

08/25/2023

Dear members of the Monroe Township Board of Education,

I would like to be considered to be a member on the Monroe Township Board of Education. I have over 10 years working experience with details in the attached resume. I have also volunteered as a class mom for my kids' classes for many years. My son has just graduated from Monroe Township High School and my daughter is currently in Monroe Township Middle School.

Over the years, I have heard my kids and their friends describing problems not only in the school environments but also the learning experience. In our schools' environments, students constantly have issues with the facilities on a daily basis. For example, the central air system in the middle school has been an issue over the years. My kids are 5 years apart, but both of them have experienced it. Yet, it's still not fixed.

As a career-focused woman, I am practical and quick in action. As a member of the Board, I will help clearly convey our school district policy and goals. I will facilitate the development of an annual budget for our school system. I will diligently listen to the requests of parents who come to the school board with concerns and focus on problem solving. I will make suggestions to ensure our taxpayers' money is more efficiently spent.

I am confident that I will be able to make a positive contribution and impact upon the Board of Education. I welcome an opportunity to discuss my qualifications in detail. I look forward to hearing from you.

Thank you,

Tracy Chen

A handwritten signature in black ink, appearing to read 'Tracy Chen', written in a cursive style.

Name: Tracy HC Chen

Experience Highlights

Summary of Experience

I am the Advisory Senior Consultant of Deloitte & Touch LLP in the New York, NY office. Prior to joining Deloitte, I worked in tax, litigation support, forensic accounting, and financial analysis. I worked in engagements involving internal fraud investigations, class action lawsuits and settlements, breaches of contract, antitrust litigation, shareholder dispute, etc.

- Managing engagements to meet the deadline.
- Diversified experiences including but not limited to business valuation, tax, damage determination, fraud, and forensic accounting, and claim administration.

Work Experience

Deloitte & Touch LLP

Senior Consultant: September 2021 – Present

New York, NY

- Performed valuation review as an internal fair value specialist for various audit engagements, annual goodwill impairment testing, equity and intangible valuation for tax compliance, business combination and financial reporting
- Utilizes S&P Capital IQ to evaluate financial metrics, screen comparable guideline companies, pull transaction data in market approaches, assessing key assumptions in income approaches

UHY Advisor Tax Services

Senior Staff: January 2019 – August 2021

New York, NY

- Prepared tax returns for high net-worth individuals, partnerships, and corporations.
- Compiled and maintained client's accounting records, proposed adjusting and intercompany elimination entries, and finalized year end financials for return preparation.

Spectrum Consulting Partners

Manager: September 2005 – November 2011

New York, NY

- Prepared calculation to estimate damages, reviewed settlement computation in liquidation process, traced distribution and fund allocation and trading activities, assessed out of pocket expenses, and lost cost savings in connection with litigation and arbitration cases.
- Conducted ratio analysis, updated valuation multiples and net asset value calculation, built discount cash flow model for various valuation cases.
- Liaised with the legal counsel, experts, clients and relevant parties and drafted memo of findings and report.

Education/ Certification

Baruch College, CUNY: Master of Business Administration in Accounting

Ming Chuan University, Taiwan: Bachelor of Business Administration in Statistics

CPA, CFA, CFE-retired

EDWARD J. BUCIOR

School Administrator



EXPERIENCE

Principal, South River H.S., South River NJ 08882 (March 2020 – Present)

Job Responsibilities / Experience:

- Evaluate and assess teachers' performance during instructional observations, conferences and walkthroughs- Using Stronge, but familiar with Danielson and Marshall as well
- Creation of the Master Schedule- Singletons, Doubletons, Special Education, Dual Enrollment
- Building oversight- Over 60 full time teachers
 - Evaluations, SGOs, PDPs, Lesson Plans, Duties, Preps, Attendance, etc
- Hiring of personnel – Have also partnered with organizations due to teacher-shortage to ensure students still have access to courses
- School Testing Coordinator
 - AP, PSAT, ASVAB, ACCUPLACER/WRITEPLACER, ACCESS, NJGPA, and NJSLA
 - Worked with teachers to increase NJGPA pass rate from 29% to 80% in ELA
- Oversee Annual School Plan Committee, SciP Committee, Intervention and Referral Services, and Climate, Culture, and Character Committee
 - Created a committee of various stakeholders including teachers, parents, and community members
 - Collaborate, create, and follow through on 3 annual SMART Goals focused on academic and cultural improvement
- Create and maintain yearly school budget
- Oversee the creation of yearly Program of Studies
- Through collaboration and resources, increased the number of yearly AP offerings by 33%
 - Increased AP participation / enrollment by 43% heading into 23/24 school year
 - Increased # of students earning a 3 or higher by 39% since 21/22 school year
- Revised daily bell schedule and created a side-bar with the Teacher's Union to increase the number of extracurricular clubs and activities for students by over 125%
- Collaborated to create and oversee Restorative Community Service Program and restorative code of conduct that reduced student suspensions by 88% during the 22/23 school year

Initiatives:

- Continuously working towards addressing Diversity, Equity, and Inclusion
 - Active Member of the Disproportionality Committee. Analyzed and evaluated attendance, academic, and behavioral data by racial and socioeconomic groups
 - Participated and collaborated with student stakeholders in Days of Dialogue. Helped facilitate discussions / actions with students regarding bias, race, equity etc.
 - Partnered with Special Olympics to bring a Unified Club to the high school
 - Created "Rams United" to promote inclusion of all students, regardless of differences
 - Participated in the CJCEE hosted by Monmouth University
- Revitalized the Program of Studies process which led to the creation of new courses which include:
 - American Sign Language, Peer Leadership, AP Pre-Calc, AP Spanish, Virtual Reality, Podcasting, Clinical Psychology, Creative Writing, Engineering and Technology, and Forklift Repair (a course targeting career motivated students) in first three years
- Created the Summer Mentor Recovery Program – Extended school year using a tiered approach for students to show proficiency / move onto next course in sequence – Successfully helped over students that entered the program which has helped keep students on-track to graduate!
- Collaborated with stakeholders, including the Teachers' Union, to revise the school schedule
 - Expanded time within school day for students to receive help and assistance from their teachers
 - Introduced a unit lunch (logistically planned and coordinated expansion of food stations)
 - Created time for class meetings without negatively impacting traditional instructional time
- Continuously Provide Job-Embedded Professional Development / PLCs
 - Created and executed a plan to have teaching staff become Google Level 1 Certified
- Solution Based Mindset
 - Back to School Night + Introduction – Video tutorial sent to parents while we were virtual

