Serve as a resource to educate current and potential clients and family, professionals, reimbursement agents and the general public regarding language and literacy difficulties, their impact and the benefits of intervention.
- Develop and maintain student internship experiences, relating to faculty, students and outside agencies.

Program Coordinator**4/90 - 7/98***University of Michigan Communicative Disorders Clinic*

- Plan, develop and implement language intervention programs in conjunction with an existing residential program for an adult population.
- Develop and coordinate all aspects of clinical scheduling.
- Perform Quality Assurance audits of clinical programs.
- Represent the unit at local, state and national level meetings and conferences.
- Diagnose speech and language disorders and design and implement treatment programs for improved communication.
- Educate clients and their families regarding the social, behavioral and psychological problems associated with communication disorders.

Clinical Speech Language Pathologist**1/88 – 4/90***University of Michigan Communicative Disorders Clinic*

- Design and implement individualized treatment programs to facilitate improved communication skills with neurologically impaired adults, and developmentally delayed children and adolescents.

EDUCATION**University of Michigan, Ann Arbor, MI****1991-1994**

Master of Urban Planning, Health and Human Services

University of Michigan, Ann Arbor, MI**1986-1987**

Master of Science in Communicative Disorders

University of Michigan, Ann Arbor, MI**1982-1986**

Bachelor of Arts in Psychology, Speech and Hearing Sciences

PROFESSIONAL MEMBERSHIPS

1988 – Present Certified member American Speech-Language Hearing Association

2007 – Present	Teachers of English to Speakers of Other Languages
1995 - 1998	Housing and Human Services Division of American Planning Association
1994 - 1998	Planners Network
1994 - 1998	American Planning Association
1994 - 1998	Michigan Society of Planning Officials

PROFESSIONAL/COMMUNITY ACTIVITIES

- Vice President Ann Arbor Learning Community Board of Directors, June, 2003 - present.
- Parent Advocate, Special Education, 3/00-present.
- Member Operation Stroke, Rehabilitation Subcommittee, American Heart Association Washtenaw County, 5/00- 10/00.
- Member Perry Child Development Center Parent Advisory Board, Fall, 2000.
- Co-Chairperson Speaking Out! 2000. National Aphasia Association/ UM Communicative Disorders Clinic national conference.

PUBLICATIONS

- Shurita Thomas-Tate, Julie Washington, Holly Craig, and Mary Packard, (2006). Performance of African American Preschool and Kindergarten Students on the Expressive Vocabulary Test. Language Speech and Hearing Services in the Schools; Vol 37 April 2006, 143-149.
- Hinckley, J.J. & Packard, M.E.W. (2001). Family Education seminars and social functioning of adults with chronic aphasia. Journal of Communication Disorders: Special Issue; Vol 34(3) May-June 2001, 241-254.
- Hinckley, J.J., Packard, M.E.W., & Bardach, L. (1995). Alternative family education programming for adults with chronic aphasia. Topics in Stroke Rehabilitation, 2.

PRESENTATIONS

- Packard, M.E.W. (2009). Building Language, Literacy and Thinking Skills at Home. Parent University Paul Robeson Academy Early Learning Center, February, 2009.
- Packard, M.E.W. (2008). Diagnosing Child Language Disorders. Guest Lecture. University of Wisconsin, Madison, October 2008.
- Washington, J.A., Packard, M.E.W., Linenberg, B., Osseili, F. (2008). Bridging the Language Gap for High Risk Preschoolers. Early Reading First New Grantees Meeting, New Orleans, LA, March, 2008.
- Packard, M.E.W. (2007). Putting the Pieces Together: Diagnosing Language Difficulties. Guest Lecture. University of Wisconsin, Madison, December, 2007

REFERENCES

Available upon request.

