

**Board of Selectmen**

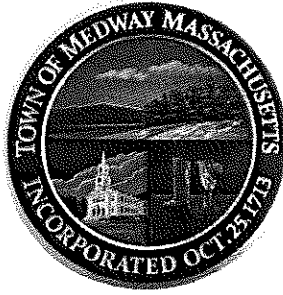
*Maryjane White, Chair*

*Richard A. D'Innocenzo, Vice-Chair*

*Dennis P. Crowley, Clerk*

*Glenn D. Trindade*

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**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**

**Board of Selectmen's Joint Meeting with School Committee**

**December 11, 2017 7:00 PM**

**Town Hall, Sanford Hall**

**155 Village Street**

**Agenda**

7:00 PM

- Call to order; Recitation of the Pledge of Allegiance

Other Business:

1. Joint Interviews of Applicants for School Committee Vacancy with School Committee

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For more information on agenda items, please visit the Board of Selectmen's page at  
[www.townofmedway.org](http://www.townofmedway.org)

Upcoming Meetings, Agenda and Reminders

December 14, 2017 ---- Special Joint Meeting with School Committee

December 18, 2017 ---- Regular Meeting

# AGENDA ITEM

## #1

### **Joint Interviews of Applicants for School Committee Vacancy with School Committee**

#### *Associated back up materials attached:*

- *Interview Schedule*
- *Resumes and Letters of Interest from the following applicants:*
  - *Katie Brown*
  - *Carla Cataldo*
  - *Rondi Chapman*
  - *Amanda DelConte*
  - *Jane Harris*
  - *Cynthia Sullivan*

## **School Committee Vacancy Interview Schedule**

**7:00 p.m. Carla Cataldo**

**7:20 p.m. Jane Harris**

**7:40 p.m. Amanda DelConte**

**8:00 p.m. Katie Brown**

**8:20 p.m. Rondi Chapman**

**8:40 p.m. Cynthia Sullivan**

November 30, 2017

VIA EMAIL:

Dear Members of the Medway School Committee and Board of Selectmen:

Please find enclosed my resume for the open position on the Medway School Committee. As you know, I was a recent candidate for the School Committee in the spring election.

As I mentioned during the campaign, I would like to be involved in helping the District implement its new three-year strategic plan. As a former municipal official in two different communities, I understand the difference in roles between being a school staff person and an elected official. I also have significant volunteer experience on many Medway town boards: the Finance Committee, the Town Administrator Review Committee, Special Education PAC, and the Medway Cultural Council, which will help me be a productive School Committee member, even joining mid-term.

I am very committed to making the Medway School system the best that it can be, for all of our students. My son is currently receiving transition services through the schools and may continue to receive those services for two more years. I am proud to have been an advocate not only for my children but all of Medway's children during the past twenty years, bringing in needed resources to the school system.

Thank you for your consideration, and I look forward to speaking with you all in December, and answering whatever questions you may have.

Sincerely,

Carla C. Cataldo

Enclosure

**SUMMARY**

Entrepreneur with more than 20 years of experience in non-profit and government service seeks a leadership role in the philanthropic community where quality service and attention to detail matter. A successful Community Organizer who served as President/Officer of numerous government and professional associations.

Persuasive communicator • Extensive Government Service • Proposal Writing • Grant Management and Administration Monitoring • Knowledge of State and Local Oversight • Outstanding Public Relations • Fundraising • Effective Staffing of Volunteer Boards

**PROFESSIONAL HIGHLIGHTS**

- Reviewed more than 150 health-related proposals to distribute millions in grants into the region.
- Provided an average client investment return of 4168% during the last fifteen years.
- Increased direct mail appeal yields up to 51% for clients.
- Co-authored Get That Grant! The Quick-Start Guide to Successful Proposals.
- Tripled membership in the Downtown Partnership of Milford, to revitalize the downtown area.
- Wrote \$1.2 million ISTEA grant for the Town of Lincoln, RI.
- Obtained new funding sources for numerous nonprofit organizations.
- Worked on a multi-state team that successful obtained a \$29M Centers for Medicare and Medicaid Services Transforming Clinical Practice Initiative grant.
- Created and implemented a start-up development plan for an arts organization.
- Frequent workshop presenter for the MA Service Alliance, The Provider's Council, Community Foundations and Association of Fundraising Professionals.
- Reunited refugees in resettlement camps abroad with families in Massachusetts.

