ENTERED 7/1/04

☒ **ARIZONA STATE BOARD FOR CHARTER SCHOOLS**

☐ **STATE BOARD OF EDUCATION**

1700 W. Washington St., Room 164, Phoenix, AZ. 85007

602-364-3080 Fax 602-364-3089

www.asbcs.state.az.us

OPERATOR STATUS AMENDMENT REQUEST

Eastpointe High School Inc.
(Name of Charter School)

8570 E. 22nd Street
(Address)

Larry Simmons	(520) 731-8180	(520) 731-8179
(Charter Representative's Name)	(Phone Number)	(Fax Number)

Only 1 amendment request per document. All amendments must be submitted, approved and signed by both parties before the school can take action on or implement the changes requested in the amendment. A COPY OF THE GOVERNING BOARD MINUTES FROM YOUR SCHOOL APPROVING THE AMENDMENT OR **CERTIFIED RESOLUTION MUST BE PROVIDED** WITH THIS REQUEST. PLEASE CHECK APPROPRIATE BOX

☒ Change in legal status of the Charter Operator, change in the corporate name of the Charter Operator, change in ownership of the Charter Operator.

- Must include a copy of a valid Fingerprint Clearance Card.
- A notarized Affidavit, Disclosure, and Consent for Background and Credit Checks form (available on the ASBCS web site).
- Additional materials may be requested as required by the type of requested amendment (e.g. Articles of Incorporation, bylaws, other legal documents).

☐ Other (please explain)

The Arizona State Board for Charter Schools and Eastpointe High School Inc. ("CONTRACTOR"), herein agree to amend the terms of Charter Contract as follows:

FROM: (Please denote exact wording from Charter Contract)

This Charter Contract is entered into between Eastpointe High School Inc. and the Arizona State Board for Charter Schools. The person authorized to sign on behalf of the Charter Operator is Larry Simmons.

CHANGE TO:

This Charter Contract is entered into between Allsport Enterprises Inc. and the Arizona State Board for Charter Schools. The person authorized to sign on behalf of the Charter Operator is Moses Montoya.

CERTIFICATION OF RESOLUTION

The undersigned Charter Representative of Eastpointe High School Inc. (Charter School), hereby certifies that the foregoing change or amendment was adopted at a general/special meeting held on 04/08/2004, the original of which resolution is a part of the governing body's minutes.

In witness whereof, CONTRACTOR has signed this Contract Amendment as of this ____ day of _____, 200__
And the CHARTER BOARD has signed this contract amendment as of this 24th day of June, 2004
to take effect at such time as it is signed by both parties.

Charter Representative Signature

Kristen Jackson, Executive Director

Representative Signature for Arizona State Board for Charter Schools

12/19/2003

EASTPOINTE HIGH SCHOOL

8495 E. Broadway Blvd.
Tucson, Arizona 85710
520-731-8180
520-731-8179 fax

RECEIVED
APR 09 2004
By MB

April 8, 2004

The Arizona State Board for Charter Schools
Executive Tower
1700 West Washington Street, Room 164
Phoenix, AZ 85007

The purpose of this letter is to explain our decision to apply for a change in ownership of the Charter Operator for Allsport Academy. Eastpointe High School Incorporated has two charters, Eastpointe High School and Allsport Academy and we are requested that Moses Montoya and his corporation, Allsport Enterprises Incorporated, be granted this change in ownership for Allsport Academy. Mr. Montoya has been with Allsport from the beginning of the school and is very familiar with all the operations of the school. We know that Mr. Montoya and his very capable staff will continue to serve all of the needs of the students at Allsport Academy.

Thank you for your consideration,

Larry Simmons
President
Eastpointe High School Inc.

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF EASTPOINTE HIGH SCHOOL INC.
April 8, 2004

Allsport Academy Board Meeting Only.

A regular meeting of the Board of Directors of Eastpointe High School of Arizona Inc., was held, pursuant to notice duly given, on April 8, 2004 at 10110 E. Sweetleaf Dr. Tucson, Az. 85748. The meeting began at 4:30 p.m.

Present at the meeting were: Larry M. Simmons, President, Karen Simmons, Vice President and Secretary. Theresa Brown, Board Member and Lani Simmons, Board Member, Susan Stroud, Allsport Board Member (By phone) and Todd Brown, Business Manager, was present

The meeting was called to order by Larry Simmons. The minutes of July 14, 2003 were not read or approved. They will be approved at the next meeting.