Misha L. Helvey

OBJECTIVE: To obtain a challenging position in sales and marketing by applying knowledge of the interactive aspects of marketing communications including advertising, promotion, public relations, internet and customer service

EXPERIENCE: **REAL TIMES MEDIA**

12/08 – Present

Detroit, MI

Vice President of Sales and Marketing

Create sales packages and promote Real Times Media events and programming for sponsorship, in addition to selling advertising within all Real Times newspapers and web sites. Interface with newspaper and event execution staffs... Manage the Detroit newspaper staff sales team. Real Times newspapers: Chicago Defender/Chicago; Michigan Chronicle and Michigan FrontPage/Detroit; Tri-State Defender/Memphis; and The New Pittsburgh Courier/Pittsburgh.

RADIO ONE, INC.

06/98 – 12/08

Detroit, MI

Sr. Account Manager

Manage and support Radio One, Inc., marketing initiatives, including account support, event planning, new business development and prestige events. Work closely with promotions and programming management on all ideation, creation and execution of programs. Responsible for generating plan and coordinate commercial spot development. Responsible for generating and creating "effective" website advertising. Negotiate a minimum of 1:1 return on investment with local advertising agencies... to encourage year-to-year sales growth. Assist in the management of my individual sales budgets, and analysis of and reporting of performance against those budgets. Successfully supported launch of new Pepsi products which resulted in winning the prestigious "National" title of "Pepsi's Radio Station Partner of the Year" in 2003 and 2004. Presidents Club runner up 2003, 2004, 2005 and 2006... Presidents Club winner 2007. Presidents Club criteria: generating the most new business dollars in your market, achieving monthly sales budgets, generating monthly NTR/Event sales opportunities, achieving monthly Web budgets and receiving no charge-backs as a result of past due accounts.

BELL BROADCASTING

12/94 – 06/98

Detroit, MI

Account Manager

In my first year as an Account Manager with Detroit's heritage jazz radio station I was awarded sales rookie of the year based on new business revenue generation. I was responsible for designing, developing and executing effective marketing campaigns and promotions to achieve new business sales and generate revenue for radio stations WJZZ-FM / WCHB-AM.

JDA ENTERPRISES, INC.

11/94 – 12/94

Detroit, MI

Director of Client Services

Target Marketing to the Ethnic Consumer. Incorporate agency sales mechanisms into creative programs and package the programs into a sales bundle for the clients' Field Sales to sell against it.

05/94 – 11/94

Manager of Accounts

Responsible for expanding business opportunities within the agency client base. Develop market strategies and sales approach issue management projects to assist the agency and clients with achieving their business goals. Integrate the following marketing disciplines to facilitate business growth: New Business Development, Sales & Database Marketing, Market Analysis/Core Market Targeting, Strategic Planning, Promotions Planning, Media Relations, Project Management, and maintain an extensive professional network with field sales, retail trade, consumer and public partnering.

Misha L. Helvey
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11/93 – 5/94

Account Supervisor

Identified, assigned and tracked all agency jobs. Coordinated the activities of several large, integrated marketing campaigns simultaneously. Forecasted in and instant, to determine if the agency required additional resources. Daily updating using highly accurate Employee Time by Job Reports. Maintained the agency's Accountability Policies with Weekly and Quarterly Reports, as well as Program Wrap-up Reports.

VAUGHN MARKETING CONSULTANTS, INC.

Detroit, MI

07/93 – 11/93

Independent Consultant

Developed, organized and managed special events and public relations for the City of Detroit and the Detroit "Meals On Wheels" Program, a public and private venture supported by community volunteers under the Detroit Area Agency on Aging. Utilized marketing vehicles, i.e. print and radio... to support successful projects. Compiled detailed program results. Also utilized the rapport established with business and media professional in the greater Detroit marketplace to support and benefit the clients.

ROSS ROY COMMUNICATIONS

Bloomfield Hills, MI

11/92 – 7/93

Program Coordinator

Managed section of twenty-five people to perform the following functions: Give recommendations on the administration of new business. Create internal rebate-payment policy. Identify and advise client of payment system errors and recommend resolutions. Advise Management Information Systems on system-user enhancements and improvements. Also responsible for forecasting and coordinating Chrysler Corporation monthly rebate-payment schedule. The monthly forecast ranged from \$0.5 million to \$2 million.

