

APPENDIX D

Archie Redevelopment Strategies
Archie Preparatory Academy Charter School
Board of Directors

NAME	ADDRESS	EMAIL	TELE
Archie, Monica	4712 Pine Ridge Road, Harrisburg, PA 17110	monicaarchie@hotmail.com	(717) 234-4442
Christian, Debra	1310 Fox Hollow Drive, Oberlin, PA 17113	dchrist2@comcast.net	(717) 756-0716
Clements-Jenkins, Catherine	710 Harvest Drive, Harrisburg, PA 17111	clements-jenkinsc@ms-pa.org	(717) 903-1403
Dew, Phyllis	PO Box 5203, Harrisburg, PA 17110	demail@msn.com	(717) 319-3628
Echols-Hollins, Yvonne	1227 Berryhill Street, Harrisburg, PA 17104	yvonne1952@aol.com	(717) 877-4688
Waters, Ed. D., Eric	3502 N. 3rd Street, Harrisburg, PA 17110	doctorwaters@me.com	(717) 829-5590
Witmer, Ted	801 Wood Street, Harrisburg, PA 17109	ktmtd@ptd.net	(717) 676-7193

MONICA ARCHIE

914 South 13th Street, Harrisburg, PA 17104

(717) 234-4442

MikaylasPlace@comcast.net

APACS.admin@comcast.net

EXPERIENCE

Executive Director, Mikayla's Place, Harrisburg, PA - October 2008 – Present

Owner and Chief Operating Officer of an early childhood development academy with two locations in the city of Harrisburg, PA.

Mikayla's Place serves over 300 children and their families.

Mikayla's Place offers the following services:

- 24 hour care for children from infancy through twelve years of age
- Pre and After-school program for children of the Harrisburg School District
- Summer camp program

EDUCATION

Pennsylvania State University, 1992

Degree: Bachelor of Science in Marketing

Debra C. Christian

1310 Fox Hollow Drive

Oberlin Gardens, PA 17113

Phone: 717-939-2347 Cell: (717) 756-0716

E-mail dchrist2@comcast.net

Objec **Executive Assistant to the Mayor of Harrisburg, PA**

Exper **January 10, 2001 to Present – Executive Assistant to the Mayor** City of Harrisburg, 10 N. 2nd Street, Suite #202, Harrisburg, PA 17101

Performs a variety of secretarial and administrative duties for the Mayor and assist staff with a variety of clerical tasks, answering phones, mailings and filing. Receiving instructions and duties both orally and in writing. Working under the general supervision of Senior Assistant to the Mayor and Ombudsman, with review by the Mayor.

May 2010 to January 2011 – Director
Mikayla's Place Child Development Academy
2023 Market St. Harrisburg, PA 17103

Interfacing daily with staff, teachers, aides, parents and children. Maintaining staff to student ratios. Maintaining accreditation for the childcare industry.

Maintain schedules for staff, including time off, replacing staff where needed. Maintain timecard log. Managing and overseeing high school seniors volunteering as aides to complete their senior project of 40 hours. Teaching high school seniors the daily flow of an efficiently run child development establishment. Teaching proper procedures in caring for young children.

Maintaining resources to access information tools and supplies necessary in a child development environment.

**April 2004 to December 2010 Beauty Advisor – Estee
Lauder Fine Jewelry Specialist** Boscov's Department Store
Colonial Park Mall Route 22 Harrisburg PA

Employing comprehensive knowledge of skincare, cosmetics and fragrances. Setting daily goals, and meeting high sales quotas for the department and the Estee Lauder Company

Selling and servicing of fine jewelry and insurance coverage.
Maintaining diamond counts by logging twice daily .
Maintaining security codes for diamond safe. Maintaining
Customer Client contacts for sales and appreciation.

April 2000 to June 2002 Fashion Consultant. J. C. Penney
Corporation Harrisburg Mall Route 441 Harrisburg, PA &
Capital City Mall, Mechanicsburg.

Fashion Consultant for coats, dresses and accessories. Fine
Jewelry Specialist. Selling to and servicing customers.

