

Wednesday, May 04, 2011

To Whom It May Concern,

Please accept this letter of interest for the Superintendent position of Osceola School District. It is an honor for me to apply to such a successful school district. I have been an educator for nearly twenty years, which includes seven years of successful school administration experience as both principal and superintendent in schools ranging from preschool to twelfth grade. During this time I maintained a laser focus on school improvement and high achievement. For example, I was hired in 2009 to a school district failing adequate yearly progress in math and moved achievement from 61% to 93% proficient in one school year. The skill set used to accomplish this goal is the same set I will utilize to make Osceola schools achieve its goal of becoming the highest performing district in the state of Florida.

I share the same core beliefs as your school district and I operate with these core beliefs at my current school district. I meet the requirements of your Superintendent search, but my experience has been with smaller school districts. I want to assure you that I have honed the necessary school district management and leadership skills to move to a larger school district. Additionally, Florida is a home away from home for me, as many of my relatives are in the Orlando area including my brother who has practiced law for over a decade in Orlando and is an adjunct professor at FAMU Law. I am also acquainted with Orlando City Commissioner, Daisy Lymun, who can provide a personal reference for me with availability at (407) 341-6493.

For a large part of my career I served in the capacity of school and district technology coordinator. As such I have championed highly successful and innovative efforts in instructional technology at all grade levels including adult education. I believe these technology skills are essential in effective communication and administration of a school district. I have been successful in enhancing effective staff collaboration, particularly in the area of *Response to Intervention*. I have excelled with Board governance and community relations through successful bond and ballot levy campaigns. I have served as administrator in schools with high ethnic diversity. I am very effective at setting and accomplishing goals and have a working knowledge of *Race to the Top*.

The greatest strengths I have to offer Osceola School District cannot be quantified on certificate paper or through school improvement statistics. I will bring a fair, consistent, and dependable leadership style. I will listen to and learn the needs of the school district community with an open mind. I will communicate effectively with parents and stakeholders in the county. I will enhance positive bonds between staff and students. I will treat students and families with the highest level of dignity and respect. I will bring enthusiasm, integrity, positive energy and inspired leadership. I would very much like to be a part of the future of Osceola School District.

Sincerely,

Adam Galvin

Adam Galvin

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Educational Background

Degrees:

- Sonoma State University, Santa Rosa, CA; Masters of Education Administration 2005
- Colby College, Waterville, ME; BA Psychology, Minor: Education 1994
- Phillips Academy, Andover, MA; Diploma 1990

Credentials:

- Montana Superintendent, Principal, & Elementary Teaching Endorsements
- Eligible for Montana Secondary Social Studies Endorsement
- California Administrative Services, Social Studies, & Multiple Subjects Teaching Credential

Educational Employment

Amsterdam School, Manhattan, MT; public K-6 (2009-present)

- Amsterdam School Principal, with associated Superintendent duties

Arrowhead School, Pray, MT; public K-8 (2005-2009)

- Superintendent of Arrowhead School District # 75
- Arrowhead School Principal

Accelerated Achievement Academy, Ukiah, CA; public charter 4-12 (2004-2005)

- Co-Director

Redwood Academy, Ukiah, CA; public charter 7-12 (2000-2004)

- Teacher & Technology Coordinator

Bootstrap Ranch, Belgrade, MT; private residential education program 9-12 (1998-2000)

- Teacher, Technology Coordinator, Outdoor Education Program Director, & House Parent

Monforton School, Bozeman, MT; public K-8 (1994-1998)

- Technology Coordinator & Classroom Technology Aide

Ophir School, Big Sky, MT; public K-8 (1996-1998)

- Technology Coordinator & Classroom Technology Aide

Bozeman Community Adult Education Center, Bozeman, MT (1996-1998)

- Computer Teacher

Wilderness Ventures, Jackson WY (1995-1997 summers)

- Wilderness Instructor & Trip Director

Curriculum Vitae

Shared Vision of Learning

- Adopted PE/Health Enhancement Curriculum during the 10-11 school year
- Adopted Math Curriculum during the 09-10 school year
- Adopted Technology Curriculum during the 08-09 & 09-10 school years
- Developed Gifted & Talented Plan during the 07-08 school year
- Adopted Social Studies Curriculum during the 06-07 school year
- Coordinated successful before and after school programs including a 21st Century Learning Communities grant worth near \$250,000
- Introduced and facilitated outdoor education curriculum including backcountry wilderness trips
- Founding member and developer of Redwood Academy and Accelerated Achievement Academy
- Founding member and developer of Bootstrap Ranch education program
- Established the Student Council at several schools and served as Advisor
- Developed and implemented student behavior services, a student lead behavior management program that includes peer counseling and conflict resolution
- Wrote and/or coordinated grants including Montana Quality Schools, Fuel Up to Play 60, Montana IEFA, MSU Wellness Mini-Grant, United Way MOST grant, 21st Century Learning Communities, NCLB Comprehensive School Reform, M7 Technology, Big Sky Institute GK-12 Science, DEQ Water Quality, Gifted and Talented Planning & Implementation, Indian Education for All Professional Development, Digital High School, Goals 2000 Technology, and Service Learning
- Designed and implemented senior graduation project

