

Application for Appointment to the Open Seat for District 30 (A & B) on the Board of Education of Anne Arundel County

Mailed or hand-delivered applications must be received by noon on Friday, August 31, 2018, to be considered.

Mail or hand-deliver to: School Board Appointment
Commission of Anne Arundel County, c/o Board of Education Office,
2644 Riva Road, Annapolis, MD 21401

E-mailed applications must be received by noon on Friday, August 31, 2018, to be considered.

E-mail to: sbac@aacps.org as a PDF file.

Please call 410-222-5311, after 24 hours, to confirm receipt.

Full Name Regina Adrienne Miles		List any former names used Gina	
Address (applicant must be an Anne Arundel County resident) [Redacted] Annapolis, Maryland 21401			Are you a registered voter? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How long have you been an Anne Arundel County resident? 10yrs	Date of Birth [Redacted]	Can we contact you at work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email address [Redacted]
Home Phone [Redacted]	Work Phone [Redacted]	Cell Phone [Redacted]	

If you answer "yes" to any of the questions below, please attach comments.

- Yes No Have you ever been convicted of, entered a plea of guilty or nolo contendere, or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the offenses of operating under the influence of liquor, operating while impaired, reckless driving or the equivalent offenses in other states.)
- Yes No Have you ever been convicted of any crime that relates in any way to the responsibilities of a member of the Board of Education of Anne Arundel County?
- Yes No Have you ever been convicted of any crime that has not been expunged or otherwise shielded?
- Yes No Are you delinquent on any federal, state, or local debt? (Include delinquencies for income, property, or other taxes, governmental loans, overpayment of benefits, required payments into or under governmental programs, and other debts or required payments to the government plus any defaults on or under loans which are or were guaranteed, insured, or subsidized by any unit of government.)
- Yes No In the last five years, have you been, or are you presently a party of interest in any administrative agency proceeding or civil litigation, including any action regarding a professional license?
- Yes No Have you ever been adjudged bankrupt or insolvent?
- Yes No Has a complaint of discrimination on the basis of sex, race, religion, national origin, age or handicap ever been filed against you or against any firm or organization during your affiliation with it?

Please attach a current résumé with this application. In addition, please provide here any professional organizational memberships and positions held and length of service. (Please limit to past 15 years) *Attach additional sheets as necessary.*

Received

AUG 31 2018

Community Involvement:

Having school aged kids in the neighborhood practice critical thinking skills.

Job involves administering FERPA, which I provide technical assistance to Parents and Eligible Students across the United States.

I also serve as a Notary Public for the state of Maryland

Awards and Honors:

Government Excellence Award

Freedom of Information Act (FOIA) Service award

Federal Government Service Award

Bulleed list of three goals to accomplish if appointed to the Board of Education:

- Implement programs that would allow students to practice critical thinking skills;
- Improve ways for Institutions to raise money in order to improve classroom instruction and proactive outreach; and
- Improve student's attitudes with respect to learning and working with peers.

- 1. Why are you interested in serving on the Board of Education of Anne Arundel County? Please include an explanation of the primary strengths you would bring to this position, and what you believe is the proper role of a Board member.**

Working with the Board of Education allows the opportunity for Parents or residents to contribute in making school's a more proactive and safe haven for students. Specifically, working for the Federal Government and administering a Federal Law would allow me to assist the County in understanding Federal Regulations while ensuring that all school policies and guidelines are met. This will help create a fair environment for all students, teachers, and administrators. Having the experience in dealing with Elementary, Secondary, and Post-Secondary institutions across the United States for the last 14 years has been a learning experience and provided me with a knowledge base of ongoing issues happening across the Nation. My primary strength that would benefit AACPS is my analytical skills with respect to education systems. With that said, I have a wealth of knowledge and ideas that can make a major contribution to the AACPS.