**EXPERIENCE**

**Proposals, Etc., Medway, MA**

2002 – Present

*Provider of high-quality development services for non-profit organizations.*

**Development Consultant**

- Provide research and proposal writing services for Government and Non-Profit Organizations.
- Facilitate strategic planning process to satisfy client requirements.
- Conduct workshops on proposal writing for State, Local and National organizations.
- Serve as interim Director of Development for various clients.
- Author of numerous successful grant proposals including: Partners/NHP (\$824,707), MA Department of Public Health Prevention Wellness Trust (\$2,089,006), GHR Foundation (\$300,000), The U.S. Centers for Disease Control and Prevention (\$10,000), Ronald McDonald House Charities (\$25,000), The Ludcke Foundation (\$25,000), Microsoft Unlimited Potential (\$50,000), and TJX Foundation (\$50,000).
- Hire and oversee subcontractors to perform deadline-sensitive work.

**Cataldo and Shapiro, Wayland, MA**

**Proposal Writer and Development Consultant**

1999 – 2001

- Successfully completed the Association of Fundraising Professionals' First Course in Fundraising.
- Trained in the Peter F. Drucker Foundation's Self-Assessment Tool.
- Built loyal customer base for repeat business.

**The United Regional Chamber of Commerce, Franklin MA**

1997 – 1999

*Business and trade association serving nine towns*

**Program Manager and Project Consultant**

- Wrote grants, annual reports, and other program documentation; sold advertisements.
- Coordinated special events such as: Legislative Breakfast, Golf Tournament and Auction.
- Managed program events including: major fundraisers, monthly business programs and publicity.
- Staffed Regional Economic Development Committee and last phase of Community Visioning Project that resulted in The United Compact, a regional economic development program.
- Obtained Wal-Mart Foundation, Norfolk County economic development grants.
- Helped organize Regional Economic Development Conference.

**Downtown Partnership of Milford, Inc., Milford, MA**

1995 – 1997

*Nonprofit organization dedicated to making downtown an exciting place to live, work, and shop*

**Downtown Manager**

- Directed a non-profit agency with a Board of Directors and four sub-committees to stimulate economic and cultural growth of Downtown District.
- Prepared grant administration reporting and writing.
- Provided public relations, oversight of consultants/crafts store employees, business recruitment and retention.
- Maintained the Government Information System database inventory compiling records of downtown vacancies.
- Developed and published a newsletter.
- Managed fundraising and business development.
- Successfully managed membership campaigns tripling the Partnership Membership.
- Assisted in writing and successfully obtaining a Community Development Block Grant.

**Other Positions Held**

Research and Development Analyst, Executive Assistant to the Mayor, Congressional Aide, Computer and Planning Consultant (Board of Regents of Higher Education, Commonwealth of Massachusetts).

**EDUCATION**

**Harvard University, Cambridge, MA**

John F. Kennedy School of Government

Master in Public Policy, Human Services, Education and Labor concentration

**Smith College, Northampton, MA**

Bachelor of Arts

Double Major: Government and Latin American Studies

**AFFILIATIONS**

Association of Fundraising Professionals, Central Massachusetts Chapter, Board of Directors, 2006-2012

Association of Fundraising Professionals, Massachusetts Chapter, Board of Directors, 2015-current

Horace Mann Educational Associates, Board of Directors member of \$40M social services agency

Massachusetts NonProfit Network

MetroWest Chamber of Commerce

Worcester Chamber of Commerce, Women's Information Network



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**Application for School Committee**

1 message

Tue, Dec 5, 2017 at 10:39 AM

**Jane Harris**  
To: Ellen Quinn

I would appreciate your consideration for the position on the School Committee. I have been a Medway resident for over 15 years and I am very invested in Medway, our children, and our school system. I have 4 children, 3 have attended school in Medway from K- high school and my youngest is currently in preschool. I feel I can offer a different perspective to the board. I have seen first hand what is important for our students and how their needs have changed over the years.

With my background as a nurse, I understand the importance of our children's social, emotional and developmental well-being as well as their academic needs. I have been a room mother for many years and have supported our teachers and students. I have been involved in PTO, Pumpkin Fair, Girl Scouts, ski club, field days, CCD, sports clubs, dance, and many other volunteer opportunities. As a mother and nurse, I understand the value of education and the need to support and advocate for our students and teachers. I also realize that it takes a village of teachers, parents, administrators, and other resources to inspire our children to believe they can succeed and therefore become successful. I have extensive leadership, budgetary, and problem solving experience with over 16 years as a Nursing Supervisor of a hospital. I respect the vision and goals of the district as outlined in the Strategic Plan and look forward to the opportunity to collaborate with those on the board and in the wonderful town of Medway.  
Respectfully,

Jane Harris

Please consider the environment before printing this e-mail.