CONTACT



EDUCATION

Monmouth University

- Ed.D in Educational Leadership

NJ-EXCEL Program

- Principal Cert # 1050291
- Supervisor Cert # 1026194

Ohio University

- Master of Science: Athletic Administration

Kean University

- Bachelor of Arts: History K-12

SUMMARY OF QUALIFICATIONS

Experience with:

- Diversity, Equity, and Inclusion Programs
- Developing and Implementing Master Schedule
- Crisis, Emergency, and Safety Management
- Evaluating and Assessing Personnel: Stronge, Danielson, and Marshall
- Overseeing and Managing School Budget
- Supervision of Committees such as Intervention and Referral Services
- Creating a Restorative Discipline Program / Code of Conduct

- Virtual Add/Drop Process (reduced number of requests from 250 to under 100)
- Summer Academy- In person instruction in Algebra to help remediate and close the gap of lost instruction due to shutdown from March -- June
- Added AM Session Faculty Meetings to provide multiple opportunities for staff
- Created and continuously oversee South River H.S. Social Media Accounts

Assistant Principal, Arthur L. Johnson H.S., Clark, NJ 07066 (2017-2020)

Job Responsibilities / Experience:

- Manage and supervise all student code of conduct- Grades 9-12
- Oversee the scheduling and supervision of all testing
- Responsible for organizing, assigning, and overseeing daily teacher duties
- Supervisor of the School Safety Panel- organizing crisis, emergency, and school security drills
- Actively involved in the interviewing and recommendations for hiring of new personnel
- Partnered with parents, teachers, guidance counselors, school psychologists, police and the local municipality to improve student attendance and resolve student conflicts.
- Collaborated to balance master schedule using Block Scheduling method (Singletons, Doubletons, ICR)
- Direct and supervise before and after school environment, including after school extracurricular activities
- Responsible for creating/posting information on H.S. social media accounts- Twitter, Facebook, and Instagram
- Master of Ceremonies for Graduation

Initiatives:

- Recognized by Character.org as a New Jersey **"National School of Character"**
 - Created a 9th Grade "Character Academy" in which Senior PEER Leaders have monthly meetings with freshmen on various topics such as inclusion, bullying, social media use, honesty, integrity, etc.
 - Created the student led "Blue Cru" (Crusaders) focused on inclusion and making all students feel welcomed
 - Showcased our core values of Future, Opportunity, Character, Unity, and Success daily through F.O.C.U.S. awards for students and staff- Recognizing achievements and "Doing the Right Thing"
- Implemented a Teacher Mentor Program- Focused on improving the performance of at-risk students that have poor attendance, low academic performance, or consistent behavioral issues
- Through initiatives listed above, reduced number of referrals by 18.4%
- Created an interactive Teacher Resource Guide using Google Slides
- Created "Crusaders of the Round Table" in which student representatives from each club meet to analyze and discuss the school's climate and culture
- Collaboratively organized 8th Grade Open House- Set up building tour groups using PEER Leaders and presented information on the positive impact of block scheduling
- Created a "Club Fair" targeting all students to get involved in at least one or more clubs. Increased student involvement by 12%
- Revised Student Code of Conduct to be more transparent for all stakeholders

Committees at Arthur L. Johnson

- **Supervisor of Intervention and Referral Services Committee**
 - Collaborate with stakeholders to create Action Plans with accommodations for referred students
 - Assist staff who have difficulties in addressing students' learning, behavior or health needs
 - Continuously collect student performance data and if needed, recommendations to the CST
- **Supervisor of the Attendance Review Committee**
 - Created a transparent attendance procedure for when warnings are mailed home and when meetings are scheduled with parents and students
 - Oversee appeal process when students lose credit for too many absences + tardies
- **Technology Improvement Committee**
 - Collaborated with the creation of a 5-year plan on improving infrastructure and shifting towards a 1-1
- **School Improvement Committee**
 - Actively planning strategies to get stakeholders more involved and shift towards a more positive school culture
- **Drug Alliance Committee**
 - Collaborate with interlocal government to provide educational resources and programming for parents and students, including "Hidden in Plain Sight", "Not Even Once", and NBA speaker Chris Herren



ACCOLADES

- **"Rising Leader in Education"**
Awarded by Character.org
- **Published Author**
- 2020 National School of Character by Character.org
- **Recognized for fundraising efforts**
- Presented at NJASA Conference

SKILLSET

- Collaborative Leader
- Community Outreach
- Solution Based Mindset
- Google Suite for Education
- Office 365
- Public Speaking
- Familiar with School / Special Education Law
- Educational Apps
- Student Information Systems
- Rapport Building w/ Stakeholders

REFERENCES

- [Redacted Reference]
- [Redacted Reference]
- [Redacted Reference]

EDWARD J. BUCIOR

School Administrator

Letter of Interest



CONTACT



EDUCATION

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- Ed.D in Educational Leadership

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Monroe Board of Education,

My name is Edward Bucior and it is with great interest that I am applying for the vacant Board of Education position. As a resident and parent of two children enrolled in Monroe Public Schools, I care deeply about the current and future standing of our school system. My professional background is in the field of education. I have had the privilege of being a teacher/multi-sport coach at Old Bridge High School, Assistant Principal at Arthur L. Johnson High School, and I am currently the Principal at South River High School. In regard to my educational background, I recently earned my doctorate in Educational Leadership from Monmouth University.

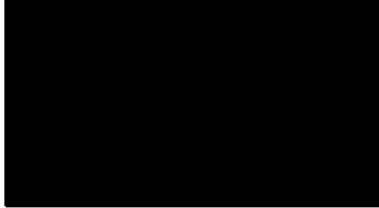
What is difficult to find on any resume is someone's passion. It is hard to put into words, however, my experience shows that I have been and will continue to be a supporter and advocate for all educational stakeholders, most importantly the students. I believe that my background and professional experience, including serving on and leading several committees, will translate well to the open board of education position.