1994 to 1996 Salesman. Kathy's Infants Clothing Store,
Fairfield, CA

1994 to 1996 Business Owner, Make-It-Personal.
Personalized Children's Books. Vallejo CA

1995 to 1999 Fabulous Catering. Prepared, cooked, baked
decorated photographed and served fabulous, beautiful and
delicious foods

1992 to 1994 Radio Announcer Station KFAX Fremont
CA. – 100,000 Watt Religious Broadcast Station. Reached
California, Nevada and Canada. .

1981 to 1992. Secretary Specialist, Senior Receptionist
IBM Corporation 425 Market St. San Francisco, CA 94110

Answered a 120 line switchboard for a National Marketing
Division. Supported two senior executive managers, four
executive managers and their staff of 40. Responsibilities
included billing, supplies coordinator, mailing, calendaring, flight
reservations, office machine maintenance, special projects
coordinator. Helped facilitate a leadership training class for
select IBM staff and management.

Education Enrollment Coordinator

Enrolled personnel in IBM courses across the USA. Prepared classrooms with supplies and refreshments for local classes.

President of annual Children's Christmas Party for 2000 IBM employees, their families, and guest. Trained and supervised contract employees on office equipment and procedures. Provided secretarial support to marketing managers, systems engineer managers, and their staff.

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Educ

1999 AA Degree in Psychology, Solano Junior College,
▪ Suisun CA.

1991 Certificate Secretarial Workshop in Atlanta GA.

1981 Certificates in Food and Beverage Management, Basic and Advanced Food Preparation and Sanitation, Montgomery Jr. College, Rockville, MD.

1978 Certificate of Clerical Training, San Francisco School of Business and Commerce

Awards

IBM Means Service Award, (Highest Administrative Award Given);

IBM Administrator of the Quarter

IBM Administrator of the Year

J C Penney Company, All Star Award

Boscov's, Numerous Sales Awards

Interests

Children, music, singing, theater, cooking, tennis, reading
Dancing and religion.

Catherine Clements-Jenkins, PHR

710 Harvest Drive, Harrisburg, PA 17111
717.561.5039h; 717.520.2307w; 717.903.1403c
Email: Clements-Jenkinsc@mhs-pa.org;
cclementsjenkins@gmail.com

PROFESSIONAL EMPLOYMENT

Coordinator, Employee Development, Milton Hershey School, Hershey, PA

Present – June 2009

- Facilitate new employee orientation briefing sessions
- Investigate and conduct review of employee performance appeals
- Provide training and facilitation support to HR leaders, MHS management and senior leadership as appropriate
- Provide project management in the implementation of Talent Management and Succession Planning strategies to ensure that selected participants are receiving the highest level of support
- Identify and monitor various talent pools within the organization to match future needs of the organization and provide recommendations to management
- Research and implement individual interventions that address and support succession planning and talent management relative to needs assessments, and gap analyses
- Coach prospective participants and discusses individual career and educational goals to ensure that participants are focusing on programs that will provide the highest level of benefit to MHS
- Monitor participant progress through individual programs to ensure participants are continuing to make progress toward their educational goals
- Research job enrichment programs for Training and Development Director to enhance the workplace environment
- Serve on 2010 Women Leading Women Conference as member of Core Planning Team and Chair of Exhibits Committee for the four Hershey entities - Milton Hershey School, Hershey Entertainment & Resorts, Hershey Company, and Penn State Hershey Medical Center