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 **Jane E.docx**  
30K

# Jane E. Harris

## Objective

To obtain a position on the Medway School Committee

## Education

**BSN | MAY 1991 | FITCHBURG STATE UNIVERSITY**

Bachelor of Science in Nursing

## Experience

### **NURSING SUPERVISOR | METROWEST MEDICAL CENTER | 2001 - PRESENT**

- On site administrator for evenings and weekends. Responsible for overseeing all areas of the hospital (Medical/Surgical, Oncology, Cardiac, ER, ICU, Surgery, Endoscopy and Pediatrics). Primary member of the AAA, Code Blue, Code Crimson, Rapid Response and Stroke teams. Responsible for staffing, education, budget and all clinical and facility areas. Focused on patient satisfaction. Recognizes and acts on opportunities for growth and improvement to advance hospital goals. Analyzes problems systematically and logically and is resourceful with developing solutions. Member of Patient Flow and Safety Committee

### **CHARGE NURSE | METROWEST MEDICAL CENTER | 1998 - 2001**

- Charge Nurse of a 32 Bed Telemetry Unit. Responsible for assessment, medication, treatment and discharge planning. Preceptor for new nurses. Responsible for staffing, assigning patients and being resource to staff. Strong patient advocate. Member of several Nursing Committees.

### **REGISTERD NURSE | BETH ISREAL HOSPITAL | 1994 - 1998**

- Acute care Registered Nurse for 28 bed Medical Surgical/Cardiac unit. Responsible for assessment, medication, treatment and discharge planning. Communicates effectively with staff, patients and physicians.

### **CHARGE NURSE | BAYSTATE MEDICAL CENTER | 1991 - 1994**

- Acute care Registered Nurse and then promoted to Charge Nurse for 40 bed Medical Surgical Oncology unit. Responsible for assessment, medication, treatment and discharge planning. Intregal member of committee that developed and implemented new 10 bed Hospice Unit within Floor. Member of several Nursing Committees.

## **CERTIFICATIONS**

BLS, ACLS, CPI



**VOLUNTEER**

Room Mother, PTO, Pumpkin Fair, Girl Scouts, ski club, field days, CCD, sports clubs, dance



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**Fwd: School Committee Vacancy**

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**Amanda DelConte**

To: Ellen Quinn

Cc: Diane Borgatti

Mon, Dec 4, 2017 at 9:04 PM

Ellen/Diane,

Thank you for letting me know. Please find attached my resume and some of the evaluation points that were made by my former boss when looking to hire me into my current position. Also, I'd like to note, that you can find me on my organizations leadership committee- <http://www.olmst.com/leadership-team.html>. Some of the key things, I hope the school committee notices, is my ability to adapt and think outside of the box. I'm able to look at how things have been done in the past and with an open mind to a potentially different way to do things. I can easily work with various groups while maintaining a personable and professional demeanor. Thank you both for the follow up and continued consideration. I can only hope that my candidacy is looked at with open consideration, given I don't come with deep roots in town matters. I have two small children that will be spending many years in the Medway School Programs and I hope to be able to contribute to as much as I possibly can. I appreciate everything. I'll have my formal letter of interest to you by tomorrow evening at the latest.

- Overall, Amanda is very personable and professional, bright and articulate. She is easy to speak with and comes across as someone who is very knowledgeable at what she does.
- Effectively uses traditional and non-traditional methodologies to source candidates such as direct sourcing, internet recruiting (including LinkedIn), database and employee referral development.
- Tenacious and savvy sourcer of candidates - likes to dig deep/stay focused in order to find qualified candidates.
- Willingness to jump in, roll her sleeves up and do whatever she needs to do to support us right away, no matter how administrative the tasks may be. Showed desire to learn our business and our systems quickly in order to support us in finding the right candidates for our positions, and helping us close them.

Kind Regards,

**Amanda DelConte**

Amanda DelConte  
Candidate for School Committee

Dear School Committee/Board of Selectmen,

I'd like to express my interest in becoming a member of the school committee. My family and I, are new to Medway, so you may not know much about myself. As per the qualifications, I am a registered voter in Medway. I am a mother of 4 year old boy/girl twins. I am passionate about education, I'm passionate about community involvement and most importantly, I'm passionate about helping to get what needs to get done, done. I am looking to get involved now, rather than waiting till my children are older or possibly out of the school system. I'd like to have a part in helping to shape their education, since I'm not an educator, this seems to be the most logical way to be a part of something bigger than myself and my children. I'm tenacious, fair, outgoing, personable, efficient, and responsive. I operate with an open mind and I'm able to adapt and be successful in nearly every role I have held. I am currently on my leadership team at work. I believe people should be honest and fair, which are the values we hold high in our home. I want to contribute and I want to be involved with the school, especially, since everything that is going on right now, will have a direct impact at a later date on my children. I get one chance to effect change prior to them enrolling in the school system. I don't want to miss it. Please accept this as my formal letter of interest.

Kind Regards,

Amanda DelConte

# Amanda C. DelConte

Technical Recruiter/Sourcer with over 7 years of experience supporting technology, financial services, biotechnology, pharmaceutical and various other fields. Highly skilled hiring technical consultants and professional services consultants, nationwide, either on-site or remote.