- 2. What do you believe are the most critical issues currently facing Anne Arundel County Public Schools? What specific ideas do you have to address these issues?**

AACPS most critical issues faced are classroom size and the education programs provided to students. First and foremost the opposition of Common Core is concerning to many Parents and Students. The major concern for most is the requirement that all students are to complete problems the same way. We are all aware that all brains do not operate the same. From observation, Common Core is slowing students and confusing them. For example: If they complete a problem and get it correct, however, did not complete it the way Common Core standards believes you should, then it is marked wrong. However, in reality it is correct. The problem lies now, where the student is confused and we AACPS have to find a better way to raise money and teach children tailored to their learning capability. In addition the lack of critical thinking skills provided to students are limited or absent all together and in today's society critical thinking skills are an aspect of life essentials needed. What I have found is students who go off to college are not prepared typically due to their limited capability of the ability to critically think. Therefore, there is a need for courses to be set in place to provide students with the necessity of life skills. Critical thinking skills can help aid in tackling peer to peer issues as well as solving problems in difficult situations. We all know education does not stop in school, which is why it is important that School's provide courses that would benefit the student as well as society. In addition to critical thinking etiquette skills are important to ensure polite behavior in society or amongst members of a particular group. Although, education takes at home schooling as well as in the educational institution there are barriers that can debilitate the student's success. Generally, parents who are working more than one job, disabled, etc. leaves the students looking to the school for guidance to succeed.

- 3. Please share any current Anne Arundel County Public Schools best practices and procedures you are familiar with and how you feel these initiatives benefit students and the community.**

One guideline that I am familiar with is the Coach guidelines of purchase requisitions. Coaches in AACPS are unable to purchase equipment without such approval to do so. This guideline benefits the students and community by providing control over misused funds. Misused funds could lead to problematic predicaments such as, losing money, not enough uniforms, and extra expenses for the community, etc. This policy I assume was created to have accountability and a process to eliminate gross use of funds.

- 4. What is your exposure to, or experience with, Anne Arundel County Public Schools?**

Currently, I have two children who attend AACPS, one at Annapolis High School and one at Monarch Academy. Over the years I have been heavily involved with my children's education. In dealing with AACPS for the past 10 years it has been pleasant; however there is always room for improvements.

Qualification Summary

Over thirteen years experience in demanding administrative support positions in federal and city government, as well as private businesses. Experience in working in fast-paced environments that demand strong organizational, analytical, technical, and interpersonal skills. Commitment to providing superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects, able to multi-task effectively.

Work Experience:

U.S. Department of Education, Washington, D.C., Casework, Government Information Specialist, (September 2005 to Present).

Job Duties:

Serves as Caseworker in the Family Policy Compliance Office (FPCO), Privacy, Office of the Chief Privacy Officer (OCPO), Office of Management (OM).

Provides support to FPCO, which administers the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and the military recruiter requirements of the Elementary and Secondary Education Act (ESEA). Reports directly to the FPCO director and works closely with the FPCO deputy director.

- Responds to inquiries from the public, parents and students, school officials, congressional staff, and other offices in the Department, including senior managers for information on the laws administered by FPCO. Researches inquiries thoroughly before providing responses. Sends out guidance documents, regulations, and policy letters issued by FPCO in response to requests from school officials, attorneys, State and local officials, parents and students and provides information, such as previously issued letters, fact sheets, and complaint forms, as requested by customers.
- Provides customer service in a timely and professional manner while serving as a program lead managing day-to-day operations for various administrative functions in FPCO. Serves as "gate keeper" for FPCO director, deputy director, and caseworkers, as well as for senior officials – including the Chief Privacy Officer, the Office of Management front office officials, and the Office of the Secretary on matters involving FPCO programs. Defuses irate customers who try to reach by phone senior officials by calmly and professionally explaining federal laws to them, as it applies to their situation.

- Interprets the statutes and regulations (FERPA, PPR, and the military recruiter provisions of the ESEA) administered by FPCO to ensure proper applicability by school and government programs. Assists in explaining procedures, regulations and guidelines to the public, including school officials, to help them understand the applicability of these laws to various disclosures of education records, the rights of parents and students to access information, and other privacy requirements that protect parents and students.
- Serves as an expert resource for my program on the interpretation of the laws and regulations administered by FPCO. Expertly responds to parents, students, school officials, congressional offices, and other Department officials, including more complex information and unresolved matters relevant to interpretations of the laws and regulations.
- Informally investigates allegations of violation by calling school district officials, when appropriate, to seek to resolve parents and students' concerns before they escalate.
- Negotiates agreement between school districts or postsecondary institutions and parents or eligible students in order to achieve voluntary compliance with FERPA.
- Determines the extent to which a program – whether a school program or a government program – is compliant with FPCO policies, regulations and laws.
- Drafts or identifies appropriate responses for complainants (written and oral responses) to address their correspondence or telephone call concerning allegations of violation of laws administered by FERPA or general requests for information.
- Assists high level managers, officials, and specialists by discussing interpretations of the laws to particular situations presented by complaints and requests for technical assistance.
- Participates in program studies and analyzes program processes to identify strengths and weaknesses in FPCO's data management system and pinpoints opportunities for improvement of the system.
- Assists with special projects that measure effectiveness, efficiency, and productivity of staff, such as tracking response of phone calls, emails, and letters. Write technical reports that explain workload for office.
- Identifies areas for improving FPCO operations and recommends improvements to supervisor and senior management. Implements improvements agreed upon. Most suggestions for operational improvements are accepted by supervisor.
- Analyzes office operations and workflow procedures in order to prepare statistical reports for the director showing progress in caseworker output, both individually and collectively.
- Write FPCO program procedures, including Front Desk Guidelines, FPCO Standard Operating Procedures (SOPs), and Information Collection documents.