Culture for Student Learning and Professional Growth

- Facilitated and coordinated professional development in a variety of areas including: envisions math, reading, technology integration, literacy, Indian Education for All, Gifted and Talented, and differentiated instruction
- Coordinated a RTI system of detailed reading and math intervention programs including DIBELS, Easy Math CBM, Wilson Reading System, Susan Barton Spelling, Language for Learning, Reading Mastery, and LIPS (phoneme segmentation)
- Developed and implemented Success Seminar Elective, a data-driven and targeted intervention class.
- Trained and instructed staff and students in technology use and curriculum integration according to state standards in every subject area
- Assisted in preparation and organization for WASC Accreditation with emphasis on program development.
- Aligned course offerings with University of California admission standards
- Participated in IEP meetings and curriculum design for special education students
- Currently Board Chair of the Gallatin-Madison Special Education Coop
- Served as 504-plan coordinator
- System Administrator of AIM (Infinite Campus), School Master and Power School student information systems including digital grading with Power School
- Taught after school tutorial and elective classes
- Provided peer assistance and teacher coaching to teachers
- Planned and lead standards, service learning, and self-esteem based field trips
- Coordinated and managed state testing with proven high achievement

Organization and Resource Management

- Managed a district budget and school board for two school districts
- Passed a successful operating budget and building reserve mill levy ballot issues
- Created and lead the Monforton School Bond political action effort to pass the 2010 request for 3.5 million dollar school bond
- Successfully defended a discrimination claim rooted in the previous school administration
- As Technology Coordinator, implemented and maintained school technology programs
- Supported and trained staff on the implementation 2011 Envision Math Curriculum, a state of the art curriculum with a strong instructional and assessment technology component which includes RTI
- Supported and trained staff on the implementation and use of *Edusoft*, standards based assessment tool.
- Organized and supervised school dances
- Managed and coordinated Technology infrastructure including networking, websites, and email.
- Managed student discipline including suspension and expulsion processes
- Restructured school wide discipline process

Collaboration with Diverse Families and Communities

- Built a school playground as a school community service project
- Designed and implemented community service projects, grants, and partnership with the city and community groups
- Organized and implemented Community Luncheon and Trunk O Treat
- Organized student performances at community events such as Family Expo and Cherishing Youth Day.
- Coordinated Parent Advisory Committee meetings
- Coordinated chaperones for field trips and dances
- Organized and supervised community based student council fundraisers
- Implemented technology presentations and trainings for parents

Personal Ethics and Leadership Capacity

- Completed six years of successful running of school district
- Completed an elementary teaching credential for personal and professional development
- Initiated a variety of student programs, electives and learning opportunities
- Designed and implemented Conflict Resolution and Peer Counseling program
- Facilitated collaborative focus groups and lesson study groups with teachers

Political, Social, Economic, Legal and Cultural Understanding

- Complete knowledge of Montana Education Code and California Charter School Law
- Complete knowledge and experience implementing school district policy
- Completed diversity study of school and implemented Diversity training
- Completed an in-depth study of *No Child Left Behind* as well as various state policies
- Disaggregated Academic Performance Index (API) data to improve standardized test preparation and test results for students
- Responsible for entire school district budget and management

Students

- Created and facilitated student outdoor education program
- Created and advised the student council for many years
- Coordinated and supervised student clubs
- Created student based video production in elective class
- Coached after school soccer and ultimate frisbee

- Directed and performed African drumming and dance performances with students in dozens of public venues
- Designed and coordinated student field trips for teachers
- Created and directed student behavior and peer counseling services to reinforce positive student relations

Facilities

- Managed school facility by locking doors, setting alarms and managing keys
- Supported, trained, supervised, and evaluated school personnel
- Facilitated campus beautification community service projects
- Developed a plan for student bike use, including obtaining and installing bike racks.
- House parent at residential school

Professional Activities

- Member of School Administrators of Montana and Montana Association of Elementary and Middle School Principals
- Board member of Park County Special Education Coop
- President of board of local non profit organization for youth
- Have completed all renewal units for reauthorization of all presently held credentials
- Member of National Association of Secondary School Principals
- Attended numerous Montana school leadership trainings and California Charter School Conferences.
- Attended county technology trainings
- Collaborated with county technology staff on a variety of technology projects
- Met all NCLB requirements as a “qualified teacher” in all my credentials
- Completed Master’s project on standards based education and Edusoft assessment software

Additional Training

- Annual MCEL and MEAMSP Conference attendance
- One-day *No Child Left Behind* In-service
- Three-day *Powerschool* and *Powergrade* administrative software In-service
- One year of Beginning Teacher Support Association training and one to one work with a support provider
- Three-day Technology Plus Learning conference three years in a row
- One-day Report Writer, independent study software, training
- One-day Independent Study regional conference

Presentations

- 2010 MBI Summer Conference Presenter on *Fuel Up to Play 60* health and wellness program
- Western Education Technology Conference presentation in Billings 2007
- Regional MASS meeting presentation for new aspiring administrators in 2006
- Numerous school bond community presentations
- Preside over graduation and other school ceremonies including spelling bees and geography bees
- Ukiah Unified School Board meeting presentation for charter renewal application
- Presentation at county student leadership conference with students
- Presentations for staff and parent advisory committees

Honors & Awards

- 2011 Award from the *Food Security Council of the Montana Food Bank* for my work with the Manhattan and Amsterdam communities to start a school breakfast program.
- 2010 Fuel Up to Play 60 State health and wellness program contest winner.