**Applicant Tracking Systems (ATS) experience includes:** Taleo, RWS, and two other homegrown systems. Heavy utilization of LinkedIn Corporate Recruiter/Recruiter Lite and cold calling of passive candidates to fill difficult roles.

**Experienced with various VMS systems:** Beeline, IQNavigator, Wand, InstaHire and FIELDGLASS.

**Specialties:** Expert level social network sourcing/recruiting using LinkedIn Corporate Recruiter, cold calling, utilization of low cost/no cost recruiting methods such as Indeed.com, Google, (site: searches), networking events to find hard to find candidates at a lower total cost of hire.

## PROFESSIONAL EXPERIENCE:

**Olmstead Associates, Boston, MA**

7/2014 – Present

*Senior Recruiter/Sourcer*

I'm currently responsible for all efforts around the recruiting function for the organization:

- Source, cultivate and build strong, lasting relationships with potential candidates.
- Source candidates using creative and varied techniques to ensure that the candidate pipeline can support organizational needs.
- Work with Sales/Senior Management to understand consultant requirements and strategic projects.
- Ownership of hiring process: Prescreen, interview and present qualified candidates. Prepare candidates for client interviews through an understanding of the requirements, knowledge of the hiring manager, understanding the client organization and information from current consultants working at the client.
- Consistently communicate with the candidate during the process and follow up with candidate and client when placed on an assignment.
- Utilize and help maintain our applicant and jobs tracking system. As well as creating/generating weekly/monthly reports.
- Ownership of the consultant care program, which effects the continued relationship and communications with consultants engaged in projects.

**Granite Telecommunications, LLC., Quincy, MA (Contract)**

4/2013- 6/2013

*Corporate Sales Recruiter*

- Responsible for recruiting sales candidates for four internal sales departments: VOIP/Data Sales, Internal Wiring/Structured Cabling, POTS and Granite Guard/Alarms across five locations.
- Conducted initial phone screens and interviews. Scheduled interviews with managers set up job shadows, responsible for full on boarding of new employees.
- Used traditional and non-traditional methodologies such as direct sourcing, internet recruiting, database and employee referral development.

**Gardner Resources Consulting, Wellesley MA**

2/2012- 2/2013

*Recruiting Executive*

- Recruiting Technology professionals for Contract and Contract-to-Permanent opportunities, specializing in Financial Services and Healthcare industries in the Boston area.
- Responsible for performing detailed searches in Company database, as well as other resources such as Monster, Dice, CareerBuilder, LinkedIn, etc.
- Conduct thorough phone screens and in-person interviews to qualify potential candidates.
- Check references, negotiated rates and closed candidates on job opportunities.
- Prepare candidates for phone and in-person interviews.
- Excellent communication skills and interpersonal skills.
- Partnered with senior sales and management to develop recruiting strategy and requirement prioritization.
- Responsible for all aspects of the recruiting funnel including: identification, qualification, interview preparation and closing.
- Used traditional and non-traditional methodologies such as direct sourcing, internet recruiting, database and employee referral development.

**Aerotek Scientific, Braintree MA**

9/2008 – 2/2009, 7/2010 – 1/31/2012

*Scientific Recruiter*

- Utilized internal database, job boards and networking events to identify potential candidates.
- Developed creative recruiting resources to attract qualified professionals interested in contract, contract to hire and direct placement employment.
- Responsible for screening candidates in person and checking references to ensure their qualifications met open position requirements.
- Presented job opportunities to qualified candidates and negotiated contract terms.
- Maintained excellent documentation with the company's on-line system as well as hard files within the Branch Office.
- Prepared resumes for presentation to clients.
- Coached candidates through the client interview process.
- Built relationships with contract employees through different activities including weekly lunch meetings.

**Fibertek Inc., Ft. Belvoir, VA**

9/2009 – 7/2010

*Equipment Specialist, Onsite at Night Vision and Electronic Sensors Directorate*

- Reviewed requisition for priority designator, justification and authorization. Assigned document numbers for tracking purposes, prepared receiving paperwork, submitted receiving reports to DFAS, input to FYLOG (Budget database), and upload DA Form 272. Conducted monthly reviews to assure all previous months' requisitions have been closed or valid status.
- Initiated packages for lateral transfers for submittal to the PBO within 10 working days of receipt from customer.
- Monthly Equipment Coordinator checklists/walk throughs for each supported element due by the last working day of each month.
- Coordinated with customer to assist with loan requests and ensured documents were provided to the MSRO for loan finalization and tracking.
- Coordinated quarterly CCI/sensitive items inventories and monthly weapons and ammunition inventories.
- Worked daily with FedLog, DPAS, FYLOG (budget system), Oracle, and SLAMIS.