Recruiter, Milton Hershey School, Hershey, PA

June 2006 – June 2009

- Partnered with hiring leaders and supervisors to forecast hiring needs and develop plans for filling position vacancies
 - Created postings, reviewed applications, conducted initial pre-screening, participated/facilitated focus group interviews using a variety of selection instruments (i.e. Targeted Selection, Ventures for Excellence)
 - Reviewed collective union bargaining agreement and advised hiring leaders on appropriate hiring decisions
 - Ensured candidate pool was high quality and diverse, and presented on a timely basis to hiring leaders
 - Collaborated with Compensation Team to establish start rate of pay and any related determinations on time off, relocation, etc. Assisted hiring leaders with extending offers.
 - Developed overall sourcing strategies and supporting plans incorporating appropriate media such as electronic, paper, radio, etc.
 - Represented Milton Hershey School at career fairs and national conferences to promote diversity and to fulfill strategic diversity initiatives
 - Supported and developed activities that promoted diversity awareness, high performance culture and positive employee relationships
 - Maintained industry awareness in trends, technologies and opportunities that develop in the staffing industry
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Catherine Clements-Jenkins, PHR

Human Resources Manager, Neighborhood Center of the United Methodist Church, Harrisburg, PA
May 2001-June 2006

- Centralized human resource functions in a small non-profit environment
- Interpreted company rules and regulations; departmental policies and procedures regarding personnel actions for management, and employees
- Analyzed hiring and promotional practices to ensure compliance with state and federal law
- Conducted recruitment efforts and interviews for all new hires
- Conducted background investigations, reference checks to ensure suitability for hire
- Handled complaints from employees and management and serve as lead representative on Neighborhood Center's Grievance Committee
- Attended Unemployment Compensation Hearings on behalf of the Center
- Served as staff liaison to Neighborhood Center's Personnel Committee
- Conducted new employee orientations and exit interviews

Customer Service Supervisor, Federal Employee Program, Highmark Blue Shield, Camp Hill, PA
October 1998-February 2001

- Supervised the daily workflow of 26 customer service representatives and 4 technical assistants in a high volume Call Center
- Administered benefits on behalf of the Federal Employee Program through telephone and written inquiry, quality assurance, and inventory management
- Resolved customer complaints by taking direct action and followed up to ensure complaints were handled properly by customer service representatives
- Conducted screening and interviewing of potential customer service representatives
- Prepared annual performance appraisal evaluations; provided career management counseling
- Actively resolved conflict issues between employees by working closely with Employee Relations

Claims Processing Supervisor, Central Site Department, Highmark Blue Shield, Camp Hill, PA
October 1995 – October 1998

- Supervised the daily workflow of 14 claim reviewers and 2 technical assistants in a high intensity environment
- Monitored and reviewed all claim processing functions, quality assurance, and inventory management for 15 national accounts representing over 30,000 members
- Established daily inventory management and work flow changes to achieve monthly department goals
- Served as lead interviewer for prospective new hires
- Served as a mentor to new management trainees entering the company

EDUCATION

- 2012 candidate, Master of Human Resource Management (MHRM), *St. Francis University*, Loretto, PA 15940
- Bachelor of Humanities Degree, English Literature, *The Pennsylvania State University*, Middletown, PA 17057

CERTIFICATIONS & MEMBERSHIPS

- Professional in Human Resources (PHR) Certification, December 2007
 - Professional Human Resources Management Certificate, *Villanova University Continuing Studies*, December 2007
 - Member, Society for Human Resource Management (SHRM), since 2005
 - Member, Diversity Professionals of Central PA, since 2008
 - Member, Human Resource Professionals of Central PA, since 2010
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CURRICULUM VITAE

Phyllis J. Dew, M.S.W., B.A.S.W., University of Pittsburgh; is the Founder and Executive Director of Demage' Inc., Harrisburg, Pennsylvania; a private non-profit counseling agency. She is currently involved in training, consulting and private practice for both public and private social service professionals as well as families and children.

A social worker who has dedicated her professional career to providing guidance, support, education and services to children and families impacted by child abuse and neglect, mental health challenges, sexual abuse, drug and alcohol, poverty and domestic violence, as well as services to adoptive and substitute care providers who provide permanency to children and youth in foster care and waiting adoption.

Her experiences has culminated in her sharing her knowledge and skills by facilitating professionally led trainings, groups and workshops addressing separation and loss, crises intervention, and anger management. Therapeutic services for families in process of fostering and adopting children; addressing post permanency and advocacy services for families, inter-cultural understanding completing assessments for child preparation, and family and child profiles for children awaiting permanency.