06/89 – 11/92

Account Executive

Responsible for establishing and maintaining the following Chrysler business: Co-op Fleet/Lease Advertising, Military, Retiree/Employee Purchase and Arbitration claim payments. Also responsible for coordinating and managing an internal training and continuing education program, designed to increase staff knowledge of the group, the agency and the industry through regularly held meetings.

02/86 – 06/89

Assistant Account Executive

Responsible for establishing and maintaining new and existing accounts. Managed and coordinated clients with Public Relations, Advertising, Target Direct Mail, Data Base Marketing, Telemarketing and Fulfillment Systems. Wrote policy and assisted in the development of system support and related administration for Chrysler Corporation domestic, International and Overseas Military Sales Corporation (OMSC) Retail Incentives. Administrative responsibilities for Chrysler Corporation Arbitration Cases. Also responsible for meeting planning for Cunard Cruise Lines and Chrysler Corporation, and acting as the liaison between client and travel agency.

12/85 – 02/86

Problem Solver/Senior Clerk

General administrative functions on Chrysler Corporation rebate programs.

EDUCATION: June 1985 - Bachelor of Science, Nursing, Michigan State University, Lansing, MI

SKILLS: Microsoft Office; Microsoft Office Works; Microsoft Excell; Microsoft Power Point; Windows; Word; Maximi\$er; Qualitap; Tapscan; Internet; Research; Language Skills; Mathematical Skills; Reasoning Ability; Motivating People; Excellent Communication and Organizational Skills; Ability to Work Evenings, Weekends and Long Hours; Travel to Client Locations; Ability to Handle a Large Workload and a Number of Different Projects Simultaneously; Ability to Meet Deadlines and Work Under Pressure; Reliable and Dependable

Misha L. Helvey
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CERTIFICATION/TRAINING: Certified Radio Marketing Consultant (CRMC); CoLearn; Envision-U; How to Deal With Difficult People; Paul Weyland Communication Strategies and Selling Radio in the PPM World

MEMBERSHIP: Board President, Commonwealth Community Development Academy (2004-Current); Founders Society of The Detroit Institute of Arts; Board Member of Corporation For Artistic Development; Advertising Director of Imagery – an investment group; Patron of The Detroit Afro-American Historical Museum; Patron of the Charles H. Wright Museum of African American History; Lifetime Member of the NAACP; The Adcraft Club of Detroit; Patron of the Detroit Repertory Theater; Member of Hartford Memorial Baptist Church; 1993 President of Blacks In Advertising, Radio and Television; and Corporate Fund Raising Volunteer for Detroit Area Agency on Aging (1993-1997)

AWARDS: 1991 Minority Business Award, sponsored by WDIV-TV4 and the YMCA as "Outstanding Woman in Advertising Middle Management", Detroit Chapter of American Women in Radio and Television, Inc.

REFERENCES: Available upon request

Roland H. Herndon Jr.

Professional experience

01/2007 - Present U.S. Department of Justice/ATF Detroit, Michigan

Criminal Investigator Group Supervisor

- Supervisory Criminal Investigator assigned to Detroit field division.
- Responsible for prevention, detection and investigation of substantive and conspiracy type violations of law enforced by ATF.
- Supervises a group of criminal investigators stationed at Detroit field office that are engaged in ongoing criminal investigations.
- Responsible for the detection and investigation of criminal cases that may require the gathering and placing together of complex evidence often difficult to secure; result in precedent-setting court decisions; require substantial coordination with other agencies in tracing leads and gathering intelligence; involve illegal activities conducted under cover of legal enterprise.
- Be sensitive to suspects involved and have potential for jurisdictional problems.

