



MEMORANDUM

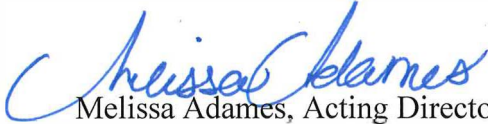
Agenda Item 15(D)(1)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: June 2, 2020

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Appointment to the
Early Learning
Coalition of Miami-
Dade/Monroe Inc.


Melissa Adames, Acting Director
Clerk of the Board Division

Pursuant to Chairwoman Audrey M. Edmonson's memorandum of May 8, 2020, the following nominees have been submitted to the Clerk of the Board Division by members of the Board of County Commission, to fill the one (1) vacant seat on the Early Learning Coalition (ELC) of Miami-Dade/Monroe Inc.'s Board of Directors, as indicated below:

- Michelle Chaidez (Nominated by Vice Chairwoman Sosa)
- Jane McQueen (Nominated by Commissioner Jordan)

The vacant seat on the the ELC's Board of Directors is rotated between Miami-Dade County and Monroe County, and as of May 1, 2020, said seat rotated to Miami-Dade County. Section 1002.83, Florida Statutes, provides that this appointment be made by the Board.

The memoranda from each nominating member of the Board and resumes of each candidate are attached for your information and review.

MA/sm

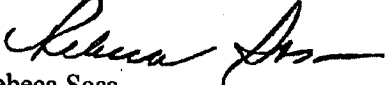
Attachments



MEMORANDUM
Vice Chairwoman Rebeca Sosa
District 6
BOARD OF COUNTY COMMISSIONERS

To: Melissa Adames
Acting Director, Clerk of the Board

Date: May 21, 2020

From: 
Rebeca Sosa
Vice Chairwoman

Re: Early Learning Coalition of
Miami-Dade/Monroe, Inc

I would like to nominate Ms. Michelle Chaidez to serve on the board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. Ms. Chaidez is an experienced professional in the field of early learning, and would faithfully represent Miami-Dade County on this board.

c: Honorable Members, Board of County Commissioners
Abigail Price-Williams, County Attorney
Geri Bonzon-Keenan, First Assistant County Attorney
Yinka Majekodunmi, Commission Auditor

Memorandum
OFFICE OF COMMISSIONER BARBARA J. JORDAN
MIAMI-DADE COUNTY - DISTRICT 1
111 N.W. 1 Street, Suite 220
Miami, Florida 33128-1963
(305) 375-5694
(305) 372-6028/Fax

To: Melissa Adames, Acting Director
Clerk of the Board

Date: May 19, 2020

From: Barbara J. Jordan, Commissioner
District One

Subject: Appointment to the ELC Board
of Directors

I would like to nominate Jane McQueen for consideration to be appointed to the Early Learning Coalition of Miami-Dade/Monroe, Inc.'s (ELC) Board of Directors. Mrs. McQueen has more than 35 years of experience in the non-profit and governmental sectors. During her 20 plus year career with Miami Dade County, she held various positions, including Head Start Director. Jane's knowledge and experience would make her a great addition to the ELC Board of Directors.

Should you require additional information, please feel free to contact Andre Ragin, my Chief of Staff, at (305) 375-5694. Thank you in advance for your attention to this matter.

c: Honorable Carlos A. Gimenez, Mayor
Honorable Audrey M. Edmondson, Chairwoman
Members, Board of County Commissioners
Honorable Harvey Ruvin, Clerk of Courts
Abigail Price-Williams, County Attorney
Geri Bonzon-Keenan, First Assistant County Attorney
Eugene Love, Agenda Coordinator
Yinka Majekodunmi, Commission Auditor

MICHELLE CHAIDEZ

8857 Northwest 139 Terrace
Miami Lakes, Florida 33018

MPGarrido@Dadeschools.net

786-543-1696

OBJECTIVE

Dedicated and experienced professional educator is seeking to continue her professional career as a Curriculum Administrator.

EDUCATION AND CERTIFICATIONS

Master of Science in Educational Leadership (2003) - Florida International University

Bachelor of Science in Elementary Education (1996) – Florida International University

Professional Educator's Certificate

- Educational Leadership (K-12)
- Elementary Education (Grades 1-6)
- English for Speakers of Other Languages (ESOL) Endorsement
- Reading Endorsement

CURRICULUM/LEADERSHIP EXPERIENCE**Instructional Support Specialist**

January 2016 – Present, Office of Academics and Transformation, Division of Academics, Elementary English Language Arts

Curriculum Support Specialist

July 2015 – January 2016-Office of Academics and Transformation, Division of Academics, Elementary English Language Arts

Reading Coach

August 2013 – July 2015	Crestview Elementary
August 2012 – June 2013	Mae M. Walters Elementary
August 2010 – June 2013	Meadowlane Elementary

ELEMENTARY SCHOOL TEACHER

August 1998 – July 2010	Meadowlane Elementary
-------------------------	-----------------------