**EMPLOYMENT
HISTORY:**

Central Dauphin School District, Harrisburg, PA
Assistant Superintendent/Secondary Education July 1999 - July 2004

Provided leadership to a professional staff of 841 and a student enrollment of 11,829. Directed the delivery of programs and services at the secondary level through site administration. Provided information and served as a resource to others. Achieved defined objectives by planning, evaluating, developing, implementing and maintaining services in conjunction with

established guidelines. Developed and maintained the best possible educational programs and services while overseeing and administering the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for the impact upon each individual student's education.

Central Dauphin School District, Harrisburg, PA
Director of Secondary Education August
1998 - July 1999

Provided leadership to a professional staff of 391 and a student enrollment of 5,050. Provided direction to the secondary school principals, and other assigned secondary certificated personnel. Provided leadership in terms of employee and pupil accountability via analysis of instructional programs and materials. Worked to assure that courses are designed with adequate attention to scope and sequence for effective learning. Provided support to principals and staff with respect to co-curricular and extra curricular activities.

Central Dauphin School District, Harrisburg, PA
Assistant Principal August 1993 - August 1998

Provided oversight of academic and administrative tasks for a professional staff of 90 and a student enrollment of 1,272. Coordination and supervision of support services such as cafeteria, transportation and custodial services. Assisted with scheduling, discipline (Grades 11 & 12), attendance (Grades 11 & 12), class coverage, assemblies, and various school functions and other responsibilities as assigned by the Principal.

**EMPLOYMENT HISTORY: Harrisburg Intermediate School, Harrisburg, PA
Principal on Special Assignment August, 1990 – August, 1993**

Provided leadership to a professional staff of 175 and a student enrollment of 2,000. Directed administrative duties, built master schedule and students schedules. Supervised and evaluated six Assistant Principals and three Principals. Handled school enrollment, budgetary matters, in-service programs, student services (testing, etc.), and staffing matters. Conducted administrative meetings, handled public relations matters, met with H.E.A. Teachers' Union, and had oversight of total operation of the School. Performed other duties as assigned by the Director of Secondary Education.

**Harrisburg High School, Harrisburg, PA
Assistant Principal October 1988 – August, 1990**

Provided leadership to substitute teachers, evaluated and supervised teachers in Art, English, Music, Driver Education, Special Education and Co-op Program. Supervised student activities and student government. Prepared auditorium seating chart, assignment of lockers, hall duty, cafeteria duty and calendar of events. Disciplined students (A-F) in Grades 9-11. Attended extra-curricular activities and performed other duties assigned by campus principal.

**Harrisburg Steelton-Highspire Technical School, Harrisburg, PA
Coordinator of Federal Programs August 1987 - October 1988**

Supervised and evaluated Federal programs for drop-out prevention, sex equity, single parent homemakers and in-school suspension programs. Supervised and evaluated personnel. Knowledgeable of Perkin's Funds, Chapter 6, etc. Wrote grants and proposals for current and new programs and performed other responsibilities as assigned by the Director.

**Harrisburg Steelton-Highspire Technical School, Harrisburg, PA
In-School Suspension Instructor September 1985 - August 1987**

Responsible for the development, implementation and supervision of the In-school Suspension program for Grades 9 through 12. (This program served as a model for other programs to be developed in the Harrisburg School District.)

AWARDS/ACKNOWLEDGEMENTS :