Todd presented the "Operator Status Amendment Request Form" listing that Moses Montoya and Company, are applying to the state to take over and be the charter holder for Allsport Academy. The board voted to approve this change.

The 301 Fund Distribution document is attached and the Board approved the use of the 2003-2004 funds to pay out in 2004. Eastpointe will use the last yr. Funds to pay out in 2004.

The meeting was adjourned at 5:15 p.m.

_____
Karen Simmons, VP & Secretary

APR 13 2004

ALLSPORT ENTERPRISES INC.

4250 N. Swan Rd. Tucson, Arizona 85718 (520) 237-0768

April 13, 2004

Arizona Stare Board for Charter Schools
1700 W. Washington St., Suite #164
Phoenix, Arizona 85007

Dear Sirs or Madam,
In a meeting held by the board of directors of Allsport Enterprises, Inc., it was proposed, voted upon, and unanimously approved to purchase the assets and liabilities of Allsport Academy, an Arizona Charter school operating as a dba of Eastpointe High School, Inc. Said purchase shall be in accordance with the terms and conditions set forth in the "ASSET PURCHASE AND SALE AGREEMENT" existing between Allsport Enterprises Inc. and Eastpointe High School, Inc. It is the intent of Allsport Enterprises to assume all the liabilities of Allsport Academy, and to faithfully repay its outstanding debts as declared and constituted in the aforementioned agreement.

If there are any questions or if you require any clarifications, please contact me directly at (520) 237-0768.

Respectfully,

Moses A. Montoya
Chief Financial Officer, Treasurer

Board of Directors Meeting
Allsport Enterprises, Inc., an Arizona Corporation
May 28, 2004
8570 E. 22nd Street
Tucson, Arizona 85710

MINUTES

Members Present
Richard L. Schantz – President
Melissa W. Schantz – Secretary
Moses A. Montoya – Board Member

Members Absent
Raquel Montoya – Board Member

Agenda Item #1- Meeting was called to order at 11:33 AM Melissa W. Schantz called the roll and confirmed that we had a quorum.

Agenda Item #2 - Proposed Transfer of Allsport Academy Charter Contract. The Legal and Financial implications to Allsport Enterprises, Inc.

Allsport Board Member Moses Montoya presented the Board the status of our request to the Arizona State Board for Charter Schools for a change of the Allsport Academy charter operator. The state has asked that we amplify our acknowledgement of Eastpointe High School, Inc. dba Allsport Academy's debts and liabilities as approved by the Allsport Enterprises, Inc. Board prior to signing the Purchase agreement with Eastpointe High School, Inc.

Said amplification should include the following terminology;
Allsport Charter contract and maintenance of acceptable curriculum Allsport Enterprises, Inc. is aware that the Arizona State Board for Charter Schools (the "ASBCS") is the governing authority having issued the charter contract in accordance with A.R.S. § 15-181 et. seq. Allsport Enterprises, Inc. Hereby acknowledges that the charter contract includes the application and all approved amendments and/or notifications, which are fully incorporated into and part of the charter contract, a copy of which is on file with the ASBCS office. Allsport Enterprises, Inc. agrees that it will abide by the terms and conditions of the charter contract. Allsport Enterprises, Inc. acknowledges that the charter contract cannot be changed without the prior

approval of the ASBCS. Allsport Enterprises, Inc. agrees that it shall implement the curriculum stated in the charter contract. Allsport Enterprises, Inc. shall make no changes to the curriculum or charter contract without the express permission of the ASBCS, which is in accordance with the terms of the charter contract.

MOTION

Motion was made by Richard L. Schantz to have the language of our statement acknowledging Allsport Academy's liabilities amended to include the language presented to the board in today's meeting since it was clear that in purchasing the Charter, Allsport Enterprises' Board had already presumed that the purchase of all liabilities, assets, and contracts from Eastpointe H.S. implied the purchase of all of the covenants and responsibilities associated therewith. The motion was seconded by Moses A. Montoya.

Motion passes unanimously

Agenda Item # 3 – Adjournment

The meeting adjourned at approximately 12:17 pm.