01/1999 – 12/2006 U.S. Department of Justice/ATF Detroit, Michigan

Special Agent

- Investigating criminal violations of Federal laws within the enforcement jurisdiction of the U.S. Department of Justice.
- Conduct investigations of violations relating to explosives, firearms, arson, and alcohol and tobacco diversion.
- Prepare concise criminal investigative case reports.
- Testify for the government in court or before grand juries.
- Gather and analyze evidence through investigative leads, seizures and arrests, execution of search warrants, and a variety of other means.

07/1991 – 01/1999 U.S. Customs Service Chicago, IL

Customs Inspector

- Protect and prevent terrorists and terrorist weapons from entering the United States.
- Ensure security at America's borders and ports of entry as well as for extending our zone of security beyond our physical borders - so that American borders are the last line of defense, not the first.
- Responsible for apprehending individuals attempting to enter the United States illegally, stemming the flow of illegal drugs and other contraband; protecting our agricultural and economic interests from harmful pests and diseases; protecting American businesses from theft of their intellectual property; and regulating and facilitating international trade, collecting import duties, and enforcing U.S. trade laws.

Education	09/1986 – 10/1990	Southern IL University	Carbondale, IL
	Administrative Justice		
Military service	04/1985 – 04/1993	United States Marine Corp	Reserve Active Duty Operation Dessert Shield/Storm
Professional memberships	National Black Law Enforcement Assoc. (NOBLE)		
Volunteer experience	Public speaking at various schools and mentoring students.		
Security clearance	Top Secret		

Makisha Johnson

Objective

To obtain the position that will allow me to utilize my work experience and educational background to further assist team structure environment.

Education

- Currently enrolled in the teacher certification program at U of D Mercy majoring in Social Studies minor in Math, student teach Winter 09
- Master of Arts in Education / Curriculum Instruction, Central Michigan University, June 2006
- Bachelor of Science, Tennessee State University, Nashville TN, 1998
Concentrations: Child Development and Family Relations

Professional Experience

Conner Creek Academy

Warren, MI 2004-present

- Instructional coordinator for activities involving at-risk students with math deficiencies.
- Assessed student's comprehension skills and developed strategies for teachers to use in their daily / weekly curriculum.
- Evaluating individual growth during testing and assessment sessions.

Yes for Prep (Marygrove College)

Detroit, MI 2005- 2006

- Responsible for establishing goals setting groups for all 8th grades cliental.
- Implemented test-taking strategies to prepare students for comprehensive placement tests.
- Assist math instructor with reinforcement of basic math skills.

Chandler Park Academy Philip

Detroit, MI 1999-2004

- Math and Pre-Algebra instructor for middle school students.
- Assisted in organizing daily lesson plans for math curriculum.
- Planned instructional activities based on student's academic achievement.

Americorp Summer Associate Program

Detroit, MI Summer 2000

- Tutored low- risk students in math and reading.
- Organized recreational and educational events.

Related Experience and skills

- Coach of the Step and Cheerleaders team 2000-2004
- School Improvement Committee 2000-2001
- National Junior Honor Society faculty council 2000-2001
- In-School Bank Director (Bank-One in school program) 2000-2002
- Administrator's Plus (Report Card program) key in grades for student progress reports and report cards 2001-2004

REFERENCES UPON REQUEST

Kecia Marie Harper-Edmond

BACKGROUND SUMMARY

Eight years of experience in **CAD** and a Sixteen-year **technical** background that includes:

- AutoCAD v.14 - 2010
- GPS
- AutoCAD Conversion
- Topographic Survey's

Computer: Proficient with Microsoft Office Suite, WordPerfect, Lotus, and Adobe software.

PROFESSIONAL EXPERIENCE

AKT PEERLESS, LLC

Farmington Hills, Michigan

CAD Support

June 2007-Current

- Drafting of Site features diagrams for Phase 1-2, BEA's, and Brownfield environmental assessments using AutoCAD 2008 with other associated plans and software.
- Working with the Environmental Engineers to provide diagrams illustrating soil borings, test pit locations, and contaminated soil removal locations using data collected from the field and other services.