I look forward to hearing from you and hopefully working together in the future!

Thank you,

Ed Bucior, Ed.D

Michele Arminio



September 1, 2023

Monroe Township Board of Education
Monroe Township K-12 Public School District
Attention: Laura Allen, CPA, Business Administrator/ Board Secretary
423 Buckelew Avenue
Monroe Township, NJ 08831
Middlesex County
Hand Delivered to District Office: September 1, 2023
Via email: Laura.allen@monroe.k12.nj.us

BOARD OF EDUCATION POSITION: Unexpired term of former Board of
Education member Karen Bierman

TITLE: Monroe Township Board of Education Member
Monroe Township K-12 School District NJ

Dear Laura Allen:

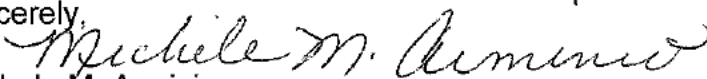
Please accept my résumé in consideration for position as a member of the Monroe Township Board of Education.

For three consecutive terms totaling 9 years I was elected to the Monroe Board of Education. In 2021 my colleagues on the Board of Education elected me to the position President. The COVID-19 Pandemic was a tumultuous (2021) year for students and community residents alike. During that year, the functions and business of the board were conducted, maintained, and completed. My third full term as a board member was fulfilled in December of 2022. I look forward to continuing my involvement in the District Educational system by promoting student education and wellbeing as well as representing the residents of Monroe.

I worked as a full time NJ Licensed real estate agent from 1983 until 2020. During my career as a Realtor Associate, I assisted many clients and customers in the sale and purchase of real property in Monroe. These years of experience uniquely qualified me to communicate with a diverse public and to adapt to changes in our local community. In business, I adhered to the highest professional standards and professional conduct in compliance with NJ Statutes and Regulations. As a Board of Education member, I continued to conduct myself with civility and respect towards others while upholding the ethical standards necessary for good government.

Thank you for this opportunity to apply.

Sincerely,


Michele M. Arminio

MICHELE M. ARMINIO

CAREER
OBJECTIVE:

To share my experiences as a Salesperson, Negotiator, Communicator, and Investigator to meet the challenges of a Monroe Township Board of Education member. My tenure and experience as a previous board member position me as suitable to continue my civic duty and bring institutional knowledge to the District.

March 2020
to
Present

State of New Jersey Department of Banking and Insurance
Division: Real Estate Commission
20 West State, Trenton NJ 08625

January 2014
to
December 2022

Elected to public office: position as Monroe Township
Board of Education

October 1995
to
March 2020

Real Estate Sales Associate, Coldwell Banker Residential
Brokerage
51 Arthur St. Suite H, East Brunswick, NJ 08816

1999
to
2018

Appointed as Commissioner Concerning Matters of Condemnation
in the County of Middlesex

March 1983
to
September 1995

Real Estate Sales Associate, ERA Designs for Living
2721 Rte. 516 Old Bridge, NJ 08857

February 1982
to
January 1983

Techni-que Industries
East Brunswick, NJ 08816
Salesperson

EDUCATION:

College

Douglass College, Rutgers University
Bachelor of Arts

Training

Computer skills: Trained in Word, Excel, Windows
Numerous Profession related Seminars & Continuing Ed. Courses
NJ School Boards Association Seminars & Board Member Training

Licenses:

State of N.J. Licensed Real Estate Salesperson #8242716
(Since 1983) Real Estate License is inactive due to requirements
of current employment.

Memberships:

- NJ Foundation for Open Government (501) C3
- Various Non-profit Environmental Organizations

Michele Arminio
Application for
Vacancy on the
Monroe Township
Board of Education
September 1, 2023

email:



From
Raghu Chitturi

To,
Monroe Township Board of Education
Attn: Laura Allen, CPA, Business Administrator/Board Secretary
423 Buckelew Avenue
Monroe Township, NJ 08831

Dear Laura Allen,

I understand that you are in the process of filling up the vacated seat on the Monroe Township School Board of Education. I am writing to express my strong interest in that open position on the School Board of Education for Monroe. As a passionate advocate for quality education and a dedicated community member, I am excited about the opportunity to contribute to the growth and success of our school district.

Having lived in Monroe Township for 7 years, I have had the privilege of witnessing the positive impact that our schools can have on students' lives. I believe that a strong education system not only shapes the future of our children but also plays a vital role in the overall development of our society. This belief, combined with my professional background as Product Manager at The Bank of New York Mellon and my involvement as Director at PURE Youth Volunteer Engagement, has fueled my desire to serve on the School Board and help shape the policies and decisions that guide our district.

If selected to the School Board, I am committed to:

1. **Promoting Excellence in Education:** Ensuring that our schools provide a high-quality education that prepares students for success in an ever-changing world.
2. **Effective Resource Management:** Making fiscally responsible decisions that allocate resources efficiently, balancing the needs of students, educators, and the community.
3. **Community Engagement:** Establishing open lines of communication between the School Board, parents, teachers, students, and community members to foster a collaborative and supportive educational environment.
4. **Future-Ready Curriculum:** Supporting the development of a curriculum that prepares students with the skills necessary for the jobs and challenges of the future.

Enclosed is my resume, which provides more detailed information about my background and experiences. I welcome the opportunity to discuss my qualifications further in an interview. Please feel free to contact me at (732)543-4854 or rchitturi@gmail.com to schedule a conversation.

Thank you for your time and consideration.

Sincerely,

Raghu Chitturi

08/30/2023

RAGHU CHITTURI

Technology Executive with 20+ years of experience in the Financial Services Industry with Trading and Portfolio Management concentration. Results driven collaborator with business, IT stakeholders & senior executives for identifying opportunities and breaking down complex problems and delivering innovative & cost-effective solutions. Innovate, lead and shape business utilization of digital capabilities. Extensive experience in software architecture and data architecture. Self-motivated, solutions focused, and forward-thinking analytical leader with a perfect blend of technical and leadership skills in leading, developing and managing high performance complex & transformative programs using latest technologies that align with business and customer needs. Impeccable track record of building collaborative environments with highly diverse global and multicultural team members in delivering on time and on budget solutions.

