



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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February 21, 2011

TO: Board of Education

FROM: Dr. Steve Atwater, Superintendent

Steve Jones FOR SA

SUBJECT: 2011-12 Administrator Contract - Item 10 a. (5)
(REVISED 2/17/2011)

It is recommended that the following administrator contract be approved for the 2011-12 school year. The following assignment is tentative:

Monica R. Hinders	Regional Administrator	Spring Creek/Hope School
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FOR INFORMATION ONLY

Sargeant Truesdell	*Principal	Soldotna Middle
Norma Holmgaard	*Principal	Mt. View Elementary
Teri Diamond	*Principal	Soldotna Elementary

*Reflects change in assignment

Monica R. Hinders

Certifications: Alaska Professional Teaching Certificate, Social Studies, History, and Psychology (7-12)
Alaska Type C School Counselor Certificate (K-12)
Alaska Type B Principal Certificate (7-12)

Education: School: University of Cincinnati
Degree: Master's of Science in Criminal Justice, Graduation expected August, 2012

School: University of Alaska-Anchorage
Degree: Master's of Education in Educational Leadership
May, 2010.

School: University of Southern Mississippi
Degree: Master's of Education in School Counseling
May, 2004

School: Eastern New Mexico University
Degree: Bachelor of Science, Cum Laude
Major: Psychology, Minor: History
Completed secondary social studies teaching licensure requirements
December, 1999.

Experience: Spring Creek Correctional Center- Seward, AK. August, 2008- Present.
Duties: Probation Officer II- Provide case management for 90+ male felons. Duties include release planning, yearly classification reviews, interviews, needs assessments, and designing offender management plans.

Nome Public Schools- Nome-Beltz Jr./Sr. High School, Nome, AK.
August, 2006- May, 2008.
Duties: District Testing and Assessment Coordinator/Jr. High Counselor (1 year), 7/8 grade Social Studies Teacher (1 year)

Kashunamiut School District- Chevak School, Chevak, AK.
August, 2000- May, 2006.
Duties: Social Studies Teacher (7-12)
(World History, U.S. History, Alaska History, and Government), Interim School Counselor 1/04-6/04, and Assistant Principal 1/06-6/06.

Organizational Membership: American Correctional Association

Sargeant A. Truesdell

Objective

Seeking a principal position with the Kenai Peninsula Borough School District where I can use my administrative experience to increase student achievement, improve teacher quality, and have a positive impact on school culture.

Education

- M.A. Degree: Educational Leadership, 2004, Minnesota State University-Moorhead, MN
- B.S. Degree: History Education, 1998, Valley City State University, Valley City, ND

Experience

- Assistant Principal, Soldotna Middle School 2006-Present
 - Uphold student discipline
 - Create and implement the school Emergency Action Plan
 - Coordinate school 504 plans
 - Set and maintain building use calendar
 - Assist the principal with building schedules and teacher assignments
 - Assist the principal with evaluation of certified and non-certified staff
 - Assist the principal in working through personnel issues with staff
 - Assist the principal in supervising out of school activities and school events
 - Attend and participate in student IEP meetings
- Middle School Teacher, Soldotna Middle School 1998-2006
 - Highly Qualified
 - MS Math
 - MS Social Studies
 - 7-12 History
 - K-12 Physical Education
- Administrative Substitute, Soldotna Middle School 1998-2006
- Administrative Substitute/Intern, Soldotna High School 2003-2004
 - Intern Supervisor—Mr. Sean Dusek, Assistant Superintendent KPBSD

Norma J. Holmgaard

Education

- Diploma: Graettinger Community School, Graettinger, Iowa – 1976
- BA: Iowa State University, Ames, Iowa – 1980; Major: English Ed.
- MA in ED: University of Northern Iowa, Cedar Falls, Iowa – 1986, Principalship
- Superintendent Leadership Program: University of Ak Anchorage – 2000,
- Certified Grant Specialist. National Grantwriters Association, Research Associates

Certifications

- State of Iowa: Permanent Professional Teacher License
- State of Iowa: Professional Administrator License – Principal
- State of Alaska: Type A – Professional, Language Arts,
- State of Alaska: Type B – Principal
- State of Alaska: Type B – Superintendent
- Highly Qualified: English, issued by KPBSD

Professional Development

- Coaching and Mentoring: Training provided by the New Teacher Center
- Professional Learning Communities and Collaborative Teaming: Training provided through Solution Tree
- Developing Assets in Children: Training through the Alaska Association of School Boards
- Frameworks for Teaching & Effective Instructional Practices: Training provided by The Dantelson Group
- Quality Schools and Choice Theory: Training provided by The Glasser Institute
- Quality Processes: Training by David Langford

