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PROFILE

Twenty-five years of experience as a senior manager and statewide program coordinator involving financial and programmatic development, supervision and leadership in both public and private agencies. Experience includes grant management, report preparation, developing innovative techniques for support and training to provide technical assistance to multiple sub-grantees.

SUMMARY OF KEY STRENGTHS WORKING IN SCHOOLS AND COMMUNITIES

Strategic Planning with Dialogue
Financial Management/Budgeting
Communication and Organization
Computerized Accounting Software

Team Building and Collaboration
Training/Project Design & Management
Technical Assistance to Coalitions and Schools
VASBO Certified Business Officer

FISCAL MANAGEMENT AND EVALUATION

**North Country Supervisory Union
Staff Accountant**

July 1, 2014 to December 2016

- Provides oversight of all financial records for NCSU and its member school districts; accounting guidance for employees in the NCSU Business Office; prepares material for annual audits for NCSU and participating school districts; assists with budget development, reconciliation and compliance. Oversees revenue and expense reports to the Boards and Principals on a monthly basis and reconciles Trial Balances on a monthly basis; assists the Director of Business with investment of funds and attends Board meetings as needed. Other duties as assigned by the Director of Business.

**Essex Caledonia Supervisory Union
Interim Business Manager**

June 2010- January 2011

Responsibilities:

- Planning, organizing, supervising, evaluating, and directing the fiscal and business affairs of nine towns of which five had operating school districts and four towns with non-operating schools. Budget preparation, audit preparation, STAT reports, Title reports, quarterly SDE's and multiple reporting events monthly, quarterly, and annually for programs, and PR/AR/ AP and General Journal reporting and oversight.

Assistant Business Manager – Sterling College

1993-1995

- All aspects of the business office
- Liaison between the President and Board Members

Financial Manager / Human Resource Manager -- Vermont Adult Learning 1995-1998

- Created a financial management system with 20 funding sources that require individual grant reporting on each source

Interim Assistant Business Manager under a consulting contract for 1999-2000

Franklin West Supervisory Union and BFA Fairfax School District
(The Contract was through Northwoods Consults)

- All aspects of business management procedures and staff supervision.

GRANT WRITING (most relevant to this application)

Caledonia-North Supervisory Union

- Grant writer for Safe Schools Healthy Student Initiative. Grant awarded in the amount of \$2,836,000.00 over a four-year period.
- Grant Awards received at NCSU for three alcohol, tobacco, other drug, and sexual health grants totaling \$80,000 per year.

LEADERSHIP AND MANAGEMENT

Texas Department of State Health Services

Austin, TX

The Texas Department of State Health Services Strategic Prevention Framework State Incentive Grant. The SPF-SIG is a statewide federally funded initiative targeted toward reducing alcohol related motor vehicle fatalities among 12-to-25-year-olds through advocacy and public policy change. Project Director:

- Leadership to provide oversight to ten coalitions across the State of Texas; support planning, implementing, coordinating, recruitment, financial management, guidance, and technical assistance and grant management to ten coalitions.

Vermont Department of Education Safe and Healthy Schools Division

Montpelier, VT

Statewide School-Based Tobacco Prevention

Coordinator

- Recruit and train school-based coordinators and provide Statewide coordination of the school-based tobacco use prevention program for Vermont Department of Education;
- Oversight of \$900,000 budget and 70 local supervisory unions/districts coordinators who provided outreach to all schools across the State of Vermont. Grant management 70 sub-grants to the SUs and Districts.
- Guide schools in implementing curricula, policies, peer leadership, intervention and referral services to promote student participation and learning.

New Directions (Substance Abuse Prevention Initiative)

St. Johnsbury, VT

A coalition that is a sub-grantee of the Vermont Department of Health, New Directions was a 3-year federal incentive grant/initiative, and the pre-cursor to the SPF SIG

Position: New Directions Coordinator

- Built community partnerships and sustainable coalitions in Caledonia and southern Essex counties for a substance abuse prevention initiative.
- Fiscal management of the program and supervision of 3 staff.