Melissa W. Schantz, Secretary 5/28/04 Date

Organizational Structure and Governing Body

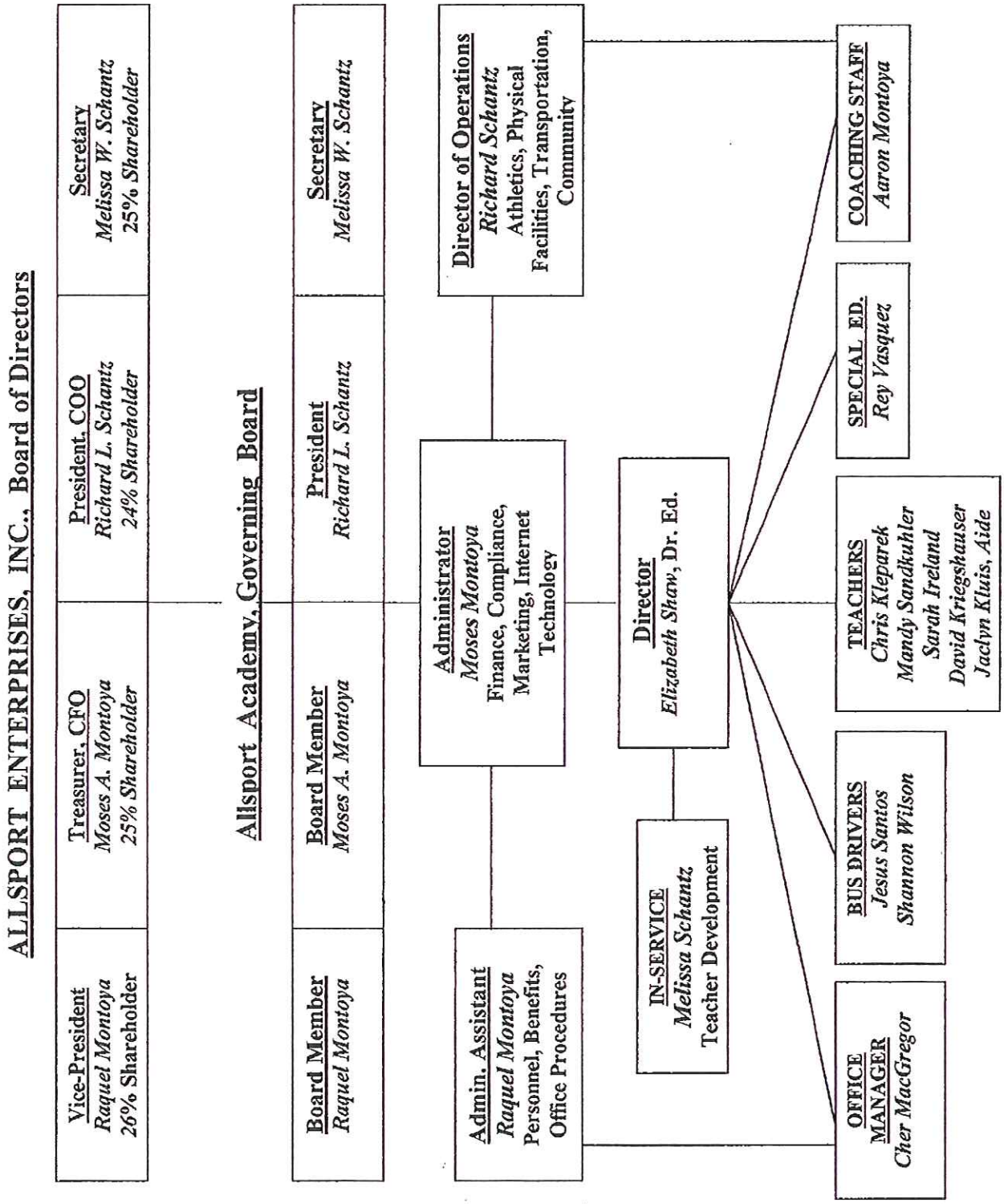
The Board of Directors of Allsport Enterprises, Inc., (which includes the Administrator of the school) appoints the Governing Board. The Governing Board will always have a minimum of four (4) members and at least one (1) of the Governing Board members will be a Corporate Director. Additional members may be appointed by Allsport Enterprises, Inc., (the Corporation). The Corporation through its Board of Directors has selected a member of the Governing Board to serve as President of the Governing Board.