Core Competencies & Proficiencies:

- Architecture: Software Architecture, Microservices Architecture, Data Architecture, Cloud Computing, ETL, Business Intelligence & Analytics, Scrum, Agile Methodology, Sprint Planning, Frameworks, Design Patterns, SDLC, Open Source
- Planning & Management: Technology Leadership, Stakeholder Engagement and Team Management, Risk Management, Impact Analysis, IT Vendor Management, Capacity Planning, Digital Strategy & Transformation, Disaster Recovery
- Delivery Management & Analysis: Application Design Review, Service Delivery, Data Center Consolidation, DevOps, Continuous Integration & Continuous Delivery (CI/CD), Root Cause Analysis, Application and Performance Tuning, Production Monitoring

Professional Experience:

Pershing LLC, A Bank of New York Mellon Company, NJ
Vice President, Technology,

June 2009 – Present

Key Roles and Responsibilities:

- As part of Technology and App Modernization initiative,
 - Performed feasibility studies for multiple application modernization, and
 - Led the teams in implementation of POCs and reference architecture for migrating legacy applications to java-spring-based RESTful Micro Services that can be deployed on-prem or on a cloud platform.
- Played a key leadership & liaison role between business and technology teams in defining the nonfunctional requirements for the app modernization.
- Lead multiple complex implementation projects by delivering them under budget, and within stipulated time frame.
- Lead architecture team to define the application, data, and deployment architecture for the app modernization applications.
- Lead 25+ member development team in modernizing multiple legacy applications.
- As part of Security & Risk Vulnerability team, worked with 30+ app modernization teams to address security/vulnerability issues
- Worked with Scrum Masters, and Project Managers for Resource Allocation, Project Management, Should-Map, Time Scheduling and Forecasting
- Was part of the Capacity Planning and App Resiliency team in defining the horizontal and vertical scaling of the app modernization projects.
- As part of risk management initiatives, identified and implemented processes to improve time to recover (RTO) within 30 minutes for all of Tier 1 applications.
- As part of DevOps team, worked on database migrations, Exadata migration, addressed security vulnerabilities (log4j), F5 Certificate migrations, Data Center Migrations, Fed mandated compliances for the Single Data Center (SDC),

Pershing LLC

Assistant Vice President, Technology, Jan 2005 – May 2009

Co-architected, developed and implemented digitization of paper statements through eDocument-Suite and Report Center. Worked on transformation of monolithic applications into smaller microservices for modularity and efficiency. Implemented enterprise-wide application and infrastructure monitoring tools to monitor Pershing applications.

- Involved in providing creative solutions with Application Design and Web Development using Java Frameworks such as Spring, Hibernate & Apache Struts.

- Pershing was using eDocument services from Anacomp (external vendor) for storing monthly statements & tax documents. As part of paperless initiatives built a complete in-house solution to extract statement data from IBM OnDemand servers using ODWEK libraries for both retail customers and institutional professionals saving \$3MM in annual costs.
- Managed and implemented Gomez and Dynatrace Network Application Monitoring (NAM) tools in-house, saved \$1MM in professional services. These tools preemptively captured application issues, reduced application downtimes, saved firm's reputation and ensured SLAs are met. Pre-emptive application monitoring helped to reduce the Sev 1s by 45%.

iNautix Technologies Inc (An Affiliate of DLJ/CSFB Direct)

Assistant Vice President, Technology, May 2000 – Dec 2004

Involved in designing and development of various applications such as eDocument Library for storing, archiving and versioning of Project documentation. ePEP (Employee Performance Evaluation Process) for Employee Performance Evaluation with workflow embedded in it for the approval and notification engine. Teamworks, a project work basket application, which is used to assign individual tasks to the team members and a tracking system to monitor the status of the project tasks. As project lead, set best practices, coding standards, created reusable components which helped in rapid implementation of the projects.

EDUCATION & CERTIFICATIONS

Stevens Institute of Technology, M.S., Management of Information Systems – 2007

Andhra University, B.S., Mechanical Engineering – 1994

COMMUNITY SERVICE & VOLUNTEERING

- **People for Urban and Rural Education (www.pureonline.org)**
Director – Volunteer Engagement (2019 – 2022)
 Mentor and Coach Youth Volunteers to aspire to bring students from diverse socio-economic and geographical backgrounds together for a better tomorrow. Diligently work with Youth Volunteers to help the under-privileged to facilitate sustainable empowerment through education with complete transparency and accountability to the sponsors. Also address the insufficiencies in disadvantaged rural and urban schools, children's shelters and special need centers.
- **Publicity Division Leader & Tutor at Silicon Andhra Manabadi, A Non-Profit Organization (2016 – 2019)**
- **Active Volunteer of 'Uplift A Child' program, an organization to help educate underprivileged children.**
- **On behalf of BNY Mellon, Conducted and participated in fund raising for St Jude Children's Cancer Research Hospital**
- **Core Organizing Members of "OM Memorial 5K Run" in Monroe Township**

Awards & Recognition

- **Recognized with multiple leadership awards for delivering high critical projects on time and on budget with emphasis on quality. Honored with the BNY Mellon Standing Ovation Recognition Award in 2018 & BNY Mellon Power Awards in 2009, 2013 & 2016.**
- **President's Volunteer Service Award for the Volunteer Efforts at People for Urban and Rural Education (PURE) in 2022.**

Matthew Gorham

8/21/23

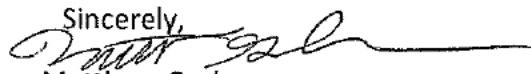


Dear Laura Allen,

I submit this letter to express my sincere interest in the board member position.

I have 38 years of experience in Education and I am a 30 year resident of Monroe Twp.

I have reviewed the requirements of a board member and I believe I am an excellent candidate for this position. I have enclosed my resume and I thank you for your consideration in this matter.

Sincerely,

Matthew Gorham

Matthew Gorham



Education: Bachelor of Arts Elementary Education

Kean University June 1986

WORK EXPERIENCE: Educator Monroe Twp. Schools 1987-2023

Worked as a classroom teacher at the Elementary and Middle School

Level. Team Leader for 6th grade Team Venture. Experience teaching basic skills and TAG after school programs.

Licensed Realtor 1986-Present –Winner of numerous sales awards and customer satisfaction awards.