TESTING ENGINEERS AND CONSULTANTS, INC

Troy, Michigan

CAD Support

July 2005-April 2007

- Drafting of Site features diagrams for Phase 1, Phase 2, and BEA's for environmental assessments using AutoCAD 2006 with other associated plans and software.
- Worked with the Engineering Department to provide diagrams illustrating soil borings, test pit locations, and pylon locations using data collected from the field and other services.

ATWELL-HICKS

Ann Arbor, Michigan

CAD Operator

June 2003-March 2005

- Drafting of Commercial Properties Site plans, As-Built, Utility designs (Pipeworks) using AutoCAD w/ Autoturn.
- Performed, Wetland Mitigation Studies.

CITY OF DEARBORN

Dearborn, Michigan

Property Appraiser/Commercial CAD Operator

August 2001-June 2003

- Drafting of Commercial Properties within the city of Dearborn using Apex IV and AutoCAD Land Development Desktop Software- site plans, construction surveys, buildings, etc.
- Check, all aspects of Commercial Property Development by collecting notes from the field and from associated construction plans then compiling data into AutoCAD.

EDUCATION

WAYNE COUNTY COMMUNITY COLLEGE, Taylor, Michigan

1997

Architectural Construction & Industrial Computer Graphics

ELECTRONIC SERVICING INSTITUTE, Taylor, Michigan

1987

Diploma in Electronic Repair & Schematic Detail

FAIRLANE TRAINING AND DEVELOPMENT CENTER, Dearborn, Michigan

Courses: in AutoCAD, Word, Excel, Access, WordPerfect, Time Management, Quality, Diversity Awareness, Effective Listening & Feedback, and ISO 9000.

Monica A. Evans

OBJECTIVES:

My job objective is to continue a career in law enforcement, and community services. My life and job experiences have helped develop me into a very well rounded person. These qualities can assist in enhancing any environment in which I work or serve.

WORK EXPERIENCE:

Kindercare Learning Center Dearborn, MI 1995 -2001

Kindergarten Teacher

Centers I taught children in a Whole language, Multi-cultural environment. Training them to develop the necessary skills to grow and flourish academically.

Detroit World Outreach Dearborn, MI 2001 - 2002

Kindergarten Teacher and Girls Basketball Coach

I brought new techniques and ideas to the children and peers I worked with. These techniques created a wonderful example to the students, parents and co-workers, which enhanced the Learning environment.

Westside Christian Academy Detroit, MI 2002 - 2004

5th&6th and 2nd grade teacher

I taught children in their primary years, from various family back grounds, using an advanced curriculum, helping them to exceed the states requirements for elementary education.

Detroit Police Department Detroit, MI 2004 - 2005

Police Officer/ATF Task force Officer

My duties as police officer are to serve the community, safe guard lives and property and, protect the constitutional rights of all. As a Task Force Agent I investigate, and prepare cases for prosecution of long term crimes involving gangs, guns, and violent crimes.

EDUCATION:

Working toward an associate's degree in Criminal Justice, at Schoolcraft College in Livonia, MI.

High School Graduate of Evangel Christian Academy Magna Cum Laude, Major college prep diploma Detroit, MI.

Thomas W. Riutta

Work History

July 2008-
Nov 2008 *Interim Superintendent, Lakeville Community School District, Otisville, MI*
2007-2008 *Interim Principal, Mt. Morris Alternative High School, Mt. Morris, Michigan*
2005-2006 *Regional Vice President of Operations and Curriculum, Mosaica Education Incorporated*
2004-2005 *Interim Superintendent, Gibraltar Schools, Woodhaven, Michigan*
2002-2004 *Regional Vice President of Operations and Curriculum, Mosaica Education Incorporated*
1992-2001 *Superintendent of Schools, Linden Community Schools; Linden, Michigan*
1990-1992 *Superintendent of Schools, Almont Community Schools; Almont, Michigan*
1981-1990 *Superintendent of Schools, Allen Park Public Schools; Allen Park, Michigan*
1976-1980 *Superintendent of Schools, Mt. Morris Public Schools; Mt. Morris, Michigan*
1974-1976 *Coordinator of Community Education/Assistant Superintendent, Lapeer Community Schools; Lapeer, Michigan*
1972-1974 *Assistant Principal, Beecher High School; Flint, Michigan*
1962-1972 *Various teaching, coaching and Community Education assignments, Flint Community Schools; Flint, Michigan*