AFFILIATIONS THROUGH CONTRACTED SERVICES (under my consulting business of CBE Educational Services, Inc.) CAPT Associate since 2012

Education Development Center (EDC) – contracted consultant work includes:

- National Trainer of Trainers for SAMHSA’s revised 2012 SAPST Trainings for SE CAPT/ NE CAPT / Central CAPT
- Master Trainer for Substance Abuse Mental Health Services Administration ‘s (SAMHSA) Center for Application Technology (CAPT) regional Community of Practice Virtual Technical Assistance for the Substance Abuse Prevention Skills Training (SAPST) Facilitators
- SAPST trainings provided in
North Dakota, Oregon, New York, West Virginia
Maine, New Hampshire Maryland, Delaware,
Texas, Arkansas

Services included providing the exposure course, the trainer of trainers’ course, TOT coach and consultant. Most of these trainings were with a co-trainer, and several were as a solo trainer.

- Panelist for NY State SPF SIG Prevention Panel
- Rhode Island, Holistic Collaboration for Prevention Training
- Coaching for Success – New Hampshire
- Workforce Development – North Dakota

Vermont Department of Education

- Multiple contracts for evaluation, analysis, grants management, and facilitation of programs and grant proposals.

Vermont Agency of Human Services

- Facilitator, author, and planner for the awarded Youth in Transition Initiative in Caledonia, Essex and Orleans Counties: This is a \$9 million SAMHSA Youth in Transition initiative.
- Vermont Tobacco Evaluation & Review Board –Contracted for analysis and report on tobacco policy implementation and enforcement across all schools in the State of Vermont.

Vermont School Districts/ Unions:

- 25 plus schools/districts/ or unions during the past 8 years have contracted independently with CBE for technical support in data analysis, YRBS and NECAP research for grant writing, program support and health curricula trainings, and School Health Index, (SHI) or Health Education Curriculum Analysis Tool (HECAT) trainings. These various contracts included in school and out of school time. 21st CCLC, School-based tobacco programs, evaluations, needs assessments, grant writing, and trainings.

Multiple Community Partnerships

- Analysis and report on the NOT program outcomes in school- based programs
- 2011 evaluation of Project Northland Curriculum pre/post and town surveys on tobacco and alcohol issues
- Community Needs Assessment – using YRBS and NECAP Scores
- Evaluator and Grant Writer for multiple Vermont Community Coalitions and School Districts

Teaching and Facilitating by Webinar on Multiple Content Areas

- Tips on How Grant Reviewers Score Federal, State, and Foundation Grants; How to Write a Grant and How to Find the Right Funding Sources; Developing Your Evaluation Plan

and Writing the Budget Narrative; Developmental Assets; How to Design a Needs Assessment; Program Sustainability; Designing a Process Evaluation Plan; Strengthening Your Coalition through E Membership; How to Collect Baseline Data; Transitional Stages in Adolescent Development (an overview); How to Use Google.doc or Google Drive in Planning or Meetings. Grant writing support with pre-reviews, mentoring, grant research, technical assistance, and grant meeting facilitation.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Union Institute & University/Vermont College

M. Ed. - Master of Education in Adult Education and Adolescent Development and
K-12 school counseling 2005

Norwich University's Vermont College 1998

Bachelor of Arts Degree: Liberal Arts - Concentration: Economic History

Global Learning Partners

Teacher Certification Course in Advanced Program Design for group facilitation, workshops, curricula, and presentations. Dialogue Education

COMMUNITY SERVICE AND BOARD MEMBERSHIPS

- Co-founder and volunteer executive director - Joshua's House, Inc. Joshua House is a federal 501 c 3 non-profit with a mission for preventing homelessness and helping the homeless in the Northeast Kingdom of Vermont.
- Former Community Representative – Vermont Tobacco Evaluation and Review Board (Legislative governed)
- Technical Advisor – Vermont Youth in Transition Initiative Evaluation Committee (AHS)