Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.

NOMINATING COMMITTEE MEETING
August 23, 2018, 9:00 a.m.
Via Conference Call

I. Welcome & Introductions
   Alan Eckstein

II. Approval of Minutes
    Alan Eckstein
    A. Motion to approve minutes for the month of April 2018

III. Board Member Interviews
     Alan Eckstein
     • Antoinette Patterson/World Learning Center
     • Dr. Claudia Orrett/Cherry Blossom Academy
     • Jennifer Roig/The Roig Academy

IV. Public Comments
    Alan Eckstein

V. Adjourn
   Alan Eckstein
Nominating Committee Meeting
April 13, 2017, 9:30 a.m.
Executive Conference Room

Committee Attendees: Alan Eckstein (via conference call); Heather Carruthers (via conference call)

Committee Absentees: Marisol Diaz

I. Welcome and Introductions
   ● A. Eckstein called the meeting to order and welcomed everyone.
   ● A quorum was established with two (2) voting members.

II. Approval of Minutes
    ● Motion to approve minutes by H. Carruthers.
    ● Motion seconded by A. Eckstein.
    ● Motion was unanimously passed.

III. Vacancy
    ● A. Eckstein commenced interview with Aaron Slaven.

    ○ Motion to approve nomination to board by H. Carruthers.
    ○ Motion seconded by A. Eckstein.
    ○ Motion was unanimously passed.

IV. Public Comments

V. Adjourn
ELCMDM BOD MEMBERSHIP APPLICATION

The information from this page has been requested and will be used exclusively by the Early Learning Coalition of Miami-Dade/Monroe.

1. Applicant's Name: Antoinette Patterson
   (Including name commonly used, please print)

2. Current Employer: 1 World Learning Center

3. Current Occupation: Owner of Childcare

4. Are you applying for a second term?: Yes ☐ No ☑

5. Is this the first time you have applied to this Board? Yes ☑ No ☐

6. *Sex: Male ☐ Female ☑

7. *Race: White ☐ Native-American/Alaskan Native ☐
   Hispanic-American ☐ Asian/Pacific Islander ☐
   African-American ☑

8. Do you now, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged on the basis of race, religion, national origin, or gender? If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if you appointed to the Board of Directors.

Applicants Email Address: [Redacted]

Applicants Cellular Telephone Number: [Redacted]

* This information will be used to provide demographic statistics on board membership and is not requested for the purpose of discriminating on any basis.
The questionnaire MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate.

1. Business Address: 12901 NW 27th Ave, Miami

   ST ____________   OFFICE ____________   CITY ____________
   FL ____________   ZIP CODE ____________   AREA CODE/PHONE NUMBER ____________

2. Residence Address:

   ST ____________   CITY ____________   COUNTY ____________
   FL ____________   ZIP CODE ____________   AREA CODE/PHONE NUMBER ____________

   Specify the preferred mailing address: Business ☐ Residence ☐ Fax # ____________

3. Since what year have you been a continuous resident of Florida? ____________

4. Education

   A. High School: North Miami Beach, FL Year Graduated: 1982

   B. List all postsecondary educational institutions attended:

      NAME & LOCATION DATE(S) ATTENDED CERTIFICATE/DIPLOMA RECEIVED
      Saint Thomas Univ 86-89 B.A. in Accy
      Saint Thomas Univ 89-92 M.A. in Accy

5. Are you or have you ever been a member of the armed forces of the United States?

   Yes ☐ No ☐ If "Yes" list:

   A. Dates of service: n/a
   B. Branch or component: n/a
   C. Date & type of discharge: n/a

6. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of $150 or less was paid.) If "Yes" give details: No

   DATE ____________   PLACE ____________   NATURE ____________   DISPOSITION ____________

7. A. State your experiences and interests or elements of your personal history that qualify you for this position.

   I have been involved in childcare for over 10 years. My desire to get involved and own my own childcare resulted from an injury to my son at 19 months when

Revised 12/2007
B. Have you received any degree(s), professional certification(s), or designations(s) related to the subject matter of this position? Yes □ No □

If "Yes", list:

Director's Credential (Foundation Level)

C. Have you received any awards or recognitions relating to the subject matter of this position? Yes □ No □

If "Yes", list:

D. Identify all association memberships and association offices held by you that relate to this position:

Members At Large, RAEC

8. A. Have you ever been elected or appointed to any public office in this state? Yes □ No □

If "Yes", state the office title, date of election or appointment, term of office, and level of government (city, county, district, state, federal):

<table>
<thead>
<tr>
<th>OFFICE TITLE</th>
<th>DATE OF ELECTION OR APPOINTMENT</th>
<th>TERM OF OFFICE</th>
<th>LEVEL OF GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
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</tr>
</tbody>
</table>

B. If your service was on an appointed board(s), committee(s), or council(s):

(1) How frequently were meetings scheduled: N/A

(2) If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s):

<table>
<thead>
<tr>
<th>MEETINGS ATTENDED</th>
<th>MEETINGS MISSED</th>
<th>REASON FOR ABSENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
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</tr>
</tbody>
</table>
9. Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., the Code of Ethics for Public Officers and Employees? Yes ☐  No ☒

If "Yes", give details:

<table>
<thead>
<tr>
<th>DATE</th>
<th>NATURE OF VIOLATION</th>
<th>DISPOSITION</th>
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10. Have you held or do you hold an occupational or professional license or certificate in the State of Florida? Yes ☐  No ☒

If "Yes", provide the title and number, original issue date, and issuing authority. If any disciplinary action (fine, probation, suspension, revocation, disbarment) has ever been taken against you by the issuing authority, state the type and date of the action taken:

<table>
<thead>
<tr>
<th>LICENSE/CERTIFICATE</th>
<th>ORIGINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE &amp; NUMBER</td>
<td>ISSUE DATE</td>
</tr>
<tr>
<td>Certified Public Accountant</td>
<td>9/1/97</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>License # ACC215633</td>
<td></td>
</tr>
<tr>
<td>Accountancy</td>
<td></td>
</tr>
</tbody>
</table>