Education

1976-1996 *Additional graduate work at Michigan State University; East Lansing, Michigan*
1968 *Master of Arts in Community School Education, Eastern Michigan University; Ypsilanti, Michigan*
1962 *Bachelor of Science in Education, Ball State University; Muncie, Indiana*

Professional Activities

2000-2001 *President of the Superintendents Association; Genesee County, Michigan*
1999-2000 *Chairperson, GenNET Committee; Genesee County, Michigan*
1997-Present *Secretary, South Lakes Community Arts Council*
1992 *Member, Linden (Michigan) United Way*
1990-1992 *Member, Almont (Michigan) D.D.A.*
1981-1991 *Chairman, Almont (Michigan) United Way*
1990 *Keynote Speaker, Arkansas State University, Summer Administrative Academy*
1982-1989 *Member, Special Education Catchment Area Study Committee; Flint, Michigan*
1976-1980 *Resource Person, National Community Education Center; Flint, Michigan*
1976 *Secretary, Flint Chapter of Phi Delta Kappa*
1976 *Chairman, MAPACE-MCSEA Fall Conference*
1975-1976 *Vice President, Genesee Area Community Education Association*
1972 *Chairman, High School Directors (Chairman, Junior High School Directors, 1970)*
1971 *Chairman, Flint Olympian and CANUSA Games (Assistant Chairman, 1970)*

Thomas W. Riutta, page 2

References

John A. Carlo, Former Vice President

Mary Kim King, Former President

Paul Bowman, Almont Board of Education

Steven Spencer, Owner

Charles D. Ross, UAW Local 659 Apprentice Committee Chairman

Dr. Dan L. King, Dean, Faculty of Applied Science and Education
Buffalo State University

Chad Carriero President Lakeville Board of Education

SANDRA L. ROLLE

EDUCATION

ASSOCIATE EARLY CHILDHOOD DEVELOPMENT
OAKLAND COMMUNITY COLLEGE-1998
50 CONTINUING EDUCATION CREDITS-MICH. CHILDCARE COUNCIL-1998
ASSOCIATE DEGREE GENERAL EDUCATION
OAKLAND COMMUNITY COLLEGE-1991
GRADUATE OF DALE CARNEGIE COURSES-1990
BACHELOR OF EDUCATION MANAGEMENT
NORFOLK STATE UNIVERSITY-1964
GRADUATE OF I.C. NORCOM HIGH SCHOOL-PORTSMOUTH, VA-1959

AWARDS

SCRUGGS-PATRICK TRAILBLAZER AWARD
MICHIGAN BELL TELEPHONE COMPANY-1989
GOOD CITIZEN AWARD FOR OUTSTANDING COMMUNITY SERVICE-1989
PROJECT BLUEPRINT LEADERSHIP DEVELOPMENT SKILL BUILDING PROGRAM
UNITED WAY OF OAKLAND COUNTY-1989

ORGANIZATIONS

NATIONAL ASSOCIATION OF FEMALE EXECUTIVES
BLACK PROFESSIONALS AND BUSINESS WOMEN-SOUTHFIELD CHAPTER
MICHIGAN CHILDCARE COUNCIL
WELCOME MISSIONARY BAPTIST CHURCH

OTHER

EARLY RETIREMENT FROM AMERITEC - 1995
OWNER/DIRECTOR OF AKUPENDWA MTOTO(PRECIOUS CHILD)LEARNING CENTER
DIRECTOR COBB'S LEARNING CENTER-2003
GREAT LAKES ACADEMY BOARD OF DIRECTORS
SECRETARY/VICE-PRESIDENT - 2001