Curriculum/Administrative Responsibilities

- Development and creation of District K-5 Pacing Guides.
- Provide and monitor District Professional Development to teachers in grades K-5.
- Development of Third Grade Portfolio.
- Supervise the America Reads program district-wide.
- Monitor third grade Summer Reading Camp.
- Assist in the development of the District's Summer Reading Plan.
- Monitor District, State, and School assessment data that includes bi-weekly assessments, i-Ready, SAT-10 and FSA.
- Assist in the development of master schedules guidelines.
- Initiate Weekly Briefings as a form of communication with schools.
- Assist with the help desk during Distance Learning to provide virtual support to all stakeholders.
- Assist with the creation and development of the Instructional Continuity Pacing Guides (ICPGs) for grades K-5.
- Host "live" zoom sessions with teachers and curriculum staff.
- Professional Development Liaison.
- Participate in staff interviews.
- Assist in the development of Staff Handbook.
- Participate and lead articulation across multiple grade-levels.
- Participate in weekly leadership meetings.

- Conduct textbook Inventory and assist in the purchase of instructional materials.
- Supervised intern teachers from various universities.
- Department Chairperson for multiple grade-levels.
- Implemented coaching model to train, mentor, and lead teachers in utilizing best practices to enhance their instruction.

Teacher/School Support

- Provide schools with in-class support in grades K-5.
- Provide teachers with Professional Development Growth Opportunities to enhance teacher efficacy.
- Monitored the use of and implementation of data at multiple levels to guide teacher instruction.
- Developed Instructional Focus Calendars (IFC's) to re-teach, remediate, or enrich grade-level standards.
- Monitored and provided feedback to teachers via data chats on reading strategies related to literacy development, District and State Assessments.
- Participated in weekly collaborative planning sessions with teachers in grades K-5.
- Maintained daily Reading Coaching Logs.
- Provided support for teachers via the implementation of Coaching Cycles.
- Provide District training on the implementation of the Wonders and Wonder Works core and intervention curriculum programs.

Intervention

- Development of Tier 2 and 3 district resources.
- Provide and Disseminate progress monitoring data to schools.
- Monitored, reviewed, and analyzed all aspects of reading interventions including student progress monitoring data, and hourly interventionists.
- Development of On-going Progress Monitoring (OPM) K-5 calendars.
- Assist teachers and administrators with the monitoring and implementation of Multi-Tiered Systems of Supports (MTSS)/RtI process to close the achievement gap.
- Provided struggling students with reading strategies and interventions through various push-in and pull out support models.
- Organized an after-school intervention program for students with substantial reading deficiencies.

Technology Support

- Performance Matters
- My Learning Plan
- i-Ready
- Microsoft Office 365 programs
- McGraw-Hill connected program

Committees/Extracurricular

- PS/RTI Cohort 2 Committee
- Miami-Dade Grade Level Reading Campaign
- F.I.U. Leadership Institute for Teachers (2015 L.I.F.T Participant)
- Assisted with the development of the School Improvement Plan
- North Region Portfolio Committee
- 21st Century Grant Team SECME Stars IV
- News Paper Club
- Discipline Committee
- Participate and Facilitate PLC
- School Leadership/Literacy Committee
- EESAC Chair

Jane W. McQueen
17412 NW 48th Court
Miami, Florida 33055
(305)785-9410 (c)/(305)621-0631 (h)
Trunktite70@aol.com

PROFESSIONAL SUMMARY:

Capable and progressive administrator with 35 years of directing both non-profit and governmental social and educational services; to include extensive experience in quality improvement, compliance and community collaborations.

EDUCATION:

UCLA, Anderson School of Management
Johnson & Johnson Management Fellows Program
2000

St. Thomas University
Master of Science Degree
1981

Florida Memorial University
Bachelor of Science
1972

PROFESSIONAL EXPERIENCE:

Miami-Dade County
1988 – 2012

Positions Held: Head Start Director, Parent Involvement Coordinator, Educational Coordinator, Community Development Coordinator, Team Manager

Duties & Responsibilities Included:

- Staff Supervision, Training and Development
- Executive Team Leadership
- Community Development, Collaboration and Outreach
- Budget Oversight
- Compliance Monitoring
- Grant Writing and Acquisition
- Parent Engagement
- Coordination with various county departments, including procurement, budget, etc.
- Served as liaison with various organizations that provide services for children and families

-Interacted as lead with Federal funding agencies; attending meetings and trainings relative to program and department mission.

James E. Scott Community Association
1974-1988

Positions Held: Assistant Vice-President, Training Supervisor, Counselor

Duties and Responsibilities Included:

- Staff Supervision, Training and Development
- Executive Team Leadership
- Community Outreach and Collaboration
- Grant Writing and Acquisition
- Parent and Youth Engagement
- Represented agency at community events, funding requests and other functions

COMMUNITY INVOLVEMENT:

Family Christian Association of America (FCAA)
2nd Vice-President, Board of Directors
2014 – Present

Adopt- a- School Project
Volunteer Tutor
Poinciana Elementary School
2017 – Present

Dade County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Life Member

References available upon request