11. Have you or members of your immediate family (spouse, child, parent(s), siblings(s)), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment? Yes ☐  No ☒

If "Yes", explain:

<table>
<thead>
<tr>
<th>NAME OF BUSINESS</th>
<th>FAMILY MEMBER'S RELATIONSHIP TO YOU</th>
<th>FAMILY MEMBER'S RELATIONSHIP TO BUSINESS</th>
<th>BUSINESS RELATIONSHIP TO AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
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</tr>
</tbody>
</table>

12. Are you a private child care provider or employee who receives funding services from the Coalition in which you are applying for membership? Yes ☐  No ☒

A. If yes, are you: For Profit ☐  Not for Profit ☐  Faith Based ☐  Other ☐

B. Please list all services/programs for which you receive funding: School Readiness

C. If you are a VPK provider or employee and you or your center receive funding for VPK: Did the most recent kindergarten rate for each program type (school year and/or summer) exceed the minimum kindergarten readiness rate established pursuant to s. 1002.69, F.S., for that program year? Yes ☐  No ☐
D. If you are a VPK or School Readiness Provider, did you submit accurate and timely monthly attendance roster for the VPK program in accordance with subsection 60BB-8.305(3), F.A.C.? Yes ☐ No ☐

E. If a School Readiness provider, did you submit accurate and timely monthly attendance rosters for the School Readiness program? Yes ☐ No ☐

F. Are you accredited by a recognized agency? Yes ☐ No ☐
   1. If yes, please list accrediting body: Green Apple Accreditation of Children Services
   2. Date of accreditation: 12/5/16

G. If you are a VPK provider, have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (Florida Department of Education)? Yes ☐ No ☐

H. A provider is not eligible for board membership, if during the last 24 months, the provider:
   (please circle all applicable):
      1. Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters 10 or more calendar days after the required submission date;
      2. Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters containing inaccurate reporting of a student's child's attendance; or
      3. Failed to repay an overpayment by the required repayment date after the Coalition discovered the overpayment and requested repayment; or
      4. Submitted a monthly attendance roster resulting in an overpayment that exceeded 20 percent of the payment for a calendar month due to the provider's inaccurate reporting of a student's child's attendance; or
      5. Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's child's attendance; or
      6. Failed to comply with the terms of the Coalition's School Readiness Provider Agreement.
      7. Licensed by the Department of Children and Family Services or a local licensing agency is not eligible to if the provider's license status, as recorded in the department's Child Care Information System, is "Revocation Action Pending," "Suspension Action Pending/Suspended," or "Closed."
      8. A provider which is not licensed by the Department of Children and Family Services or a local licensing agency but which is accredited as described in s.1002.55(3)b., F.S., is not eligible if the provider's accreditation status has expired or been rescinded.
13. List three persons who have known you well within the past five (5) years. Include a current, complete address and telephone number. Exclude your relatives.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>ZIP CODE</th>
<th>AREA CODE/PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marisa Mack</td>
<td>[Redacted]</td>
<td>33472</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Annette Hunt</td>
<td>[Redacted]</td>
<td>30035</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Cynthia Rider</td>
<td>[Redacted]</td>
<td>19119</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

14. Name any business, professional, occupational, civic, or fraternal organizations(s) of which you are now a member, or of which you have been a member during the past five (5) years, the organization address(es), and date(s) of your membership(s).

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<tr>
<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>OFFICER HELD</th>
<th>TERM</th>
<th>DATES OF MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Kappa Alpha</td>
<td>Chicago, IL</td>
<td>Chairman</td>
<td>Audit</td>
<td>2004-present</td>
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15. Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed? Yes ☐ No ☑

If "Yes", explain:

none

16. If required by law or administrative rule, will you file financial disclosure statements? Yes ☑ No ☐
CERTIFICATION

I, Antonee Patterson, have carefully and personally prepared or read the answers to the foregoing questions. The information contained in said answers is complete and true.

Signature

8/13/18

Date

*Applicant must attach a resume or biography.
ANTOINETTE PATTERSON, CPA
P O Box 171906 | Hialeah, FL 33017

CHIEF FINANCIAL OFFICER
A hard-working Chief Financial Officer with more than 17 years’ combining accounting, financial management, and staff management expertise to deliver solutions and achieve organizational and financial objectives. Highly skilled in establishing highest standards of excellence for all accounting and financial affairs, and maintain accurate reporting of financial information.

- Human Resources & Payroll
- Accounting Automated Systems
- Monthly & Annual Reporting
- Staff Supervision & Management
- Data & IT Management
- Financial Management
- Construction Accounting
- Accounts Payable & Receivable
- Cash Flow & Budgeting
- Public Accounting Experience
- Employee Hiring & Training
- Purchasing & Contracts
- Single Family Purchases/Sales
- Auditing Processes
- Tax Preparer & Management

PROFESSIONAL EXPERIENCE

1 WORLD LEARNING CENTER, Miami, FL
President & CEO, (2015 – current)

- Accomplishes finance human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication programs; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation strategies.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.
- Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; developing action plans.
- Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Develops the budget, manage the accounts receivables and payables, develops the marketing plan for the center, developing the public relations and advertising campaigns as necessary.
- Stay abreast of changes in the Florida Statutes related to childcare policies and procedures and implement related changes for center.
- Maintaining financial and operational policies and procedures in accordance with the Department of Children and Families Child Division; Office of Early Learning and Early Learning Coalition.
- Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements.
- Updates job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

NEIGHBORHOOD HOUSING SERVICES OF SOUTH FLORIDA, Miami, FL
Vice-President & Chief Financial Officer (2010 – 2014)