- Pride Through Excellence Award, Pride of the Neighborhood Academies, Inc., 2010
- Certificate of Appreciation, RENEW Woman of the Year, Trinity Church of God, 2010
- Earth Angel Honoree, Rejoice, Inc., 2010
- Community Woman of the Year, Zeta Phi Beta Sorority, Inc., 2009
- Educational Development Award, Delta Sigma Theta Sorority, Inc., 2008
- The Spirit of Rev. Dr. Martin Luther King Jr. Legacy Award in Education, 2005
- Rotarian of the Year Award, Colonial Park Rotary, 2004-2005
- Outstanding Alumna Award, Harrisburg Area Community College, 2004
- Outstanding Alumna Award, Penn State University, 1997
- Appreciation for Service, Teen Girls United, Trinity Church of God, 1995
- Community Service Award, Chosen Friends Lodge 43 F&AM Prince Hall, 1994
- Community Service Award, Trinity Church of God
- Commitment and Dedication Award, Intermediate School PTA, 1993
- Outstanding Community and Educational Service, Harrisburg Association of Black Administrators, 1991
- “World’s Greatest Senior Class Advisor,” Harrisburg High School, 1987
- Outstanding Community Service, Woodward Students, 1983
- Selected as Outstanding Teacher and Lecturer of South Central PA, Shippensburg University, 1981
- Community Service Award, Girls’ Club of Harrisburg, 1976
- Nominated and listed in 1975 *Outstanding Elementary Teachers of America*

AFFILIATIONS:

- ASCD-Association for Supervision and Curriculum Development
- Harrisburg YMCA – Board of Directors, Camp Curtin Branch
- NASSP – National Association Secondary School Principals
- PAESP – Pennsylvania Association of Elementary and Secondary Principals
- PASA – Pennsylvania Association of School Administrators PASA Women’s Caucus
- PASCD – Pennsylvania Association for Supervision and Curriculum Development
- Penn State Alumni Association
- Rotary Club of Colonial Park, Harrisburg, PA (Paul Harris Fellow)
- Trinity Church of God, 4th and Maclay Streets, Harrisburg, PA

REFERENCES:

- ❖ Dr. Barbara Hasson
Superintendent Central Dauphin School District (Retired)
15 Cambridge Drive
Hershey, PA 17033
717-533-6359

- ❖ Dr. Carolyn Dumaresq
Executive Director, P.S.E.A. (Retired)
2090 Wexford Court
Harrisburg, PA 17112
717-540-7181

- ❖ Reverend Walter Dockens
Trinity Church of God
4th and Maclay Streets
Harrisburg, PA 17101
717-233-3503

- ❖ Mr. John W. Friend
Superintendent
Carlisle Area School District
623 W. Penn Street
Carlisle, PA 17013
717-240-6800

- ❖ Mr. Ted Lick
3900 Old Township Road
Harrisburg, PA 17111
717-564-3419

ERIC LEFTWICH WATERS, Ed. D.

3502 North Third Street
Harrisburg, Pennsylvania 17110
DoctorWaters@me.com
www.drericwaters.com

EMPLOYMENT HISTORY

2010 - W T Consulting Group/Fast Track E-Services
www.wtconsultgroup.com

Consultant

Conduct research and evaluation of charter school programs, alternative education programs, and early childhood centers.

Conduct qualitative research for an established online learning company providing strategies to implement online learning programs for at-risk, non-traditional student populations.

- Site analysis
- Data collection
- Educational program analysis
- State and federal grant applications
- Charter school
- Non-public private school
- Organizational planning
- Professional development

1997-2010 Harrisburg School District
2101 North Front Street Building 2
Harrisburg, PA 17110

Building Administrative position(s)

Assistant Principal (8th –12th grade), William Penn School (2007-2010)
Manage and plan expansion of credit recovery program, develop academic plan for previously adjudicated youth, collection of at-risk student data, Orientation and Transition program, Informal expulsion/transition hearings, maintain relationship with PDE/Alternative Education and Dauphin CO Juvenile Probation.

Assistant Principal (12th grade), John Harris High School (2006 -2007)

Responsible for graduation plans, student teaching and observation schedules, coordination of home coming and graduation exercises, scholarship research, discipline, data collection/reports, TPE and tenured teacher evaluations, parent committee meetings, PD presentations (READ 180 and Learning Focused Strategies), community outreach, alternative education referral process and procedure, and implemented SMARTBOARD™ technology.

Assistant Principal (9th – 12th grade), John Harris High School (2001)

Responsible for curriculum implementation transportation, food service, collection of alternative education data, discipline, construction of reports related to at risk-population: attendance, status, and academics.