Volunteer Work- Monroe Twp. Baseball Head travel Coach 2003-2014

Coached and worked with township youth.

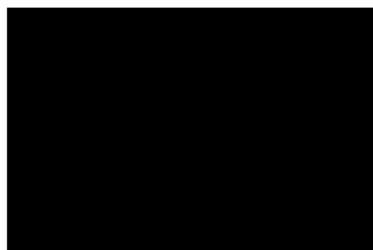
Monroe Twp. Travel basketball Head Coach 2003- 2010

Monroe Wolverines Football Coach 2003-2008

Freehold Elks Youth Activities Chair 2022-Present

References Available on request.

Todd Grossman



September 1, 2023

To Whom It May Concern:

I would like to express my interest in the opening for a board member on the Monroe Township School Board.

With that in mind, I am enclosing my resume.

A handwritten signature in cursive script that reads "Todd Grossman".

Todd Grossman



Todd S. Grossman



OBJECTIVE: To secure a position within the Monroe Township Board of Education

EDUCATION:

Middlesex County Vocational and Technical School Maintenance Mechanic	Piscataway, NJ Degree: June 1999
Monroe Township High School General Studies	Monroe, NJ Diploma: June 1997
Passaic County Police Academy Basic Course Police Officer	Wayne, NJ Certificate: January 2005
Monmouth County Fire Academy Firefighter 1	Freehold, NJ Certificate: August 2000
Middlesex County Fire Academy Firefighter 2	Sayreville, NJ Certificate: July 2011

WORK

EXPERIENCE:

Monroe Township Fire District #1 Board of Commissioners Commissioner	Monroe Township, NJ January 2021 – Present
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- Oversee fire service for the district.
- Management of business policies, budget, and personal
- Develop specifications for equipment and supplies and carry through presentation and purchasing procedures.
- Establish and maintain clear chain of command and clear channels of communication.
- Conduct inspections on a regular basis and take appropriate actions to correct deficiencies.
- Over see Fire Inspectors and Fire Prevention Bureau

Middlesex County Sheriff Office Sheriff Officer	New Brunswick, NJ August 2004 – Present
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- Provide security in the Superior Courts Houses
- Transport prisoners between the correctional facility and both Municipal and Superior Courts
- Make arrest of individuals for whom they are court-issued warrants. Many of these warrants are for individuals who have failed to meet their court-mandated child support responsibilities.
- Insuring that all school-age children are fingerprinted. The fingerprint card are given to their to parents to allow for future identification in case of missing children
- Liaison officer for the fire department
- Training officer for the Department

Six Flags Great Adventure Firefighter	Jackson, NJ April 2016 – December 2020
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- Respond to all fire and medical related emergency dispatches

- Maintain all equipment and facilities of the Fire Department including all park fire extinguishers
 - Conduct Safety inspections throughout the Parks including ride audits, building, sprinkler and extinguisher inspections
 - Complete all kitchen system inspections prior to Park opening
 - Complete emergency lighting and exit sign inspections throughout the season
 - Complete any task assigned by the Fire Captain, Full Time Safety Supervisor or Fire Chief (Safety Manager)

Township of Monroe
Educator

Monroe Township, NJ
April 2013 – Present

- American Heart Association CPR Instructor

NJ Transit Police Department

Jersey City, NJ

Fare Inspector

July 2002 – August 2004

- Inspect passenger tickets for proof of payment.
- Render customer assistance needed by passengers.
- Issue summons to passengers who fail to produce fare ticket or proof of payment.

911 Telecommunicator

- Answering emergency / non-emergency calls and routing to appropriate NJ Transit facilities

Crime Analysis Department

- Data entry of summons information

TransMed Ambulance Company

East Brunswick, NJ

E.M.T

- E.M.S in City of East Brunswick
- Transport patients to and from hospitals

October 1999-August 2004

**LICENSES AND
CERTIFICATIONS:**

- 911 Basic Telecommunicator Certificate
- E.M.D. Certificate (Emergency Medical Dispatch)
- Paramedic Assistant Certification
- Basic Incident Command System I-100, I-200, I-300, I-400, I-700, I-800
- E.M.T.D. (Emergency Medical Technician – Defibrillator)
- State of New Jersey – Firefighter Certificate 1,2
- NFA Incident Safety Officer
- Hazardous Materials Awareness, Operations
- CBRNE Awareness, Operations
- Pump Operator Certified
- Motor Vehicle Extrication – Basic, Advanced
- Level 1 First Responder Awareness, Operations
- Confined Space Awareness, Operations
- Water Rescue – Technician
- Incident Management Level 1, 2
- WMD Radiological/ Nuclear Awareness
- American Red Cross CPR Instructor

COMMUNITY

SERVICE:

- Monroe Township First Aid Squad – V.P. Founding Cadet Core
- Spotswood First Aid Squad
- Shade Tree Commission

**MONRE TOWNSHIP
VOLUNTEER FIRE
DEPT #1**

- 2nd Lieutenant 2014, 2015
- Clifford J. Bennett – Achievement Award 2014
- Lieutenant 2015 ,2016 ,2019 ,2020
- Captain 2017, 2018
- President 2015 ,2016 ,2017, 2019, 2020
- Vice President 2018

**HONORS AND
AWARDS:**

Middlesex County School Board Association for Outstanding Achievement 1995 – 1996

Honor Legion Police Departments State of New Jersey 2014

Tejal Levitt



Monroe Township Board of Education
Attn: Laura Allen, CPA, Business Administrator/ Board Secretary
423 Buckelew Avenue
Monroe Township, NJ 08831

Dear Monroe Township Board of Education,

I am writing to express my strong interest in the vacant Parent Member position on the Monroe Township Board of Education. As an engaged parent and advocate for quality education, I am excited about the opportunity to contribute my skills and experience to the development and improvement of our school district.

With 19 years of involvement in various school and community activities in the New York City Department of Education, I have gained a deep understanding of the challenges and opportunities our education system faces. Through being a Senior Physical Therapist, acting as a mentor as a Certified Clinical Instructor to over 55 Doctoral university students, and serving in many committees, I have collaborated closely with teachers, parents and administrators to address concerns, act as an advocate for students/families and enhance learning environments.