- Headed financial and office operations by supervising automated systems for accounting, data and IT management, maintaining office equipment, computers, phone systems, and web-based applications, and supervising daily accounting and bookkeeping activities.
- Supervised a staff of 7, which included IT staff.
- In-charge of a budget that started at $5 million and grew to $55 million.
- Approved funding for an $89.3 million dollar grant, awarded to a Consortium of five non-profit CDC’s and one local municipality, approved through HUD for Neighborhood Stabilization Program (NSP2), including monitoring grant revenue and related expenditures to ensure grants met requirements and complied with federal, state, and municipal regulations.
- Responsible for administering and reporting on compliance with HUD funding under HUD policies and procedures for all partners using HUD - NSP2 funding.
- Ensured economical use of organization funds for supplies and services by monitoring purchasing and contracting procedures, and enhanced organizational communication as Staff Liaison to Finance Committee and other committees as assigned by President & CEO.
- Aided in auditing procedures by managing and approving work and reports prepared by Internal Auditor hired to audit Consortium Members internal processes and procedures for work related to NSP2, and coordinating preparation of annual independent audit of organization's financial operations.
- Maintained monthly financial processes including preparing and presenting delinquent loan reports, consolidated financial statements and dashboards, and CDHI financial ratios to Finance & Audit Committee and Board.
- Contributed to loan servicing operations by ensuring payments are received and taxes and insurance are paid at year end for a loan portfolio with over 50+ loans, in addition to managing organization capital funds, loan portfolio, and related investment accounts.
- Encouraged regulations compliance by establishing accounting policies and procedures of credit and collections, purchasing, payment of bills and other financial obligations, and maintaining insurance policies such as property, liability, builder's risk, directors & officers with competitive rates and benefits.
- Supported employee relations by ensuring competitive rates and benefits such as health, dental and retirement, and maintaining a personnel file for each employee including payroll information, timesheets, insurance and retirement information, and completed I-9 forms.
- Demonstrated document control and adherence by developing accounting and personnel policies, procedures and plans, and maintaining corporate documents in compliance with Federal and State agency requirements.
- Conducted cash flow projections and analysis by controlling cash flow position throughout company and maintaining integrity of funds and valuable documents, and preparing and monitoring annual budget for parent company and subsidiaries.
- Reviewed and approved 1099's and 1098's to ensure compliance with federal rules and regulations.

ONE WORLD LEARNING CENTER, Miami, FL

Executive Director (2004 – 2010)

- Maintained center operations by supervising a staff of 8 and overseeing all aspects of financial reporting, human resources & payroll, taxes, cash & banking, accounts payable and accounts receivable & billing and liability insurance.
- Support human resources efforts by conducting hiring and training of staff including maintaining employee personal files such as W-4, I-9, time cards and other organizational benefits.
- Led financial reporting procedures by monitoring grant reporting and compliance, preparing monthly State and Local Governmental Entities reports, annual budgets, monthly comparison reports, journal entries, reconciliations, and monthly financial statements and analyzing various revenue and expenditure accounts.
- Increased enrollment and sustained current members by consulting with board to coordinate and facilitate childcare related events and programs and address parent and teacher concerns - ensuring compliance with Department of Children and Families and State of Florida Department of Agriculture.
- Supervised a staff of 13 at both locations (North Miami & Opa-locka)
- Ensured optimal administrative operations by managing office duties and tasks including coordinating and facilitating annual planning meeting.

VIZCAYA MUSEUM & GARDENS, South Miami, FL


- Controlled $10M budget by preparing annual budget under direction of Executive Director and county budget department, and supervising maintenance, events & planning, security and accounting department.
- Contributed to financial procedures by approving accounts payable and daily sales from ticket booth revenue, and preparing monthly financial reports and year-end journal entries.
- Improved processes and tracked daily visits by implementing computerized ticketing system for admission ticket sales.
<table>
<thead>
<tr>
<th><strong>Current Position:</strong></th>
<th><strong>Company/Location:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Accountant</td>
<td>GREATER MIAM JEWISH FEDERATION, Miami, FL</td>
</tr>
</tbody>
</table>

- Reconciled bank accounts and annuity investment accounts.
- Prepared annual departmental budgets and monthly budget to actual reports for department managers.
- Prepared audit schedules for auditors and reconciliations for various general ledger accounts.

**WATSON & COMPANY, PA, CPA, Miami, FL**

**Senior Auditor - Audit Manager, (1990-1996)**

**DAVIS & ASSOCIATES, PA, CPA, Miami, FL**

**Staff Accountant, (1993-1996)**

- Prepared time and cost budgets, planned and conducted audit preparation, served as liaison during all audit phases.
- Supervised and organized a team of 2 staff and senior auditors to resolve problems, review work and achieve reporting deadline.
- Prepared compilations for small businesses as well as required state and federal tax reports.
- Worked on several audit engagements for government municipalities in partner with another larger audit firm.
- Conducted financial audits, federal and state compliance audits and agreed upon procedures.
- Identify and communicate accounting and auditing matters to managers.
- Proposed adjusting journal entries and discussed audit findings with clients.
- Prepared audit reports and presented audit reports to clients.
- Document audit procedures and cross reference work papers.

**Education & Credentials**

- Certified Public Accountant (CPA)
- Master of Accounting, Saint Thomas University - (1992)
- Bachelor of Arts, Accounting, Saint Thomas University - (1989)
- Certificate of Completion, NeighborWorks Achieving Excellence in Community Development Program, Harvard University, Executive Education (February 2012 - October 2013)

**Professional Memberships & Affiliations**

- 2015-2016, Appointed to Women in Leadership Committee, Florida Institute of CPA’s
- 2015 Recipient for Business & Economics Award, In the Company of Women, Miami-Dade Commission of Women
- Member, Florida Institute of Certified Public Accountants
- Member, American Institute of Certified Public Accountants
- Past President, National Association of Black Accountants local South Florida Chapter
- Member, North Dade-Broward Continental Societies
- Member, Alpha Kappa Alpha Sorority Inc., Zeta Rho Omega Chapter
- Board Member-at-Large 2014-15, Broward Association for the Education of Young Children
- Committee Member, for several FICPA’s committee
Early Learning Coalition of Miami-Dade/Monroe
Board of Directors Membership Questionnaire
ELCMDM BOD MEMBERSHIP APPLICATION

The information from this page has been requested and will be used exclusively by the Early Learning Coalition of Miami-Dade/Monroe.