**Ferguson Enterprises, Franklin MA**  
*Inside Sales Representative*

7/2006 – 9/2008

- Reviewed invoicing and pricing for customers.
- Carried out orders from placement to fulfillment.
- Helped maintain inventory levels for branch location.
- Emphasized value of service/product line and maintained sales cycle from lead generation to closing of the sale.
- Inbound and outbound account management
- Processed weekly invoices, tracked purchase orders, helped reduce delinquent customer accounts and resolved customer billing questions
- Answered minimum of 40 phone calls daily regarding product inquires, status updates and other relevant issues.
- Increased sales through cross selling, up selling and offering add-ons
- Developed and maintained customer relationships for large customer accounts
- Worked with outside sales associates to grow assigned account base and service accounts more effectively
- Sourced and procured direct shipment, special, and rush order items in a cost effective and timely manner
- Prepared job quotes, stock list quotations, submittals, and operation & maintenance manuals upon request
- Follow-up on bids due to expire, orders, backorders, open quotations, and outstanding PO's
- Coordinated deliveries with the shipping manager, warehouse manager, or supplier
- Provided accurate pricing, inventory and delivery information to customers
- Provided customers with information about new products, services and promotional offerings
- Developed product knowledge as well as developed personal relationships with customers and vendors.
- Learned the operations of each department that worked in hand with sales.
- Assisted customers problem solve, order product, and achieve deadlines.
- Promoted sales, generated new business, organized and generate sales, promote follow up, develop solid customer relationships.

**EDUCATION:**

Longwood University, Farmville, VA  
**Bachelor of Arts/ Graphic Design**

December 2, 2017

Dear Medway School Committee Members,

The intent of this letter is to express an interest for the appointed school committee member position. My unique perspectives as a special educator, engaged parent, active community member, and with my extensive education and experience will be an asset to decision making that impacts Medway schools.

As a special educator who understands the needs of students in Pre-K through 12th grades, I have ability, knowledge and experience with data analysis, program review, student progress monitoring through formative and summative assessments, innovative curriculum and instruction, family collaboration, stakeholder engagement, and state and federal mandates. I am a 15 year Medway resident with two children, one is currently a student at Medway Middle School, who have been educated through the school system. I have been continually engaged as a parent and an active community member who worked with the Medway Foundation for Education by supplying students and families with creative events and simultaneously raising funds for grants. My extensive education and career experience with higher education provides me with opportunities to adopt a different lens with which to see how future teachers are being instructed and challenged as education continues to morph.

My personal passion for education extends beyond my career choice. My motivation for being a member of the Medway School Committee is my love for my community, my desire to support our local teachers, and my commitment to the students and families of Medway.

As our community grows and the regulatory, financial and theoretical demands of education continue to change, I am inspired by the opportunity to have an active voice in the decisions that will shape our students' success.

Thank you for your time and consideration of me as a member of the Medway School Committee.

Respectfully,  
Katie Brown

# Katie Brown

*Educator*

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Katie Brown

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## Skills

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Employing culturally responsive educational experience and decision making that considers the individual students and families I serve, while working toward systematic improvement. Specific skills include evaluation and assessment, data analysis, program development and review, and stakeholder collaboration.

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## Experience

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### **Natick Public Schools /** Transition Coordinator

August 2014- PRESENT, Natick, Massachusetts

Working with Natick High School students with disabilities, and their families, educators, and community stakeholders in order to provide these students with exposure, opportunities and instruction as they plan for the post-secondary world.

Engagement:

- NHS NEASC Self-Study Committee "Profile of a Graduate", present
- University of Northern Colorado Partnership for Self-Determination Research and Implementation Champion, Natick School District Initiative, 2016-present
- DESE Bureau of Transition Planning Chapter 688 Redesign Team 2015-2017
- Natick Interagency Employment Team Chair, 2016-present
- Framingham State University Diverse Scholars Leadership Team, 2016-present
- NHS Collaboration Council, 2014-present
- Reach Higher Initiative- Data Team, 2015-present
- NLS Presenter 2014, 2015, 2016

### **University of Massachusetts Boston/** Adjunct Professor

August 2017-PRESENT, Boston, Massachusetts

Teaching in the School of Global Inclusion and Social Development as the instructor of the Youth Development and Self-Determination course in the Transition Leadership Graduate Program.

### **Medway Public Schools/** Special Educator at MHS

August 2010- June 2014, Medway, Massachusetts

Taught in the substantially separate learning center. In 2011 worked with administration in creating a vocational and life skills program in order to bring students back to Medway High School who had previously been placed in out of district placements. Developed the MOVE program and wrote the scope and sequence for curriculum and instruction.

### **Gifford School/** Special Educator

August 2000- April 2002, Weston, Massachusetts

Taught science and math at the middle school level in a therapeutic, clinical milieu for students with academic, emotional and behavioral needs.