- Acts as effective resource for office in successfully obtaining historical records necessary to validate previous policy decisions.
- Tracks and retrieves policy guidance documents written by various FPCO staff and Department officials.
- Proofs and prepares outgoing correspondence for mailing written by caseworkers and signed by the Director addressed to educational institution officials, other State and local officials, attorneys, parents, and students.
- Responsible for prioritizing and managing multiple tasks by establishing timelines and completing projects by the intended due date or before.
- Analyzes complex correspondence and maintains reports for further review by the deputy director and the director.
- Monitors CCM (Controlled Correspondence Manager), the database used for processing, visualizing, gathering and analyzing and reconstructing images to determine if incoming correspondence has been previously assigned to a caseworker. If correspondence is not yet assigned to a caseworker, determines which caseworker should be assigned the letter. Consults with director or deputy director on complex or high profile correspondence that needs to be assigned.
- Reviews, assign, and routes new correspondence to director or deputy director for review or assignment to specific caseworkers and enters assignments of correspondence into CCM.
- Processes timesheets for staff utilizing WebTA, the Department's time and attendance database. (Previously used Time and Attendance NBC Database.)
- Books travel, as needed, utilizing E2Solutions program.
- Enters and processes Freedom of Information Act (FOIA) requests in a timely manner. Searches CCM and office files to compile responsive documents for FOIA requests.
- Communicates orally and in writing with internal and external customers effectively to resolve changes as it might relate to FOIA and control correspondence, such as congressional inquiries.
- Serves as the FPCO Docket Manager for Notices of Proposed Rulemaking (NPRM) and final regulations issued in the *Federal Register*. Responsible for organizing and posting public comments on government Web site for public review.

- Assists in preparing Federal Register notices, reviewing drafted responses to public comments to ensure there are no typographical or interpretation errors.
- Process and prepares specific paper work for FPCO's Information Collection requirements, such as supporting statements, privacy impact analysis requirements, etc.
- Inputs Information Collection requests and documentation in the Department of Education Information Collection System database (EDICS) in compliance with the Paperwork Reduction Act.
- Orders supplies for FPCO, identifying and managing maintenance services, reviewing and receive supplies and keep inventory. Analyzes budget allowances for ordering supplies are sufficient to ensure administrative functions are fulfilled. Raises any concerns about limitations with director, deputy director, or senior management in PIRMS.
- Established and maintains personal electronic filing system for supply requisitions.
- Manages three voicemail boxes for FPCO to coordinate over 1,000 phone calls the office receives per month. Distributes calls as appropriate, while responding to other calls, providing technical assistance to officials such as government officials, legislative representatives, attorneys, school officials, students, and parents.
- Schedules conference facilities rooms for director and deputy director.

DANYA, International, Silver Spring, Maryland, *Administrative Assistant*, (December 2004-April 2005)

Performed Administrative Support for educational reviewers at this health and human services consulting firm. Coordinated and managed multiple priorities, including priorities involving Head Start programs funded by Federal grant award.

- Accurately processed travel expense reports on database for rerouting to accounting or appropriate department.
- Gathered specific documents in correspondence to clients inquire or questions.
- Identified and referred incoming mail to its correct destination; identifying priority assignments and prioritizing it accordingly.
- Responsible for drafting CEO/President meeting notes.

City of Mount Rainier, Mt. Rainier, Maryland. *Administrative Assistant*, (August 2003-November 2004)

Performed administrative support for the City Manager and all city staff.