1. Applicant’s Name: Dr. Claudia Uribe-Drillet
   (Including name commonly used, please print)

2. Current Employer: Cherry Blossom Academy

3. Current Occupation: Owner

4. Are you applying for a second term?: Yes ☐ No X

5. Is this the first time you have applied to this Board?: Yes ☐ No X

6. *Sex: Male ☐ Female X


8. Do you now, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged on the basis of race, religion, national origin, or gender? If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if you appointed to the Board of Directors. NO

Applicants Email Address: [Redacted]

Applicants Cellular Telephone Number: [Redacted]

* This information will be used to provide demographic statistics on board membership and is not requested for the purpose of discriminating on any basis.
The questionnaire MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate.

1. Business Address: 28133 SW 3rd Ave, Miami, FL 33129

2. Residence Address: Pinecrest FL 33156

Specify the preferred mailing address: Business X Residence □ Fax # __________

3. Since what year have you been a continuous resident of Florida? 1974

4. Education
   A. High School: Hialeah High School Year Graduated: 1984

   B. List all postsecondary educational institutions attended:

   Nova Southeastern University 2003-2004 H.S.
   Carlos Albizu Univ. 1997-2000 Psy D

5. Are you or have you ever been a member of the armed forces of the United States?
   Yes □ No □ If "Yes" list:

   A. Dates of service: _____________________________
   B. Branch or component: _______________________
   C. Date & type of discharge: ____________________

6. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of $150 or less was paid.) If "Yes" give details:

   DATE   PLACE   NATURE   DEPOSITION
   ___________ ___________ ___________ ___________
   ___________ ___________ ___________ ___________
   ___________ ___________ ___________ ___________
   ___________ ___________ ___________ ___________
   ___________ ___________ ___________ ___________
   ___________ ___________ ___________ ___________

7. A. State your experiences and interests or elements of your personal history that qualify you for this position.

   Experience: 30+ years in the field of Education; Business owner of a few preschools for the past 10 years. Resident and member of many worthwhile organizations in Miami Dade County. Mother of twins; one child with special needs.
Book Author of Chloe's Journey: Another's Guide through the Life of a Child with CP.

B. Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this position? Yes X No □
   If "Yes", list:
   M.S. in Education
   Director's Credential
   VPK Endorsement
   - Detailed in Resume

C. Have you received any awards or recognitions relating to the subject matter of this position?
   Yes X No □
   If "Yes", list:
   2011 Business Leader of South Florida
   Recognized by FIAEYC

D. Identify all association memberships and association offices held by you that relate to this position:
   Member of FIAEYC
   Member of NAEYC
   Member of PreK4NY

A. Have you ever been elected or appointed to any public office in this state? Yes □ No X
   If "Yes", state the office title, date of election or appointment, term of office, and level of government (city, county, district, state, federal):

<table>
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B. If your service was on an appointed board(s), committee(s), or council(s):
(1) How frequently were meetings scheduled:
(2) If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s):

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9. Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., the Code of Ethics for Public Officers and Employees? Yes ☐ No ☒

If "Yes", give details:

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</table>

10. Have you held or do you hold an occupational or professional license or certificate in the State of Florida? Yes ☐ No ☒

If "Yes", provide the title and number, original issue date, and issuing authority. If any disciplinary action (fine, probation, suspension, revocation, disbarment) has ever been taken against you by the issuing authority, state the type and date of the action taken:

<table>
<thead>
<tr>
<th>LICENSE/CERTIFICATE</th>
<th>ORIGINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCHOLOGY 245 08/30/2017 DEPT. OF HEALTH</td>
<td></td>
</tr>
<tr>
<td>EDUCATIONAL LEADERSHIP 7/14/06 DEPT. OF EDUCATION</td>
<td></td>
</tr>
<tr>
<td>DIRECTOR'S CREDENTIAL 11/9/2007 FDCFS DIRECTOR</td>
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</tr>
</tbody>
</table>

11. Have you or members of your immediate family (spouse, child, parents(s), siblings(s)), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment? Yes ☐ No ☒

If "Yes", explain:

<table>
<thead>
<tr>
<th>FAMILY MEMBER'S NAME</th>
<th>RELATIONSHIP TO YOU</th>
<th>BUSINESS RELATIONSHIP TO AGENCY</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

12. Are you a private child care provider or employee who receives funding services from the Coalition in which you are applying for membership? Yes ☒ No ☐

A. If yes, are you: For Profit ☒ Not for Profit ☐ Faith Based ☐ Other ☐

B. Please list all services/programs for which you receive funding: CNS/VPK

C. If you are a VPK provider or employee and you or your center receive funding for VPK: Did the most recent kindergarten rate for each program type (school year and/or summer) exceed the minimum kindergarten readiness rate established pursuant to s. 1002.69, F.S., for that program year? Yes ☐ No ☒
D. If you are a VPK or School Readiness Provider, did you submit accurate and timely monthly attendance roster for the VPK program in accordance with subsection 6088-8.305(3), F.A.C.? Yes ☑ No ☐

E. If a School Readiness provider, did you submit accurate and timely monthly attendance rosters for the School Readiness program? Yes ☑ No ☐

F. Are you accredited by a recognized agency? Yes ☑ No ☐
   1. If yes, please list accreditating body: ______________________________________________
   2. Date of accreditation: 3/14/13

G. If you are a VPK provider, have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (Florida Department of Education)? Yes ☐ No ☑

H. A provider is not eligible for board membership, if during the last 24 months, the provider: (please circle all applicable):
   1. Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters 10 or more calendar days after the required submission date;
   2. Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters containing inaccurate reporting of a student's child's attendance; or
   3. Failed to repay an overpayment by the required repayment date after the Coalition discovered the overpayment and requested repayment; or
   4. Submitted a monthly attendance roster resulting in an overpayment that exceeded 20 percent of the payment for a calendar month due to the provider's inaccurate reporting of a student's child's attendance; or
   5. Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's child's attendance; or
   6. Failed to comply with the terms of the Coalition's School Readiness Provider Agreement.
   7. Licensed by the Department of Children and Family Services or a local licensing agency is not eligible to if the provider's license status, as recorded in the department's Child Care Information System, is "Revocation Action Pending," "Suspension Action Pending/Suspended," or "Closed."
   8. A provider which is not licensed by the Department of Children and Family Services or a local licensing agency but which is accredited as described in s.1002.55(3)b., F.S., is not eligible if the provider's accreditation status has expired or been rescinded.