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## Education

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### **University of Notre Dame / Bachelors of Arts and Letters**

Graduated May 1997, Notre Dame, Indiana  
Double majored in Government and Philosophy. GPA 3.4

### **Montclair State University/ Masters in the Art of Teaching, Special Education**

Graduated December 1999, Montclair, New Jersey  
At this time I also obtained my NJ teaching certificate and license for Teacher of the Disabled, Moderate and Severe. GPA 3.7

### **University of Massachusetts Boston/ Transition Leadership Certificate**

Completed December 2016, Boston, Massachusetts  
This post-Masters certificate program bridges the gap between special education and adult services by creating a cohort of professionals. Courses included Transition Leadership, Youth Development and Self-Determination, Employment Engagement, Higher Education Opportunities, Interagency Team Development, and a practicum semester. GPA 4.0

**Post-graduate studies**- I have completed 45 additional graduate credits in the areas of special education, behavior analysis, and child development.

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## Licensure & Awards

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MA- Special Needs Licensure Pre K-9 and 5-12, Professional

MA DESE Educator Licensure Transition Specialist Endorsement

MA DESE Educator Licensure Autism Endorsement

Awarded Federal Grant Funding in response House Bill 3720 for UMB Transition Leadership Program

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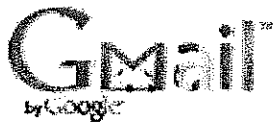
## Community Engagement

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Medway Foundation for Education Board Member, 2006-2017

St. Joseph's Religious Education Teacher, 2008-present

St. Joseph's Middle School Youth Group Committee Member, 2016-present



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## School Committee Vacancy

1 message

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Rondi Chapman

Mon, Nov 27, 2017 at 12:54 PM

To:

Hi Ellen,

Please forward my information to the School Committee and BOS as I would like to be considered for the interim school committee member position.

I bring a wealth of business and finance experience to the committee. I have previously served on FinCom and the CIPC (Capital Improvement Planning Committee) for Medway. I then took a few years off from volunteering for the town when my second child was born. And now I bring the experience of having two elementary school children to the School Committee as well!

A few years back, I assisted a Boston parish on financial matters of their parochial school. Despite that school being private, many of the challenges were the same as a public school system: predicting enrollment, teacher and staff compensation, capital improvements all burdened the administration. This is of course the role of the School Committee, to work with the administration to formalize the strategic direction of the district, for which there is a great financial planning burden. I must admit that being in Finance, I like financial planning, but I also recognize that for most folks it is a necessary evil.


The academic direction of the school is the highest priority, Medway doesn't have unlimited resources and I believe my background and experience with FinCom will be an asset for the remainder of the 2018 fiscal year.

Please find my resume attached. I look forward to meeting the Committee.

Thank you,  
Rondi

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Rondi Chapman

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 Chapman resume 2017.docx  
23K

## RONDI A. CHAPMAN

- Experience**
- 2017-Present     **GLOBAL TECHNOLOGY SYSTEMS, INC**     **FRAMINGHAM, MA**  
**Controller**
- Oversee Accounts Payable, Accounts Receivable, General Ledger, Finance, Human Resources and Payroll for private after-market battery manufacturing firm
  - Streamline accounting and finance processes; institute self-service HR modules in ADP
- 2006-2017     **FLEXCON COMPANY, INC**     **SPENCER, MA**  
Recognized by Executive Team decision with the Myles McDonough Award in 2013, one of two \$5,000 awards given annually  
Awarded Mylestone by cross functional committee in 2012 for Strategic Planning
- 2016-2017     **Controller**
- Managed Accounts Payable, Fixed Assets, General Ledger, Freight, and Inventory Accounting for private global manufacturer with revenues ~\$400MM
  - Oversaw Treasurer and Director of Revenue Analysis
  - Directed monthly close cycle and ensure accuracy of Consolidated Financial Statements; work with Controllers and Auditors of 11 subsidiaries; decreased closing time by 30%
  - Member of 401K committee; instituted a match true-up
- 2013-2016     **Assistant Controller**
- Saved \$250K in interest fees in CY15 by managing external financing and lines of credit (LOC) including developing consolidated income and cash forecasts for LOC covenant calculations
  - Developed 3 of my 8 direct reports to promotion
  - Handled all Accounting Audits; successfully navigated 5 state audits in two years with no penalties for the Company
  - Mentored Director of FPA on the management of the Strategic Deployment Process (SDP)
  - Served on various steering committees including HLP Contracts, Recognition Selection, and Sales Training Development
- 2012-2013     **Manager Financial & Planning and Analysis (FPA) & Interim Director FPA**
- As Interim Director, managed team of 3, maintaining all FPA responsibilities for six months during prolonged search for new Director
  - Managed the implementation and continued use of Strategic Deployment Process (SDP) at corporate level as the Subject Matter Expert; indirectly managed 15 Project Owners each year
  - Recognized by Operations Director for leading corporate financial planning process
  - Responsible for formulating CFO's Board of Directors Quarterly Report
  - Represented Finance's role in pricing, including general price increases, pricing approval and pricing controls system development
- 2006-2012     **Senior Financial Analyst, FPA**
- Responsible for managing and improving Activity Based Costing calculation and system
  - Performed financial and cost benefit analysis related to projects, acquisitions & overall corporate results
  - Led team to reform and maintain transfer pricing process
  - Created Corporate Scorecard and worked with SQL Reports Programmer to automate
  - Reset annual cost standards for outside sales commission calculations
  - Developed financial reports for forecasting, trending, and results analysis