Assistant Principal, Rowland Middle School (2001 - 2002)

Responsible for faculty meetings, external program scheduling, data collection, discipline, technology integration, program committee chair, budget, and building specific programming and initiatives.

Grants office, Central Administration (2002 – 2005)

Authored grant applications that resulted in the awarding of \$1.079 million dollars (\$1,079,250.00) in the year 2002 – 2003.

Secured funding, assurances, and contributions in excess of \$1.0 million dollars (\$1,000,000,00+) in the year 2003 – 2004.

Provided support to internal departments via the dissemination of quantitative data and written narrative.

Negotiated the in-kind donation of 260 desktop computers from Earthlink (\$250,000.00 value).

Established, secured funding, and provided supervision for the John O. Vartan Renaissance [mentoring] Program (\$135,000.00).

Instructional position(s) 1997 – 2001, 2005 - 2006

Secondary Social Studies instructor

African American History

American History I and II

World Cultures I and II

Civics (Citizenship & Government)

Technology/Computer Science

Introduction to Psychology

Introduction to Sociology

Athletic/Coaching position(s)

Head Coach, Varsity Soccer 1997 and 1998 outdoor season

**2002-2006 City of Harrisburg, Pennsylvania
 Office of City Council
 10 North Second Street
 Harrisburg, PA 17101**

Served in the capacity of Harrisburg City Councilman for an elected four (4) year term.

Budget and Finance, Chair 2004 – 2006

Public Works, Chair 2002 – 2003, Member 2002 – 2004,

Parks and Recreation, Chair 2002 – 2004, Member 2004 - 2006

Community and Economic Development, Member 2004 – 2006

As the Chairman of the Budget and Finance Committee, I constructed a revised method by which to address the 2005 annual budget of the City of Harrisburg, Pennsylvania without the originally proposed tax increase. (\$68,725,002.00 Bill 41-2004 Unanimous)

Authored and introduced legislation from PA House Bill addressing the former Occupational Privilege Tax turned Emergency Municipal Services Tax. (\$2,612,400.00 Bill 44-2004 Unanimous). Funding was appropriated for interior road repair, public safety, and property owner rebate.

1996 Hope Center, Tanta, Egypt (ph) 02.040.323.177

Taught and translated English to Arabic speaking employees and hospital residents.

Worked with student population suffering from Downs Syndrome.

Presbyterian American Hospital, Tanta, Egypt

Hospital assistant and observer during internal operations
X-ray assistant technician

SUPPLEMENTAL

2006 Professional Development/Guest faculty
Central Pennsylvania College

“Creating the Link to Learning: Racial Diversity on the College Campus”

“Building the Capacity for Leadership”

2010 Guest faculty
Penn State University (Abington)

“Race as performance: The Intersectionality of Race and Culture”

2010 Presenter
22nd Annual Dropout Prevention Network Conference

*“Disruptive Innovation Theory and the Technology Anchor:
Reducing Dropout Rates and Increasing Student Returns to
School”*

Co-Presenter
PA Coalition for Public Charter Schools/Drexel University
“Bullying”

2004 KEL TECH INDUSTRIES (KTI)

Creative consultant for technology education centered company that amalgamates technology, entertainment, academics and media.
(TEAM)

Experience included, but was not limited to, all aspects of video production, software duplication, and project creation.

Kids And Technology (KAT) (2004 – 2005), Creator and Executive Producer of children's after school television programming.
WHBG TV 20 Harrisburg, Pennsylvania

Nine 15 minute instructional technology videos used to inspire early interest in elementary level student population (150,000 person access).

2003 Harrisburg University
301 Market Street, Ninth Floor
Harrisburg, PA 17101

Research Assistant: Researched and built grant database for four (4) year Science and Technology based institution of higher learning.

EDUCATION

Lincoln University, Lincoln University, PA 19352
1992 Recipient of a Bachelor of Science degree in Business Administration.