Revised 12/2007
13. List three persons who have known you well within the past five (5) years. Include a current, complete address and telephone number. Exclude your relatives.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>ZIP CODE</th>
<th>CITY CODE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judge Tom Petersen</td>
<td>[redacted]</td>
<td>[redacted]</td>
<td>Miami</td>
<td>33155</td>
</tr>
<tr>
<td>Lisa Blair</td>
<td>[redacted]</td>
<td>[redacted]</td>
<td>Miami</td>
<td>33161</td>
</tr>
<tr>
<td>Juan Carlos Zapata</td>
<td>[redacted]</td>
<td>[redacted]</td>
<td>Miami</td>
<td>33131</td>
</tr>
</tbody>
</table>

14. Name any business, professional, occupational, civic, or fraternal organizations(s) of which you are now a member, or of which you have been a member during the past five (5) years, the organization address(es), and date(s) of your membership(s).

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>OFFICE HELD &amp; TERM</th>
<th>DATES OF MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Florida Hispanic Chamber</td>
<td>333 Arthur Godfrey Road N. B.</td>
<td>Big Brothers - Big Sisters - Women's Committee</td>
<td>550 NW</td>
</tr>
<tr>
<td>Guardian Angels - Jackson Health</td>
<td>4th Ave</td>
<td>cancer liner, U.M. Sylvester</td>
<td>Miami 1</td>
</tr>
</tbody>
</table>

15. Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed? Yes ☐ No X

If “Yes”, explain:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

16. If required by law or administrative rule, will you file financial disclosure statements? Yes ☐ No X
CERTIFICATION

I [print name], have carefully and personally prepared or read the answers to the foregoing questions. The information contained in said answers is complete and true.

[Signature]

[Date]

*Applicant must attach a resume or biography.*
EDUCATION:

Doctor in Clinical Psychology 2001, Carlos Albizu University, Miami, Florida

Dissertation: “A School-Based Program for children with special needs”
Internship: South Florida State Hospital

Master of Education, M.Ed. 2003, Educational Leadership, Nova Southeastern University, North Miami, Florida

Masters of Science, Psy.D 2000, Clinical Psychology, Carlos Albizu University, Miami, Florida

Masters of Science, M.S. 1995, Criminal Justice, Florida International University,

PROFESSIONAL WORK EXPERIENCE:

October, 2011 – Present Program Director – Blossoms Therapy Center

○ Responsible for the overall Therapeutic needs for the Jackson PPEC.

December, 2008 – Present Owner – Cherry Blossom Learning Center #1 & 2

Responsible for the overall operation of the Learning Center which consist on the fiscal operation, classroom supervision, and all programmatic functions.

August 2012 – December 2014 Co-Publisher of Unique Me Magazine

○ Responsible for the overall publication of the magazine – a magazine to raised awareness to the Special Needs community.

August, 2002 – December, 2008 Adjunct Professor - Miami-Dade College

○ Taught classes both at the campus and Online.
○ Classes in Introduction to Psychology
○ Classes in Human Growth and Development
Responsible for the management of the Adult Basic Education programs, which consist of the school system, the community college and several community-based organizations in Miami-Dade County. Duties included grant writing, administration of federal, state, and local grants totaling over $4,000,000 yearly. Development and implementation of Programs County-wide to provide assistance to the adult population. Attendance and preparation of monthly meetings, conferences and workshops. Preparation of Board items, creation of budgets and program structures, conduct program audits to ensure accountability of programs. Other duties include marketing of the adult education programs through the use of media outlets to include culturally diverse populations. Also responsible for directing and coordinating educational, administrative, and counseling activities to ensure conformance to state and school board standards; developing and coordinating educational programs through meetings with staff, and review of teachers’ activities, and issuance of directives.

March, 2004 – March, 2005

Special Project Administrator - Miami-Dade County

Responsible for the management and implementation of the Revenue Maximization Act. And grants coordination unit. Duties include the implementation plan of Rev Max to assist countywide departments evaluate leveraging activities between departments, outside agencies to enhance funding opportunities. Attendance and preparation of Community-Based Organizations (CBO) meetings, conferences and grant related workshops. Preparation of resolution items for the County Commissioners, recommendation of budgetary and programmatic structures, coordination of financial audits, outside consultants, and intergovernmental related issues.

February, 1997 - October, 1999

Executive Director - One Nation, Inc.

Responsible for the management and implementation of the One Nation Project. A non-profit organization that serves clients in the immigration process, educational preparation and referral service. Other responsibilities included the increase of community awareness regarding immigration issues and changes in the law. Duties included the operation of two offices in Miami Dade County, and adult educational program, staff, budget development, grant writing, coordinating Citizenship campaigns, fundraising events, and media presentations and cultural activities. Numerous conflict resolution, community building, and pro-social collaborative projects at the local, and national level regarding immigration issues. Attendance and preparation of board meetings, national conferences and seminars, INS monthly meetings. Other duties include grant writing and the administration of federal, state, county and foundation grants.


Director of Social Services – Catholic Charities

Accountable for the overall functioning of the Social Services Department to comply with performance standards. Assure quality of services for Head Start, Mental Health, Social Service, Disability and Parent Involvement Components. Assure quality of services for Child Development, Miami-Dade County Public School System Pre-K Program Performance Standards.
Prepare monthly reports on statistical information for different funding sources as well as various city organizations. Determine client’s needs and eligibility for various economic, social or other services and provide community resources and referrals as appropriate. Responsible for budget development, grant writing, fundraising events, media presentations and presentations to City of Miami Community Development, United Way, Child Development Services Director’s Meetings, and Head Start Director’s Meetings. Actively participate in the process of hiring and termination of program employees.