Professional Experience

2003-Present: Director of Federal Programs and K-12 Schools, Kenai Peninsula Borough School District, Soldotna, Alaska

- See duties listed 1998-2003
- Administer English as Second Language Program
- Develop supplemental and enrichment programs for Alaska Native students through the Indian Education Program
- NCLB Programs oversight and implementation
- K-12 School Liaison

- Middle School READ 180 program support
- Itinerant Counselor supervision
- Kenai Youth Facility principal
- Youth in Detention Grants Administration
- Coordinate with Project GRAD Kenai
- Village housing administration
- Facilitate development of Certified Teacher Evaluation System
- K-6 Curriculum Development
 - Health
 - Performance Based Instruction – Math
 - Performance Based Instruction – Reading
 - Performance Based Instruction – Personal & Social Skills

1998-2003: Federal programs Coordinator, Kenai Peninsula Borough School District, Soldotna, Alaska

Responsibilities:

- Administer KPBSD Consolidated Programs (Title I Part A, Title I Part C, Title I Part D, Title II Part A, Title II Part D, Title III, Title IV, and Title V)
- Gear Up Alaska Grant Program Administration
- K-12 Reading Curriculum Development Committee
- Oversee the implementation and monitor effectiveness of Title I Supplemental Programs for elementary students
- Co Developed and Implemented Primary Literacy Institute
- Co Developed and implemented Intermediate Literacy Institute
- Developed and administered elementary summer school programs districtwide

1996-1998: Federal Programs Coordinator, Bering Strait School District, Unalakleet, Alaska

Responsibilities:

- Administered the following grant programs

Johnson O'Malley, Community Schools, Title I Part A, Indian Education, Bilingual Education, Alaska Native Educators Grant Program, Alaska Rural Systemic Initiative Partnership,

- Coordinated district staff development program
- Developed Parent Liaison Program in 11 communities to assist parents in understanding and supporting the education of their children

1994-1996: PK-12 Principal, Bering Strait School District, Unalakleet, Alaska

- Supervised the Early Childhood Program for 3 and 4 year olds
- Provided Professional Development for teachers of grades PK – 12
- Established inclusive site-based decision-making process

- Administered all aspects of the PK -12 programs (220 students)
- Establish positive school/parent relationships

1992-1994: Assistant Principal/Athletic Director, Bering Strait School District, Unalakleet, Alaska

Responsibilities:

- Schedule extracurricular activities
- Monitor activities
- Manage activity accounts
- Monitor attendance
- Administer Community Education Program
- School Advisor (post secondary planning)
- Student Council Advisor

1991-1992: 6 – 12 Grade Language Arts and Social Studies Teacher, Bering Strait School District, St. Michael, Alaska

Responsibilities:

- Taught all 7-12 language arts classes
- Taught all 6 – 8 grade social studies classes
- Served as junior high class sponsor
- Coached 6 – 8 grade Battle of the Books

1987-1991: Jr/Sr High Principal and Athletic Director, Twin Cedars Community School, Bussey, Iowa (student enrollment – 230)

Responsibilities:

- Schedule classes and extra curricular activities
- Lead curriculum development
- Coordinate staff development activities
- Coordinate Phase II program
- Serve as athletic director and activities director
- ~~Serve on the district negotiations committee~~
- Coach junior high girls basketball
- Serve as student council advisor
- Evaluate certified and classified staff including coaches
- Address student discipline issues
- Facilitate positive parent/community relations,
- Serve as the school instructional leader

1983-1987: High School Language Arts Instructor, Reinbeck Community Schools, Reinbeck, Iowa

Responsibilities:

- Taught English I, II and III
- Served as senior class sponsor

- Coach for contest speech
- Directed the all-school plays
- Served on the RHS Pride Committee,
- Served as Department Chair

1981-1983: High School Language Arts Instructor, Hedrick Community Schools, Hedrick, Iowa

Responsibilities:

- Taught English I, II, III and IV;
- Directed Speech and Drama
- Served as National Honor Society advisor
- Served as newspaper advisor
- Served as senior class sponsor-
- Served as basketball chaperone.