My background in Physical therapy in the schools has equipped me with analytical and problem solving skills that I believe will be valuable in making informed decisions that positively impact our schools. I am committed to fostering open communication, transparency and collaboration among parents, teachers and the entire community. I am passionate about ensuring our school district provides a supportive environment to promote growth and learning for all students regardless of their abilities.

As a Parent Member of the Monroe Board of Education, I am dedicated to promoting excellence in education, advocating for equitable resources and ensuring that the voices of parents and students are heard and considered in all decision-making processes. I am enthusiastic about contributing my time, energy and expertise to support the growth and success of our schools.

I would welcome the opportunity to discuss my qualifications and vision for the position in more detail. Thank you for considering my application. I look forward to the possibility of serving our school district in this important role.

Sincerely,

Dr. Tejal Levitt, PT, DPT, CI
Doctor of Physical Therapy in Pediatrics
APTA Certified Clinical Instructor

Tejal Levitt

New York State licensed Doctor of Physical Therapy with 19 years experience specializing in neurological disorders, spasticity disorders, gastrointestinal disorders, gait disturbances and prosthetic and orthotic management. Seeking a Parent Member role to coordinate care and advocate for students, parents and families. I have an Incoming 4th grader and 7th grader in the Monroe Township schools. I am committed to fostering open communication, transparency and collaboration among parents, teachers and the entire community. I am passionate about ensuring our school district provides a supportive environment to promote growth and learning for all students regardless of their abilities.

Licenses/Certifications

- New York State Licensed Physical Therapist
- A.P.T.A Credentialed Clinical Instructor Level 1 and Level 2
- Evidenced Based Practice for School based PT
- Outbursts to Outcomes-Behavior Management Skills
- CPR/AED Certified
- Move to Improve K-5 Physical Activity Program
- Mobility Workshop: The Places Your Student Will Go
- EpiPen and Anaphylaxis Training
- Getting to the Groove with Groups
- Motor Development and School-Based Practice
- Pediatric Orthotics and TOTAL Therapy
- Standardized Assessments into School Based Practice

Experience

New York City Department of Education April 2005 - Present (Remote as of March 2020)

Senior Physical Therapist

- Built interactive home exercise calendar for summer carryover to maintain current motor function for students and families. Adopted by New York City Department of Education Physical Therapy Department city-wide.
- Managed full caseload and plan of care remotely with a team of 5+.
- Trained and directly supervised 33 Physical Therapy Students in all school-based therapy treatments, including 15 direct hires and 2 evaluators to the NYC DOE Physical Therapy Department.
- Manage day to day operations of PT department and identify areas of continuous performance improvements, including two departmental projects recognized by the Director and Supervisor of PT as well as the Clinical Coordinator of Education.
- Assessed patients' rehabilitative needs, jointly developed a patient plan of care and treatment goals for pediatric patients in the school based setting and advocated efforts for insurance coverage of physical therapy services, both in maximizing reimbursement and ensuring optimal benefits provided to patients.

- Department representative for various committees such as Academic Intervention Team and Pupil Personnel team. Lead successful implementation and advocacy of classroom equipment purchases for posture and transitions to minimize risk to staff and students as well as increase achievement towards classroom goals.
- Implement new systems and policies that directly result in improved parent coordination with regulatory compliance for IEPs.
- Initiate integrated programs in the classroom to enhance achievement of gross motor goals in the classrooms (e.g. Yoga, Brain Gym, S'Cool Moves, Courageous Pacers). After initiation, the plan was implemented throughout district schools in the New York City Department of Education.
- Use research driven interventions and collaborated with various hospital orthotic and prosthetic clinics throughout New York City when working with all patients diagnosed with Autism Spectrum Disorders, Down Syndrome, Gastrointestinal disorders, Klinefelter's Syndrome, Cystic Fibrosis, Cerebral Palsy and other school based diagnoses.

Hand in Hand Development, Inc

June 2005 - December 2013

Physical Therapist/Evaluator

- Provided home pediatric Physical Therapy evaluation and treatment services to children with developmental, neurological and genetic disorders, including Autism Spectrum Disorders, Down Syndrome, gastrointestinal disorders, torticollis, and spasticity disorders.
- Introduced coordinated and co-treatment approaches with Speech and Language Pathologists and Occupational Therapists to engage patients using a multidisciplinary approach to achieve coordinated goals.
- Worked with various orthotists and prosthetists throughout all five boroughs to ensure equipment, orthotics and in-home modifications were appropriate and cost effective.
- Maintained organized confidential documentation and client files by scanning and uploading to secure servers.
- Worked with over 50 speech and language pathologists to make recommendations to clients and their families about communicative strategies and devices in conjunction with PT devices that would ensure improved motor function.
- Completed department projects including audits, coding/billing, committee representation and development of patient education material.

Education

New York University

2004

D.P.T. (Doctor of Physical Therapy) in Physical Therapy

New York Institute of Technology

1999

Bachelor of Science in Pre-Medicine

Monroe Township Board of Education
Attn: Laura Allen, CPA, Business Administrator/Board Secretary
423 Buckelew Avenue
Monroe Township, New Jersey 08831

I understand that the Monroe Township Board of Education is currently searching for an individual to fill an opening board member position. Please accept this as my letter of interest for application. Enclosed is my resume. My emphasis is within finance, business, and management.

Through my past career experiences, I have developed strong leadership, communication and analytical skills. As previously being part of management teams, I was responsible for overseeing the day to day relevant banks trade processings valuing over hundreds of millions of dollars. In my current position, I am responsible for processing individuals as well as business accounts transactions whilst ensuring customers leaves with a great experience.

I currently have 3 children attending, elementary, middle, and high school, in the Monroe Township school system so I am keen into finding what works best for our children within the townships limitations. I believe my educational background, experiences, along with my earnest interest in our school district gives me the necessary skills to be a part of the Monroe Township Board of Education.

Thank you for your time and consideration.

Sincerely,

Joanne Nool

OBJECTIVE

To expand my knowledge within the banking industry. Secure a growth-oriented position where I can apply my knowledge and experience to expand along with the company.