Pennsylvania State University
1996 Pennsylvania State teacher certification/Secondary Social Studies.

2000 Graduate Degree in Curriculum & Instruction (M.Ed.)

Temple University
2004 Elementary and Secondary Principal certification (K-12)

2008 Superintendent's Letter of Eligibility

2010 Doctor of Education/Education Administration (Ed. D.)

Dissertation: *A Qualitative Analysis of African American Female High School Graduates' Perceptions of Participating in an Asynchronous Credit Recovery Program*

BOARDS AND COMMITTEES (current and former)

Member, PSBA; Board of Directors, DELTA Community, Board of Directors, Case Management Unit of Dauphin County; Board of Directors, AIDS Planning Coalition; Elder and Session member, Capital Presbyterian Church; President/Board of Trustees/Capital Presbyterian Church; Pulpit Nominating Committee, Capital Presbyterian Church, Board of Directors/Harrisburg Young Professionals; Pennsylvania Council for the Social Studies; National Association of Black School Educators; NAACP/ Youth Advisor, NAACP/member; Board of Directors/Jumpstreet; Mayor's Historic Architectural Review Board; YWCA/nominating committee; YMCA Black Achievers recipient and steering committee member; Harrisburg Parks Partnership/City Council representative; Mortimer Levitt Foundation/City Council Board representative; National Society of Grant Writing Professionals.

WEBSITE/BLOG

www.urbned.wordpress.com
www.dreericwaters.com

REFERENCES

Vivian Ikpa, Ph. D., Professor, College of Education, Temple University
1301 Ritter Hall
Philadelphia, PA 19122
Vivian.ikpa@temple.edu

C. Kent McGuire, Ph. D., Dean, College of Education, Temple University
1301 Ritter Hall
Philadelphia, PA 19122
C.Kent.McGuire@temple.edu

Steven J. Gross, Ed. D., Professor, College of Education, Temple University
1301 Ritter Hall
Philadelphia, PA 19122
Sgross02@temple.edu

Charles A. Williams, III, Ph. D., Professor, School of Education, Drexel University
One Drexel Plaza
3001 Market Street
Philadelphia, PA 19104
drchuck@drexel.edu

R. Theodore Witmer

275 Iroquois Trail

York Haven, PA 17370

717-676-7193

EDUCATION

Masters - Counselor Education 1997 Bachelors - Behavioral Science 1985

McDaniel College, York College of PA.

Westminster, MD. York, PA.

Professional PDE Certificate – Secondary Educational Counselor – Level II

Current Clearances- Act 151, Act 34, and (CHRI) FBI.

CURRENT WORK EXPERIENCE

2000 to present Susquehanna Township School District

801 Wood St., Harrisburg, PA. 17109

Guidance Counselor – Middle School 717-657-5149

Provide support and recommendations for 800 students, 70 staff, and administration in the middle school. Trained in areas of individual and group counseling, Student Assistance Team (SAT), Response to Intervention and Instruction (RTII model), used to design interventions which increase specific student academic/behavioral success, Behavior Intervention Plans (BIP), Individual Educational Plans (IEP) regarding special needs students. Coordinate Parent/Teacher conferences; prepare students for careers/application to Dauphin Co. Technical School. Coordinate assignments of Therapeutic Support Staff (TSS) with identified students. Quick Response Team member (QRT). Counselor for Alternative Education Program (START).

Train/supervise students for Peer Mediation Program which decreases the amount of negative peer interactions and seeks positive solutions, instruct the Academic Assistance Program (AAP after-school homework program), Provide supervision for college interns completing their practicum I and II field experience in the Counselor Education program.

Provide active leadership in Formal/Informal mentoring and tutoring, In-home school visitor, and share acquired mechanical skills to at-risk students for repair bicycles in Adventure Based Education (ABE), assist Special Olympics Program with the Life Skills Support classroom and represent the PSEA union for the middle school. Additional duties include orientation for incoming students, PSSA testing preparation and distribution, emergency classroom teacher coverage, provide recommendations to parents, therapists, psychiatrists, and outside agencies, coordinate home bound instruction, and ski club chaperone.