The four primary focuses of the Governing Board are:

1. To determine and monitor the development, application and measurement of academic goals.
2. To determine and monitor the parameters of the Administrator, Director, and other top-level personnel.
3. To assure implementation of policy and assure academic, financial, and general accountability.
4. Decision making and maintenance of finance, personnel, procedures, capital expenditures and operations.

The Administrator represents the Governing Board and is responsible for the implementation of the Governing Board's direction. He is also responsible for the areas of long range planning, fiscal management, office procedures, resource allocation, facilities, enrollment, and state reporting. A Director of Operations and an Administrative Assistant will assist him in the implementation of operational policy and procedures and the oversight of physical facilities and transportation.

A school Director, hired by the Board of Governors, will report directly to the Administrator. His/her responsibilities include the daily decision-making and operations of the school; including, oversight and training of personnel, educational operations, student discipline, and contact with members of the community/parents to address any possible concerns.


ALLSPORT ENTERPRISES, INC., Board of Directors
Vice-President
Raquel Montoya
26% Shareholder
Treasurer, CFO
Moses A. Montoya
25% Shareholder
President, COO
Richard L. Schantz
24% Shareholder
Secretary
Melissa W. Schantz
25% Shareholder
Allsport Academy, Governing Board
Board Member
Raquel Montoya
Board Member
Moses A. Montoya
President
Richard L. Schantz
Secretary
Melissa W. Schantz
Admin. Assistant
Raquel Montoya
Personnel, Benefits, Office Procedures
Administrator
Moses Montoya
Finance, Compliance, Marketing, Internet Technology
Director of Operations
Richard Schantz
Athletics, Physical Facilities, Transportation, Community
IN-SERVICE
Melissa Schantz
Teacher Development
Director
Elizabeth Shaw, Dr. Ed.
OFFICE MANAGER
Cher MacGregor
BUS DRIVERS
Jesus Santos
Shannon Wilson
TEACHERS
Chris Kleparek
Mandy Sandkuhler
Sarah Ireland
David Kriegshauser
Jaclyn Kluis, Aide
SPECIAL ED.
Rey Vasquez
COACHING STAFF
Aaron Montoya

Background Information

Please provide the following information on the authorized agent, each governing body member, and any individuals responsible for the day-to-day operation of the school. A resume for each individual is also required. This page may be copied as many times as necessary.

Name Moses A. Montoya

Role in School (list positions with school) Assistant Administrator & Athletic Director

Employment History:
Using as much space as necessary below, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as it relates to the development of academic programs, operations of a school or a small business, and background in financial management.

From 1993 through 2001, I served as a minister in the Church of Jesus Christ of Latter Day Saints. My duties included overseeing the welfare and religious teaching and education of my congregation with emphasis on the youth of Pre-school through High School age. I oversaw the daily and weekly teaching of existing classes, created and implemented new classes as needed and provided regular teacher education classes and seminars. Much of my work was in the area of "at-risk" youth in disadvantaged neighborhoods. I helped establish a neighborhood teen center and I received public recognition, (from the Los Angeles County Board of Supervisors,) for my work in this area.

My experience and specialized training in the areas of Commercial Financial Statement Analysis and International Economics while serving at the divisional level in Banking, (Crocker National Bank 1973-1978 and National Bank of Long Beach, 1982-1985) gives me great insight to the workings of finance at the highest levels. During this period I lectured at several universities in the Greater Los Angeles area on the subjects of International Trade Finance, Insurance, and Logistics. Additionally, while serving as the Chief Financial Officer for MEDEXCO - MEDICAL EXPORT COMPANY, (1986-1989) and MAYDAY MEDICAL CORPORATION, (1989-1994), I was involved in the development and implementation of corporate business plans, growth strategies including marketing and advertising, and cash management systems in a small business environment.

Education History:
Using as much space as necessary below, please provide your educational training (including degrees earned, dates enrolled, and institution) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

1968-1972 RIO HONDO COLLEGE, Whittier, California

1973-1977 AMERICAN INSTITUTE OF BANKING, Los Angeles, California and Boulder Colorado

Statement of Intent:
Using as much space as necessary below, provide a personal statement regarding your role and commitment to this application as it has been written.