Professional Memberships

American Association of School Administrators
 Association for Supervision and Curriculum Development
 Alaska ASCD – Board of Directors
 Phi Delta Kappa
 National Middle School Association

Community Activities

Christ Lutheran Church
 Soldotna Little League Volunteer
 Alaska Christian College, Adopt-a-Student Program

TERI L. DIAMOND

PROFILE

- Strong background in elementary education, with an emphasis on math, language arts, social studies, science, economics, technology and problem solving
- Dedicated to continual professional development and awareness of current research
- Ability to guide instruction in a supportive and effective manner providing positive professional leadership
- Familiar with a variety of curriculum design models and their implementation
- Dedicated to creating a stable, safe, and consistent learning environment designed with clear and consistent expectations in place for students and staff
- Ability to use a variety of assessment tools to monitor student achievement and guide instruction
- Excellent communication and collaborative skills with staff, administration and community to aid in the establishment of good business practice
- Familiar with established educational laws, policies, and procedures
- Familiar with Positive Behavior Support models
- Background in Professional Learning Communities to promote a community of shared values

EDUCATION

- M.A. Educational Leadership, University of Alaska, Anchorage, Alaska, May 2009
- M. A. Interdisciplinary Degree with an Emphasis on Economics and Education, University of Alaska, Anchorage, Alaska, May 2004
- B. A. Education, Major in Elementary Education, Minor in Humanities University of Alaska, Anchorage, Alaska, May 1998

EDUCATIONAL CERTIFICATION

- Alaska Type B Administrative Certificate K-12
- Elementary K-8 Alaska Type A Certificate
- Highly Qualified Certificate
- Required coursework completed for Gifted Learning

EDUCATIONAL EXPERIENCE-TEACHING

1999-2009-Sterling Elementary School, *(5th/6th Grade Multiage and 6th)*

1998-1999-North Star Elementary, *(6th Grade)* Nikiski, Alaska

- Taught multiage 5th/6th grades in all academic areas
 - Prepared objectives and outlines in all subject areas to meet Alaska State Standards
 - Prepared and used a variety of assessment methods
 - Work collaboratively with staff, community, and administration to evaluate, assessment for instructional purposes, evaluate and implement RTI models, develop school-wide professional development, and implement and assist with PTA activities
 - Designed a variety of lessons to meet needs in a diverse environment while recognizing learning styles and multiple intelligences
 - Integrated technology through the use of a variety of programs including distance learning with polygon, power point, excel, and publisher
 - Familiar with multiage teaching strategies and philosophies
 - Incorporated sound classroom management practices to maximize learning for all students
 - Practiced and aided in development of an in-school collaboration model
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EDUCATIONAL EXPERIENCE-ADMINISTRATIVE

2009-present -Assistant Principal-Mountain View Elementary Kenai, Alaska

- Provide guidance and assistance to teaching staff
- Participate in intervention process using Response to Intervention Model
- Assist with professional development efforts
- Implement school board policy in regard to discipline
- Supervise assessment procedures
- Supervision and evaluation of staff
- Meet with parents and caregivers with compassion and understanding
- Collaborate with community to develop positive learning experience for students

RELATED EXPERIENCE AND PROFESSIONAL DEVELOPMENT

- Worked collaboratively with local business and community to fund and support special projects such as refuge clean-up, water and river testing, and salmon incubation projects
- Provided professional development for teachers in the area of economic education

- Coached and supported Battle of the Books/Spelling Bee/Geography Bee at school level
- Variety of space training offered through Alaska Challenger Space Center and NASA Explorer School Program
- Team Lead for NASA Explorer School including development of budget
- Participation in American Wilderness Leadership Program
- Building wide assessment coordinator for three years, most currently 2008/2009
- Coached and coordinated school forensics for district competition
- Aided in 6th grade social studies curriculum development to provide resources to 6th Grade teachers across the district
- Trained in Project CRISS (Creating Independence Through Student Owned Strategies)
- Met highly qualified requirements
- Project Wild Certified
- Teaching Math and Science Through Literature
- Technology skills include Power Point, Skills Tutor, Reading Naturally, Publisher, Excel, Polycom, and computer generated grade book for parents and students as well as a variety of interactive communication programs
- Literature Circles in the classroom K-12
- Member of Analytic Writing Committee focusing on 6-trait writing
- Site Based Council Member 2006-2009
- Science Curriculum Committee 2007-2008
- Standards Based Report Card Committee
- Lead and direct Healthy Schools Initiative-site based
- Positive Behavior Support
- Professional Learning Communities
- Art Consortium Leadership Summit

SCHOLARSHIPS

Selected by District and Center of Economic Education to participate in Alaska Economic Education Leadership Institute, University Alaska, Anchorage, AK 2002-2004

HIGHER EDUCATION EXPERIENCE

- Assistant to the Center for Economic Education, Anchorage, Alaska, 2005-present. Adjunct for professional development courses in the area of economic education for teachers on the Kenai Peninsula.

- Development of Inquiry-Based Science Training for Teachers-School wide. 2006

AFFILIATES

- Member of Kappa Delta Pi-International Honor Society in Education
 - Member Association of Supervision and Curriculum Development
 - Member Foundation for Teaching Economics Professional Teachers Association
 - Member NAESP
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