**RONDI A. CHAPMAN**

- 2005-2006 **VIRTUA RESEARCH, VANDHAM SECURITIES** **BOSTON, MA**  
**Research Consultant**  
Performed equity research, including data modeling and channel checking, on target companies as requested by the firm's institutional investment clients
- 2005-2006 **BOSTON COLLEGE** **CHESTNUT HILL, MA**  
**Quantitative Market Research Assistant**  
Equity research of telecommunications, ISP and Insurance industries for longitudinal study of the connection between customer churn and company stock price
- Summer 2005 **ARCHDIOCESE OF BOSTON** **BRIGHTON, MA**  
**Consultant**
  - Created 20-year financial plan for subsidiary with assets of \$30MM; specific recommendations were made on the timing of asset sales and utilization of proceeds and other matters relating to the merger of two parishes and schools; a new system of faculty compensation: forecasting student enrollment; and capital budgeting
  - Created an integrated financial, budgetary and reporting training package for pastors
- 2001-2004 **SCREENING FOR MENTAL HEALTH, INC.** **WELLESLEY, MA**  
2003-2004 **Interactive Screening Program Manager**
  - Established and maintained customer relations with Fortune 500 companies, government agencies and healthcare organizations, increased annual retention rate by 22% in one year
- 2001-2003 **Interactive Screening Program - Project Associate**  
2001-2001 **Administrative Assistant**
- 2000-2001 **ADVOCATES, INC.** **FRAMINGHAM, MA**  
**Framingham Residential Support Direct Care Worker II**
- Community** Financial Committee Member 2009-2011  
Capital Improvement Planning Committee Member 2007-2009
- Education**  
May 2011 **BENTLEY COLLEGE** **WALTHAM, MA**  
Advanced Graduate Certificate in Accountancy
- May 2006 **BOSTON COLLEGE** **CHESTNUT HILL, MA**  
**CARROLL GRADUATE SCHOOL OF MANAGEMENT**  
Master of Business Administration and Master of Science in Finance (MBA/MSF) dual degree.  
Beta Gamma Sigma honor society.
- June 1999 **NORTHWESTERN UNIVERSITY** **EVANSTON, IL**  
Bachelor of Science degree in Human Communication Sciences.
- Skills** MS Office including expertise in Access, Excel, and Powerpoint, Computron, Chameleon and Sage Financial Software, ProjExec Project Management Software, ADP Workforce Now

**RONDI A. CHAPMAN**

**Interests**      Skiing, SCUBA, Bicycling, Sewing and TRX

## CYNTHIA SULLIVAN

December 6, 2017

Office of the Superintendent  
Medway Public Schools  
45 Holliston Street  
Medway, MA 02053

Dear Members of the Medway Board of Selectman and Medway School Committee,

I am seeking appointment to the Medway School Committee for the position being vacated by Rich Eustis. I am an active community member and experienced School Committee member, who would love to support our town and its children in this time of need.

I have a great stake in the district as a parent of two children who currently attend Medway Schools. Additionally, I am uniquely qualified as I spent the last six years on the Medway School Committee. During my tenure on the committee, I have served on the policy subcommittee, the budget subcommittee, the negotiations committee, and served as vice-chairperson. I am aware of and knowledgeable in the issues faced by the School Committee at the school, town government, and community levels.

My level of commitment to Medway's educational needs is high. I took a step away from the School Committee this past election cycle for personal reasons and I actively sought out a qualified replacement that would bring in a new voice to the discussions and policies. During my time away from the committee I continued to serve the community in other capacities such as on the Middle School Recess Task Force.

I would be stepping into a role completely prepared already understanding the boundaries and the issues at hand. You know my strengths in managing the budget and legislating for effective policies. Both of which are critical to the current needs Medway and both boards face. The important qualification I bring is that this is not about the holding a position, it is about being interest driven. Driven in delivering the best educational experience that we can have while balancing the needs of the Town and community.

Please review my attached resume for additional details regarding my qualifications. I hope you will find me a worthwhile addition to the committee. Please contact me anytime if you need additional information to help with your decision.

Thank you for your time and consideration.