**OTHER PROFESSIONAL EXPERIENCE:**
- Served as a Program Evaluator for the City of Miami, Parks and Recreation for the past 4 years.
- Served as a Program Evaluator for the Florida Learning Partnership summer program at Moore Park July, 2006
- Served as a Program Evaluator for Thumbelina Academy, Kayleen’s Learning Center, Family Life Center, Haitian Women of Miami, and Read 2 Succeed.
- Served as a Program Evaluator and a Mental Health Consultant for Sunflower’s Academy. Funding Source: Head Start Program
- Served as a Board Member to the Miami Beach Police Athletic League.
- Served as a Consultant for the City of Sweetwater, Sunflowers Academy, Haitian Women of Miami, Coalition of Florida Farmworkers, Kayleen’s Learning Center, City of Miami, and Read to Succeed.
- Served as a Presenter to Local, State and National Conferences in the areas of Grant Writing, Program Accountability, Program Implementation, Family Literacy – Best Practices.
- Implemented and coordinated the Grant Writing Certificate Program for Florida International University – Metropolitan Center
- Worked Part-Time as a therapist for the Jewish Community Center providing therapy to children, adolescents, and families. Also coordinated the DUI groups for the Court mandated.
- Worked Part-Time in a Private Practice in Coral Gables, Florida providing therapy and testing.
- Worked Part-Time for TROY Community Academy, an alternative education facility for at risk youth.
- Served as a Board Member to Troy Community Academy
- Recognized as South Florida’s Business Women Leader (2011)
- Member of the Women Committee – Big Brothers Big Sisters

**PUBLICATIONS**
Chloe’s Journey (2016) - Writer


2012 Unique Me Magazine – Publisher/Owner
CERTIFICATES:
Florida Professional Teaching Certificate and School Administration
Florida Psychological Association – PPY240
Florida Department of Children’s Child Care Director’s Credential
United Way for Excellence in Early Education (Program Administrator’s Institute)
The Coaches Guide to Creative Curriculum – George Mason University
VPK Director Endorsement

COMPUTER SKILLS
Fully proficient in Microsoft Office (Microsoft Word, Excel, Access, and Outlook), Windows XP, PowerPoint, Microsoft Works, Internet and e-mail. I also am familiar with online instructional platforms such as WebCT, and eCollege. Additionally, responsible for the implementation and recommendation of the delivery of curriculum through technology-based programs.

PROFESSIONAL MEMBERSHIPS
American Psychological Association (APA)
Florida Psychological Association
International Reading Association
Teachers of English to Speakers of Other Languages (TESOL)
National Association for the Education of Young Children (NAEYC)
Coral Gables Chamber of Commerce
Young Children with Special Needs Council (YCSNC)
Big Brother's Big Sister's - Women's Committee
Women of the Wild - Zoo Miami
Cancer Link - Committee Member
Florida Hispanic Chamber of Commerce
Early Learning Coalition of Miami-Dade/Monroe
Board of Directors Membership Questionnaire
The information from this page has been requested and will be used exclusively by the Early Learning Coalition of Miami-Dade/Monroe.

1. Applicant's Name: Jennifer Roig (Jenni) (Including name commonly used, please print)

2. Current Employer: The Roig Academy

3. Current Occupation: Head of School

4. Are you applying for a second term?: Yes ☐ No ☑

5. Is this the first time you have applied to this Board? Yes ☑ No ☐

6. *Sex: Male ☐ Female ☑


8. Do you now, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged on the basis of race, religion, national origin, or gender? If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if you appointed to the Board of Directors.

Applicants Email Address: ____________________________

Applicants Cellular Telephone Number: __________

* This information will be used to provide demographic statistics on board membership and is not requested for the purpose of discriminating on any basis.
The questionnaire MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate.

1. Business Address: 8000 SW 112 Street Miami
   STREET: OFFICE #: CITY: FL 33156 (305) 235-1313
   POST OFFICE BOX: STATE: ZIP CODE: AREA CODE/PHONE NUMBER:

2. Residence Address: Coral Gables Miami-Dade
   STREET: CITY: 33134
   POST OFFICE BOX: STATE: ZIP CODE: AREA CODE/PHONE NUMBER:

Specify the preferred mailing address: Business ☑ Residence ☐ Fax #

3. Since what year have you been a continuous resident of Florida? 1971

4. Education
   A. High School: Miami Sunset Sr. High Year Graduated: 1990
      (NAME AND LOCATION)

   B. List all postsecondary educational institutions attended:
      NAME & LOCATION: DATES ATTENDED: CERTIFICATES/DEGREES RECEIVED:
      Nova Southeastern B.S.
      University of Miami M.S.
      Miami-Dade Community College AA

5. Are you or have you ever been a member of the armed forces of the United States?
   Yes ☐ No ☑ If "Yes" list:
   A. Dates of service:
   B. Branch or component:
   C. Date & type of discharge:

6. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of $150 or less was paid.) If "Yes" give details:
   DATE PLACE NATURE DISPOSITION
   [Blank]

7. A. State your experiences and interests or elements of your personal history that qualify you for this position.
   Over 25 years dedicated to the field of child development, literacy and dyslexia.
B. Have you received any degree(s), professional certification(s), or designations(s) related to the subject matter of this position? Yes ☑ No ☐
   If "Yes", list:
   Pl. State Certified Special Education Teacher K-12
   B.S. Education
   N.S. Education

C. Have you received any awards or recognitions relating to the subject matter of this position? Yes ☐ No ☑
   If "Yes", list:

D. Identify all association memberships and association offices held by you that relate to this position:
   ASCD - Association for Supervision & Curriculum Development
   National Association of Bilingual Education
   National Association of Special Education Teachers