EDUCATION

B.S. Computational Mathematics
Minor: Mathematics
Brooklyn College - Brooklyn, New York

August 2000

PROFESSIONAL EXPERIENCE

Wells Fargo Bank - Monroe, N.J.
Teller

July 2023-Current

- Recording individual and business transactions. Logging checks and preparing transaction reports.
- Counting and packaging currencies.
- Reconciling cash drawers.
- Exchanging foreign currencies.
- Processing money orders and Cashier's Checks.
- Promoting banks products and services.
- Processing entries for customers access to safe deposit boxes.
- Assisting with opening and closing safety procedures.

Barclays – New York, N.Y.
Middle Office Operations

Jan.2012-Sept.2014

- Coordinated with front office and back-office members in ensuring trade clearances.
- Liaised with counterparties to ensure proper trade clearances.
- Resolved any trade issues to prevent any long outstanding trades.
- Assisted other team members with accounts to reach daily confirmation goals.
- Helped clients and dealers' queries

Bank of America Merrill Lynch – New York, N.Y.
DTCC Documentation – Vice President

Nov.2009-Nov.2011

- Supervised the legacy ML DTCC Documentation team
- Liaised with Charlotte DTCC Documentation team to help with any trade queries.
- Trained and provided guidance on legacy ML Credit Documentation platforms and trade booking systems to Charlotte team members
- Assisted with legacy team member transitions.
- Acted as an escalation point for ML outstanding trades.
- Continued to ensure legacy ML, together with Charlotte Documentation team, reached all FED targets
- Reviewed outstanding daily reports to ensure outstanding volume is accurate.

Bank of America Merrill Lynch – New York, N.Y.

Feb.2007-Nov.2009

DTCC Documentation – Assistant Vice President

- Supervised flow DTCC dealer Documentation team. Working closely with the DTC client team manager to ensure both groups worked together as a team.
- Ensured team reached all FED targets as well month end +30 days aged outstanding.
- Acted as a point of escalation for outstanding issues which required documentation, middle office, front office, or counterparties to review and resolve.
- Partook in weekly management meetings in discussing outstanding volume, issues or hardships causing outstanding confirmation volume, and how and where improvements can be made.
- Assisted and helped oversee ICE and TCC compressions aligned with internal booking and DTCC confirmations.
- Provided assistance to clients and dealers queries. Ensured mass bookings were processed efficiently so it did not create any noise for documentation.
- Continued with various industry operations calls to upkeep with current documentation processes.
- Continued testing related to Documentation confirmation platforms, processes and internal Documentation tracking system.
- Together with the client DTCC manager, oversaw BAML Documentation migration runs. Provided process sign offs. I communicated with outside firms regarding migrations to ensure confirmations ran smoothly.
- Engaged in interviews and hiring of new employees for the DTCC documentation team.
- Engaged in quarterly and yearly employee reviews.

Merrill Lynch – New York, N.Y.

Sept.2005-Jan.2007

Prime Brokerage Documentation - Senior Specialist / Manager

- Joined the company as first member of the ML Prime Brokerage Documentation team.
- Performed daily operational functions for Documentation.
- Drafted and reviewed Credit and Rates derivative Confirmations.
- Performed DTCC related tasks.
- Liaised with PB as well as flow desk middle and front office staff regarding trade proceedings.
- Provided all PB clients and Dealer contacts with exceptional service.
- Participated in industry weekly operation calls to obtain latest changes in documentation related processes and/or rules.
- Created database and spreadsheet to keep track of outstanding volume.
- Collaborated with flow documentation manager to discuss industry open queries, resolve any internal documentation issues, and to create new processes in effort to decrease outstanding trade population.
- Partook with testing related to internal documentation systems and DTCC usage.

Morgan Stanley - New York, N.Y.

Oct. 2003-Aug.2005

Credit Documentation Specialist

- Performed essential operational functions for Credit Derivative products.
- Drafted and reviewed Index, Swaption, and Option Documentation.
- Liaised with middle and front office staff regarding trade proceedings.
- Kept records and account statuses of trades for counterparties on self-created excel database along with usage of internal applications.
- Provided assistance to clients and dealers queries.
- Performed DTCC related tasks.
- Participated in dealers' weekly calls and meetings in an attempt to achieve a more efficient approach to reduce the number of unexecuted trades.
- Partook in TriOptima and eClerx tear up projects.
- Interfaced with IT personnel to explore convalescent methods of automation for all relevant product templates.

- **Documentation and in house Platforms:** Bloomberg, DTCC, IDS, Aurora, Markit REDS.
- **Technology skills:** Windows XP, Windows Professional, Microsoft Office, DOS, and UNIX.
- **Programming languages:** C, Pascal, Basic, Assembly Language, and COBOL.
- **Languages:** Speak fluent Mandarin (Chinese) and knowledge of Cantonese.

PERSONAL INTERESTS

- Gardening
- Nature walks and biking
- Baking
- Reading up on current financial updates

FROM THE DESK OF

SARA SHAMA, RDN

August 25, 2023

Monroe Township Board of Education
Laura Allen, CPA, Business Administrator/Board Secretary
423 Buckelew Avenue
Monroe Township, NJ 08831

Re: Vacancy- Board of Education Member

Dear Ms. Allen and the Monroe Township Board of Education,

I, Sara Shama, am submitting my letter of interest along with my resume to affirm my eligibility to apply for the one vacant position on the Monroe Township Board of Education.

I appreciate your time and consideration and look forward to the public interview on September 20, 2023.

Best in Health,

A handwritten signature in cursive script, appearing to read "Sara Shama RDN".

Sara Shama, RDN

SARA H. SHAMA



EDUCATION

Sodexo Health Care Services Division New York Metropolitan
Dietetic Internship Program
September 2004-June 2005

Rutgers University, Cook College, New Brunswick, NJ
B.S., Nutritional Sciences, May 2002

200 Hour Yoga Teacher Training
Yoga Education Institute/Tula Yoga, June 2017

EXPERIENCE

SHS Nutrition, LLC

June 2010- present

Registered Dietitian, Private Practice/Consulting Owner

Owner of female operated Nutritional Counseling private practice offering counseling services. Assess, counsel, and educate individuals in need of medical nutrition therapy. Promote health and wellness goals using social media. Attend health fairs and lunch and learns to educate large groups on various health topics. Conduct billing, correspondence of benefits and eligibility with insurance companies, and communicate with medical physicians.