Sincerely,

Cynthia Sullivan

# CYNTHIA SULLIVAN

## PROFILE

Creative and passionate service-oriented professional with proven experience and an impeccable work ethic. Solid experience in non-profit accounting paired with in-depth knowledge of public school governance and operations.

## HIGHLIGHTS

Financial Statement Reporting	Account Payables & Account Receivables
Staff Training	Partnering Skills
Contract Negotiations	Policies and Internal Controls
Customer Service	Privacy & Confidentiality

## EXPERIENCE

**Office Assistant and Staff Accountant**, part-time (February 2014– present)

### **Congregational Church of Needham**

Provide general clerical support and responsible for all accounting functions for a non-profit organization. Maintain accurate account and data reconciliation for the organization's general ledger, sub-ledgers, bank accounts and endowment. Prepare monthly and annual financial reports.

- Streamlined operations by establishing internal controls and organizing accounting procedures
- Development of a Financial Policy and Procedures Manual
- Performed internal audit and remediated multiple issues

**Data Analyst**, part-time (January 2001 – May 2004)

### **Interactive Data**

Responsible for identifying data and programming issues affecting financial products and work with responsible departments to resolve problems. Respond independently to routine internal inquiries and ad hoc data requests. Produce a variety of monthly reports and present analyses and reporting results at internal meetings.

**Manager, Customer Service Training** (December 1998 – December 2000)

### **Interactive Data**

Responsible for design, development, and evaluation of department-wide training and development solutions. Establishes and supports an overall goal of creating and cultivating a culture of learning and development, especially as it relates to effective customer service and technical resolution. Administers training program and employee evaluations for 100 employees throughout US and London. Plans and facilitates training classes and activities, using various appropriate delivery methodologies. Creates standard formats for materials and evaluations for company-wide training/education programs. Participates on teams to help identify opportunities for effectiveness, improvement, and sustenance of training solutions. Responsible for independent decisions in the design and development of custom training content, in addition to solutions-oriented guidance for customers and department managers.

- Created training organization from concept; launched training program in 2 major centers – Bedford and London

**Financial Technical Representative** (November 1997 – November 1998)

### **Interactive Data**

Responsible for quick and efficient problem resolution of financial products and data feeds. Identifies enhancements to incorporate new sources of market data such as ETF, financial data, and application tools. Manage client deliverables and interface with clients for their product needs as well as interface with client development teams in integrating the application. Interface with internal teams to enhance the product roadmap, and write technical specifications/design/architectures. Migrate key clients from other legacy desktop products to the strategic platform. Ensure the product and service quality are maintained at very high levels. Enable business innovation with technology trends and market opportunities.

**Fund Accountant** (October 1995 – November 1997)

**Scudder**

Performs daily mutual fund processing functions; trade execution and settlement, income posting, account opening and transfer processing. Liaise with other office functions, including Middle Office, Legal, Operations, IT and Investor Relations to ensure true and correct valuations, effective and efficient execution of outsourced services and ultimate client satisfaction. Support the conversion and integration of new clients and funds, ensuring that best practices are implemented and ensuring that specific client reporting requirements are delivered. Assist in preparation of Annual compliant Financial Statements in accordance with appropriate accounting principles.

**Custody Accountant II** (July 1994 – October 1995)

**Investors Bank and Trust Company, Boston, MA**

Process all daily cash and trade activity for international and domestic funds. Prepare monthly reconciliation and gather reports for clients and internal audits. Collect and compile monthly information for client volume and billing figures. Routinely answer daily cash and asset reconciliation exceptions and client concerns. Ensure timely trade settlements for group.

- Assisted in establishing daily group foreign and domestic cash, asset, and pricing control procedures
- Developed group procedures for foreign income payment processing
- Streamlined month end and monthly management reporting procedures for client consistency

**Custody Accountant I** (June 1993 – July 1994)

**Investors Bank and Trust Company, Boston, MA**

Process all daily cash and trade activity for International and domestic funds. Prepare monthly reconciliation and gather reports for clients and internal audits. Answer client concerns. Process international and domestic futures transactions.

- Assisted conversion of International Bond Funds from outside custodian bank
- Received 'QWIC' (Quality Work Incentive Compensation) Award at 8 months employment
- Trained new accountants

## EDUCATION

**BENTLEY COLLEGE, Waltham, MA**

**Bachelor of Science in Accountancy** May 1994

## VOLUNTEER ACTIVITIES

**Medway Recess Committee Member**, May 2017 - present

**School Committee Member**, Town of Medway, May 2011 – May 2017

**Reading Incentive Program Co-Chair**, Medway PTO, 2010-11

**Math Science Night, Co-Chair**, Medway PTO, 2010-12

**President**, Rochester Newcomers, Rochester, MI, 2005-2006

**Member Activity Committee Chair**, Rochester Newcomers, Rochester, MI, 2001-2005