2000 to present

Susquehanna Township Parks and Recreation.

1900 Linglestown Rd, Harrisburg, PA.

Summer employment - Playground Supervisor:

Duties include: supervision of 5 playgrounds, 15 staff, and 80 students. Interview and train staff for playground and day camp activities, coordinate activities and field trip for 7 week program.. Distribute/inventory playground supplies; serve as liaison between playground attendees, staff, and recreation director. Handle all social interaction conflicts that may arise among the summer attendees. Be actively involved with attendees.

1995-2000 **Manito Day Treatment Service, Inc.**

York, PA. 17403

Vocational Counselor/Instructor

A York County Juvenile Probation court appointed program for at risk youth servicing a four county area in south central Pennsylvania. Taught vocational skills in conjunction with Lincoln Intermediate Unit Instructors. Represented juveniles for all court appointments. Developed a Crime Reparation Crew and Formal Mentoring Programs. Assisted students in returning to their home schools, obtaining their GED or post-secondary education and securing employment. Developed and supervised worksites with employers, local government, and non-profit agencies.

Provided counseling in individual, group, family, and career settings. Developed individual service plans, quarterly summaries, discharges, aftercare planning, and conduct referral interviews.

1990-1995 **York Suburban School District**

1800 Hollywood Dr., York, PA. 17405

Maintenance Supervisor/SAT Member/Volleyball Coach

Responsible for all aspects of maintenance within the school district consisting of 2,500 students and six facilities. Developed district emergency management plan. Supervised installation of computer wiring and fiber optic backbone for district network. Developed student work study program. Trained and supervised summer student work crews. Member of the (SAT) Student Assistance Team. Team responds to mental health and drug/alcohol issues involving students and their families. Coach - Junior Varsity Boys Volleyball. Prepared athletes for opportunities at the Varsity level. Assisted Varsity Coach in all areas of the sport.

1985-1990 **City of York/Parking Bureau**

York, PA 17401

Maintenance Supervisor

Supervised maintenance of all parking bureau physical operations. These include staff work schedules, three (500 space plus) parking garages, 18 surface parking lots, and 1400 parking meters. Trained and supervised summer employment for city youth (JTPA) and offenders from Adult Probations Accelerated Rehabilitation Disposition Program (ARD).

1988 **York City School District**

York, PA

Maintenance Consultant

Coordinated with district and supplied quantitative and qualitative analysis of maintenance/custodial programs. Conducted interviews and provided recommendations for an objective viewpoint of services in 10 educational facilities.

1981-1985 **York College of Pennsylvania**

York, PA

As a full-time student: Buildings/Grounds Maintenance, Career Services Intern, Youth Advocate Program, Assistant Volleyball Coach

Assisted YCP maintenance with physical operations on campus, Assistant Volleyball Coach – among coaching duties, acted as interpreter and driver. Youth Advocate Program – provide mentoring/role modeling for at risk youth within York County.

1970-1985 **Automotive Technician Certified ASE**

Adult Education Instructor for Automotive Maintenance at Career Technology Centers in Lancaster County. Automotive Technician for General Motors Dealerships –Fry's Pontiac, Lititz, Sauder's Chevrolet Oldsmobile GMC, New Holland, Bowman's GMC Renault, York, Lancaster Truck Wash, Lancaster.

References

Glenn Covert Social Counselor, Susquehanna Twp. School District
3550 Elmerton Avenue, Harrisburg, PA. 717-599-2192

Beth Ann Radanovic Director, Special Ed., Northeastern School District
41 North Harding St., Manchester, PA. 717-266-3667
Ext. 10267

Pam Oddo Executive Assistant –
Pennsylvania House of Representative Michael P. McGeehan
221 Ives Office Building, Harrisburg, PA. 717-772-4029
In house – 10339
Direct – 6252

David Hepford Speech Therapist 717-232-0784
Susquehanna Township School District
3550 Elmerton Avenue, Harrisburg, PA