- Provided discreet secretarial and reception services for a busy local government agency. Scheduled appointments maintained filing system for confidential City records.

- Assisted in accounting functions; maintained spreadsheets and daily deposits. Provided telephone support; Investigated and resolved billing issues.
- Interacted with Federal and other local government officials by phone or mail to gather specific information for research or clarification of legislation and regulations.
- Assembled regulatory and policy documents on various law enforcement requirements for the public.
- Maintained and logged purchase requisitions for supplies and equipment.
- Arranged Mayor and City Council work sessions, reviewed session's tapes and accurately prepare minutes to be approved by Mayor and Council for official records purposes.
- Analyzed and edited outgoing documents.

Goosby's Financial Services, Glenarden, Maryland. Secretary, (December 2000-April 2005)

Provided secretarial support for accountants and clients at this business, which prepared income tax returns and other accounting services for clients.

- Scheduled appointments, travel coordination conferences.
- Managed deposit logs accurately and entered data on accounting software.
- Prepared documents for appropriate signatures and identified special cases to process accordingly.
- Organized and maintained accurate and up-to-date filing system and used personal computer to complete outgoing correspondence letters and memorandums for legal and auditing purposes.
- Accurately completed daily routines to meet deadlines.

EDUCATION

University of Phoenix – 2018 – Associate of Arts, Business

Prince Georges Community College – 2001 – Received credits towards continuing education

Crossland High School, Temple Hills, Maryland

JOB RELATED TRAINING

Conflict Management – Completed September 2012

Effective Writing – Completed August 2012

Technical Writing, USDA Graduate School, Completed March 2009

Aspiring Leader Program – USDA Graduate School, Graduated on June 2008

Proofreading, Writing Skills for Federal Employees – Completed August 2007

Customer Service Training – Completed 2006

Job Related Skills:

Proficient in Microsoft Word, WordPerfect, Microsoft PowerPoint, Microsoft Excel, Access, Aldus PageMaker, Quattro Pro, Windows NT, Windows XP, Lotus 1-2-3, Internet, FOIAXpress, and CCM (Database), FPPS time and attendance database, Federal Docket Management system, Microsoft Publisher. Time and Attendance NBC database, digital sender software. Adobe Professional. Enterprise Wizard, database for electronic communications.

Application for Appointment to the Board of Education of Anne Arundel County Board

Applicant Name

Please answer the following questions. Your responses for each question must be typed on 8½-by-11 sheets of paper using single-line spacing and 12-point font.

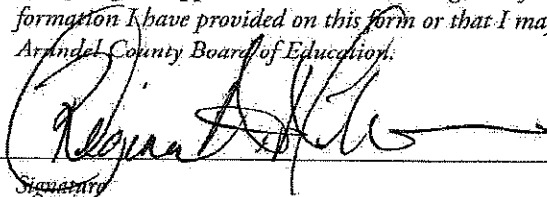
1. Why are you interested in serving on the Board of Education of Anne Arundel County? Please include an explanation of the primary strengths you would bring to this position, and what you believe is the proper role of a Board member.
2. What do you believe are the most critical issues currently facing Anne Arundel County Public Schools? What specific ideas do you have to address these issues?
3. Please share any current Anne Arundel County Public Schools best practices and procedures you are familiar with and how you feel these initiatives benefit students and the community.
4. What is your exposure to, or experience with, Anne Arundel County Public Schools?

I CERTIFY that:

- *This application (and any copy or facsimile of same) contains no willful misrepresentation and that the information is true and complete to the best of my knowledge.*
- *Completion and submission of this application gives the School Board Appointment Commission of Anne Arundel County the authority to submit my name for a criminal records check, including a search of the child abuse registry.*
- *Information on this application and any documents submitted to be included with this application will be deemed public records of the School Board Appointment Commission of Anne Arundel County and may be made available to the public. Only information deemed confidential in accordance with applicable federal and state law will be withheld from public disclosure.*
- *Should any investigation at any time disclose otherwise, my application may be rejected, my name may be removed from consideration for appointment to the Board of Education of Anne Arundel County, and I may be disqualified from applying for any future Board vacancy.*
- *I am not presently employed by the Board of Education.*

By signing this application, I am consenting to any reasonable inquiry that may be necessary to verify the information I have provided on this form or that I may provide in conjunction with my application for the Anne Arundel County Board of Education.

Signature



Date

8/30/2018