8. A. Have you ever been elected or appointed to any public office in this state? Yes ☐ No ☑
   If "Yes", state the office title, date of election or appointment, term of office, and level of government (city, county, district, state, federal):

<table>
<thead>
<tr>
<th>OFFICE TITLE</th>
<th>DATE OF ELECTION OR APPOINTMENT</th>
<th>TERM OF OFFICE</th>
<th>LEVEL OF GOVERNMENT</th>
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</table>

B. If your service was on an appointed board(s), committee(s), or council(s):
   (1) How frequently were meetings scheduled: _____________________________
   (2) If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s):

<table>
<thead>
<tr>
<th>MEETINGS ATTENDED</th>
<th>MEETINGS MISSED</th>
<th>REASON FOR ABSENCE</th>
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</table>
9. Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., the Code of Ethics for Public Officers and Employees? Yes ☑ No ☐

If "Yes", give details:

<table>
<thead>
<tr>
<th>DATE</th>
<th>NATURE OF VIOLATION</th>
<th>DEPOSITION</th>
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10. Have you held or do you hold an occupational or professional license or certificate in the State of Florida? Yes ☑ No ☐

If "Yes", provide the title and number, original issue date, and issuing authority. If any disciplinary action (fine, probation, suspension, revocation, disbarment) has ever been taken against you by the issuing authority, state the type and date of the action taken:

<table>
<thead>
<tr>
<th>LICENSE/CERTIFICATE</th>
<th>TITLE &amp; NUMBER</th>
<th>ISSUE DATE</th>
<th>ISSUING AUTHORITY</th>
<th>DISCIPLINARY ACTION/DATA</th>
</tr>
</thead>
<tbody>
<tr>
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<td>ESE K-12</td>
<td>1994</td>
<td>FDCE</td>
<td></td>
</tr>
</tbody>
</table>

11. Have you or members of your immediate family (spouse, child, parents(s), siblings(s)), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment? Yes ☐ No ☑

If "Yes", explain:

- South Florida Fingerprinting - husband - FDLE - vendor

12. Are you a private child care provider or employee who receives funding services from the Coalition in which you are applying for membership? Yes ☑ No ☐

   A. If yes, are you: For Profit ☑ Not for Profit ☐ Faith Based ☐ Other ☐

   B. Please list all services/programs for which you receive funding: VPK

   C. If you are a VPK provider or employee and you or your center receive funding for VPK. Did the most recent kindergarten rate for each program type (school year and/or summer) exceed the minimum kindergarten readiness rate established pursuant to s. 1002.69, F.S., for that program year? Yes ☑ No ☐
D. If you are a VPK or School Readiness Provider, did you submit accurate and timely monthly attendance roster for the VPK program in accordance with subsection 60BB-8.305(3), F.A.C? Yes ☑ No ☐

E. If a School Readiness provider, did you submit accurate and timely monthly attendance rosters for the School Readiness program? Yes ☐ No ☑

F. Are you accredited by a recognized agency? Yes ☑ No ☐
   1. If yes, please list accrediting body: AdvancEd, Goal Seal, International Baccalaureate, DYP

   2. Date of accreditation: AdvancEd (2016)

G. If you are a VPK provider, have you ever been determined to be a LLP (Low Performing Provider) by the FDOE (Florida Department of Education)? Yes ☐ No ☑

H. A provider is not eligible for board membership, if during the last 24 months, the provider: (please circle all applicable):

   1. Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters 10 or more calendar days after the required submission date;

   2. Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters containing inaccurate reporting of a student’s child’s attendance; or

   3. Failed to repay an overpayment by the required repayment date after the Coalition discovered the overpayment and requested repayment; or

   4. Submitted a monthly attendance roster resulting in an overpayment that exceeded 20 percent of the payment for a calendar month due to the provider's inaccurate reporting of a student’s child's attendance; or

   5. Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student’s child’s attendance; or

   6. Failed to comply with the terms of the Coalition’s School Readiness Provider Agreement.

   7. Licensed by the Department of Children and Family Services or a local licensing agency is not eligible to if the provider’s license status, as recorded in the department’s Child Care Information System, is “Revocation Action Pending,” “Suspension Action Pending/Suspended,” or “Closed.”

   8. A provider which is not licensed by the Department of Children and Family Services or a local licensing agency but which is accredited as described in s.1002.25(3)b., F.S., is not eligible if the provider’s accreditation status has expired or been rescinded.
13. List three persons who have known you well within the past five (5) years. Include a current, complete address and telephone number. Exclude your relatives.

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<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>ZIP CODE</th>
<th>AREA CODE/PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora Labrador</td>
<td></td>
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<tr>
<td>Nimecet Morrison</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Elaine Cuervo</td>
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</table>

14. Name any business, professional, occupational, civic, or fraternal organizations(s) of which you are now a member, or of which you have been a member during the past five (5) years, the organization address(es), and date(s) of your membership(s).

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<th>OFFICES HELD &amp; TERM</th>
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<tbody>
<tr>
<td>Florida Association of Childcare Management</td>
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<tr>
<td>Florida Association of IB Schools</td>
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<tr>
<td>International Literacy Association</td>
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<tr>
<td>The Council for Exceptional Children</td>
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<tr>
<td>International Pueyía Association</td>
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</tbody>
</table>

15. Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed? Yes ☐ No ☑

If "Yes", explain:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

16. If required by law or administrative rule, will you file financial disclosure statements? Yes ☐ No ☑
CERTIFICATION

I __________________________ (print name), have carefully and personally prepared or read the answers to the foregoing questions. The information contained in said answers is complete and true.