University Behavioral Health Care

April 2011-June 2014

Per Diem Registered Dietitian

Assess nutritional status of in-patient individuals. Process menus to comply with dietary restrictions ordered by physicians. Assist kitchen staff with various tasks as needed.

Kingley Institute, LLC, Iselin, NJ

April 2006-June 2010

Registered Dietitian/Wellness Advisor

Managed and coordinated clients overall health program encompassing medical nutrition therapy, physical fitness, and mental health. Developed client goals and assessed willingness to change. Created marketing material and developed sales process.

Director of Nutrition

Assess, counsel, educate, and develop individualized program for clients with various medical conditions as part of a multi-disciplinary team of dietitians, exercise physiologists, and social workers. Conduct state-of-the-art diagnostic testing to measure metabolism and body composition. Recruit, hire, and train new employees. Create and implement necessary policy and procedure. Upgrade nutrition program based on scientific research.

Saint Barnabas Medical Center, Livingston, NJ

June 2005- April 2006

Clinical Dietitian

Responsible for providing medical nutrition therapy for acute care patients as part of a multidisciplinary team, including: pediatric, geriatric, renal, general internal medicine, cardiac and critical care unit patients. Complete nutritional assessments and education for outpatient population. Educate and supervise dietetic interns.

SARA H. SHAMA



Saint Barnabas Medical Center, Livingston, NJ

September 2004-June 2005

Dietetic Intern

Clinical Component: Responsible for performing all functions of a registered dietitian under supervision, including completing nutritional assessments, food and drug interactions, calorie counts, individual and group education, and creating education materials.

Food Service Component: Responsibilities included conducting employee meetings and in-services, enforcing and following HACCP guidelines, as well as maintaining daily operations of the facility.

Community Component: Rotations in Pharmaceutical Sales, School Lunch Program at Hamilton Township, and Sports Nutrition.

Muhlenberg Regional Medical Center, Plainfield, NJ

August 2002-June 2005

Dietary Technician

Responsibilities included completing low-risk nutritional assessments, diet instructions and consults, food and drug interactions, calorie counts, menu processing and diet office operations.

MEMBERSHIPS

American Dietetic Association

Dear Monroe Township BOE Members,

I am writing this letter to formally submit my name into consideration to fill the current vacancy as a board of education member.

For those who don't know me well, I would like to take a few moments to introduce myself. I moved to Monroe Township in 2014, and I have 9 and 5 year old boys. I have been nothing but impressed by the education my older child has received not only from an academic perspective, but also from a social and emotional learning perspective. Our school district continues to excel in multiple facets, and I am eager for my younger child to enter the district and receive the amazing education my older child has.

In terms of volunteer work, I am an active member of the OTAE PTA and have been a room parent/volunteer since my child entered the district. I also worked closely with the building principal to introduce new after school programming such as JavaScript coding and Mad Science workshops. I was lucky enough to be asked by the Social Emotional Learning Committee to assist and help coordinate Ice Cream Bingo as a parent volunteer - a really fun event which was thoroughly enjoyed by the children.

I have mentored college students through a PBRG called BNOW. Through my employer I was part of the core team for Light the Night, a fundraising campaign sponsored by the Leukemia and Lymphoma Society. Last year, my organization raised ~\$1M and I was so proud to be part of the incredible team that made this possible.

Within my current role in Strategy & Operations, project management, leading cross functional teams, and budget oversight are critical components of my role. These transferable skills would be an asset to the Monroe Township board of education. The most important quality, however, is the passion and dedication to advocate for the best interests of the children. I was a vocal advocate for the most recent referendum and tried to do my best to get the most accurate information to our community. I take time every month to watch board and committee meetings to stay abreast of what is happening in the district as we all have to do our part to be informed. I also was a part of the Strategic Action Plan meeting held by the prior district administration in 2021 which was a great opportunity to provide some feedback on many important topics such as district goals, strengths, and challenges, along with the district vision.

I thank you for your time in considering this application and I look forward to hearing from you. I have also attached my resume for your reference. Please confirm receipt of this e-mail.

Thank you,
Roshni Shah

ROSHNI SHAH, MBA, PMP

Monroe Township, NJ

Volunteer Activities:

- Room parent/Parent Volunteer for 5+ years
- Coordinated Bingo Event with the Social Emotional Learning (SEL) Committee
- Field Day Volunteer
- Implemented after-school 4-week Javascript coding session and Mad Science workshops with building principal
- Active Volunteer for the PTA including book fairs, pizza sales, Read Across America, Teacher Appreciation Week events, etc.
- STEM Mentor for college students

Experience:

GLOBAL PHARMACEUTICAL COMPANY

2023-PRESENT

Director, Strategy & Operations

- Responsible for leading a cross-functional matrix team to streamline and optimize operations and drive market engagement strategies to impact business performance
- Steward of multiple multi-million dollar budgets
- Conduct project oversight and ownership of the annual budget planning process

2020-2023

Associate Director, Strategy & Operations

- Conduct project oversight of the Brand Planning process
- Develop innovative solutions to simplify operations across the Worldwide Brand Teams and core cross-functional teams
- Organize and facilitate WW brand team meetings by collaborating with cross functional global functions
- Anticipate business needs around key events and proactively develop strategic plans to address needs and facilitate achievement of key decision points

2018-2020

Marketing Operations Manager

- Responsible for the project management and execution of multi-channel tactics from inception to completion
- Partnered with cross functional departments to develop a detailed project plan while identifying inter-dependencies
- Led project kick off and weekly status meetings, track project deliverables, gather updates from stakeholders, and manage project risks/issues

MULTIPLE HEALTHCARE AGENCIES

2011-2018

Account Lead

- Managed project teams to ensure flawless execution of all deliverables
- Collaborated across matrix teams to ensure successful completion of strategic initiatives
- Provided oversight of financial progress and tracking of the program against existing budget
- Created scope of work (SOW) for all projects to define tasks, deliverables, cost estimates and timing

Education:

Rutgers Business School

Master of Business Administration (MBA)

Specializations in Marketing and Supply Chain Management

Newark, NJ

Rutgers College

Bachelor of Science, Marketing

New Brunswick, NJ

Certifications:

Project Management Professional (PMP)

Certified through Project Management Institute (PMI)