______________________________
Signature

______________________________
Date

*Applicant must attach a resume or biography.
JENNIFER C. ROIG, M.ED.
Coral Gables, FL 33134
www.roigacademy.com

SCHOOL FOUNDER & HEAD OF SCHOOL WITH 20+ YEARS OF EDUCATION EXPERIENCE

Dedicated, passionate, and knowledgeable educator with a concentration in special education and expertise in early childhood development, literacy, dyslexia, dual language instruction, and early intervention. A collaborative teacher and administrator who prioritizes student needs and whose educational philosophy emphasizes children’s abilities. Excel at building educational communities where students feel safe, teachers employ effective pedagogy and cutting-edge technology, and parents play a critical hands-on role. Demonstrated record of success includes founding and leading a K-8 school with AdvanceEd accreditation, launching a successful bilingual preschool program, remediating struggling readers, fostering students’ academic growth and transitioning them into college preparatory high schools, motivating teachers, and helping parents to understand their children’s learning challenges. Maintain a blog on topics pertaining to child development, dyslexia, and parenting.

ACCOLADES

"Jenni's desire to bring the highest quality education to each individual child is contagious and her hands-on approach is a big part of what makes Roig Academy work. Her goal is simple: address the individual educational as well as emotional needs of the child."

—Ileana Oria, Grandparent & Former Roig Academy Staff Member

"Mrs. Jenni employs current pedagogy in education that promotes critical thinking and 21st-century skills. Her teaching and assessment practices embrace a variety of techniques that support students with various learning exceptionalities. As a result, students are reflective learners who monitor their progress and become lifelong learners."

—Nadia Keri, Roig Academy Teacher

"Ms. Jenni...and all teachers and staff love our son. They help him every day to reach his potential with love and compassion. They know how to bring out the best in him. We are grateful that we found Roig Academy."

—BB Shabdpreet Kaur, Parent

SKILLS & AREAS OF EXPERTISE

Early Childhood Education | Literacy | Dual Language Instruction | Early Intervention | Special Education | Dyslexia | Reading Language-Based Learning Disabilities | Child Development | Individual Education Programs (IEP) | Staff Development
Parent Workshops Teaching | School Administration

PROFESSIONAL EXPERIENCE

THE ROIG ACADEMY, Miami, Florida
Founder & Head of School
2000 – Present

Lead a school that provides individualized education to students in grades K through 8 who exhibit exceptionalities such as language-based learning disabilities, processing disorders, and ADHD; also lead a bilingual neighborhood preschool for grades PK2 through PK4. Overseas admissions to ensure that students are a good fit for the school’s community, resources, and philosophy; also interview parents as part of the admissions process. Spearhead curriculum development by focusing on learning outcomes and evidence-based results; also ensure that programs meet student needs and adhere to educational trends. Lead professional development efforts for in-house faculty by visiting classrooms, challenging teachers, and providing pedagogical guidance. Manage marketing efforts, conduct parent development workshops, and oversee day-to-day operations.

Key Accomplishments:
- Created an academy that successfully transitions students with language-based learning disabilities into mainstream and college preparatory environments where they thrive.
- Created a bilingual preschool (English/German) and led it to earn Gold Seal Quality Care recognition from the state of Florida for adhering to the highest standards in caring for and supervising children.
- Led the pre-school and day school to obtain nationwide accreditation through AdvanceEd.
- Spearheaded an effort that led to Roig Academy being chosen as the filming site for The University of Florida’s Lastinger Center, which offers online professional development courses for teachers in dual language learning.

INDEPENDENT CONTRACTOR, Miami, Florida
Reading Tutor
1998 – 2000

Used the Orton-Gillingham multi-sensory approach when providing weekly one-on-one reading tutoring to private clients in a tutoring center environment.

Key Accomplishments:
- Launched a successful after-school tutoring program that later became the Roig Academy.
- Facilitated overall improvement in students' reading fluency, comprehension, study skills, and test-taking skills.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS, Miami, Florida** 1993 - 1998

Collaborated with school psychologists to assess the educational needs of students in grades K-12 district wide. Determined student eligibility for special education programs, placed students as needed, recommended appropriate accommodations, and developed IEPs based on psychoeducational evaluations. Led meetings attended by teachers, parents, and psychologists.

**Resource Special Education Teacher (1993 - 1997)**
Taught students in grades K-5 with mild to moderate learning disabilities that included dyscalculia, dyslexia, and other reading disorders. Average caseload was 50 students annually.

**Key Accomplishments:**
- Runner-up for the Rookie Teacher of the Year award (1995).

**EDUCATION**

- Master of Education (MEd) in Learning Disabilities and Emotional Behavior; University of Miami, Miami, Florida
- Bachelor of Science (BS) in Developmental Delays; Nova Southeastern University, Fort Lauderdale, Florida

**CERTIFICATIONS & CERTIFICATES**

- Certified Special Education Teacher, Grades K-12, State of Florida
- Director Credential, Florida Childcare & Education Program
- Certified Structured Literacy Teacher, International Dyslexia Associations
- Associate in Training Certification (AOPLS-AIT), Academy of Orton-Gillingham Practitioners & Educators
- Certified Irlen Screener, The Irlen Institute
- Arrowsmith Certified Instructor, The Arrowsmith School
- Conscious Discipline Certificate, Conscious Discipline
- Handwriting Without Tears Certificate, Handwriting Without Tears
- Clinical Supervisor for Educators, Miami-Dade County Public Schools
- International Baccalaureate Primary Years Programme Coordinator, International Baccalaureate (IB)

**ROIG ACADEMY ACCREDITATIONS**

- Gold Seal Recognition for Quality Care, State of Florida, 2017
- AdvancEd Accreditation, 2016
- International Baccalaureate (IB) World School Candidate School (Roig Academy), 2016

**SPEAKING ENGAGEMENTS**

- Guest Panel Participant at the Miami Schools Fair & Conference, "Rethinking Education in a Changing World, 2017

**PROFESSIONAL MEMBERSHIPS**

- National Association of Special Education Teachers
- International Dyslexia Association (IDA)
- International Literacy Association
- The Council for Exceptional Children
- The Learning Disabilities Association of America
- Academy of Orton-Gillingham Practitioners & Educators
- Association for Supervision and Curriculum Development
- Florida Association for Child Care Management
- National Association of Bilingual Education (via Roig Academy)
- Florida Association of IB World Schools (via Roig Academy)
- AdvanceED (via Roig Academy)
- National Elementary Honor Society, (via Roig Academy)