Recent data released by the federal government relates a concern for the overweight condition of much of America's youth. This flies in the face of public consensus that the health and education of our youth form the foundation of our future as a society.

I am personally committed to the advancement of health and education. I believe that we can successfully reach our youth through innovative teaching processes that include a vigorous regimen of sports, exercise, and discipline combined with modern computer-based learning. My position at this facility provides me the perfect setting and opportunity to contribute positively to the improvement of our children's physical fitness, mental well being, and academic success.

While it was not in my formal training or education to be an educator, it has long been a part of my life to work with and educate youth. Though I have seven children of my own, in 1983 I took in four homeless youth because I was concerned for their personal welfare. I am certain that my life's experience in working with young people has played a great part in my success in reaching out to them.

MOSES A. MONTOY

5555 Indian Trail, Tucson, AZ 85750 -- (520)577-8826/Cell. (520)237-0768

EMPLOYMENT HISTORY

01/01 Present

ALLSPORT ACADEMY 8505 E. 22nd street, Tucson, AZ 85710
Type of Business: Public Charter School
Position: Athletic Director
Objective: Oversee the planning and administration of athletic programs including staffing and facilities. Oversee the marketing and advertising programs to create public awareness and promote the school. Liaison with parents and parent organizations to address their concerns and receive their suggestions as they apply to our school's improvement.

2/99 to 1/01

ACCUBANC/NATIONAL CITY MORTGAGE - 333 N. Wilmot Rd.,Tucson, AZ
and **CENTEX HOME EQUITY – 5151 E. Broadway Blvd. Tucson, AZ**
Type of Business: Mortgage Banker
Position: Senior. Loan Officer
Objective: Originate conforming and Sub-prime 1st and 2nd Mortgages in a retail environment.

8/98 to 1/99

AHWATUKEE MORTG. & INVESTMENTS, Inc. - 1101 N. Wilmot Rd. Tucson, AZ
Type of Business: Mortgage Broker
Position: Divisional Manager/ Assistant Vice President
Objective: Open/manage a new Retail Branch while creating the mission statement and market entry strategies for the new Minority Lending Division with a staff of eleven. Complete Divisional P&L responsibility.

9/96 to 2/2000

NEW WEST LENDING, Inc. – 6065 E. Grant Rd., Tucson, AZ
Type of Business: Mortgage Banker
Position: Branch Manager
Objective: Establish and manage a start-up branch originating 1st and 2nd Conforming and Non-conforming mortgages including 125% CLTV programs. Duties included hiring, training and supervising branch personnel, develop and implement marketing programs including direct mail, telemarketing, and Broker Services to promote sales. Lead branch to profitability within the first quarter of operations. Complete P&L responsibility.

4/96 to 8/96

WORLDWIDE CREDIT CORP. – 6701 N. Oracle Rd. , Tucson, AZ
Type of Business: Mortgage Banker
Position: Loan Officer
Objective: Originate 1st and 2nd mortgage loans with emphasis on Sub-prime and 125% CLTV programs. Duties included preparing files for underwriting, approval and in-branch closings.1996, Top branch producer.

1989 to 1996 **MAYDAY MEDICAL CORP. , Walnut, CA**
Type of Business: Sales and Distribution of Medical Supplies
Position: Chief : Financial Officer
Duties: Complete Profit and Loss responsibilities including purchasing/pricing, marketing, advertising, and logistics/distribution. Developed International Marketing strategies and was involved in all foreign government contract negotiations.

7/86 to 4/89 **MEDEXCO- MEDICAL EXPORT COMPANY, Huntington Beach, CA**
Type of Business: Export Distribution of Medical Instruments and Equipment
Position: Chief Financial Officer
Objective: Create and Implement financial strategies for cash management and loan acquisitions. Create and implement programs to; (1) identify and target foreign markets, (2)develop international marketing/sales/distribution strategies and procedures with emphasis on Latin American Markets, (3) structure/negotiate international contracts and financing using local, state and federal programs to assure project success. I reported directly to the company president.

1983 to 7/85 **NATIONAL BANK OF LONG BEACH – Long Beach Blvd., Long Beach, CA**
Type of Business: Banking
Position: Assistant Manager and Vice President of International Division
Objective: Promote Banking services to the local business community. Duties included Divisional Administration.

EDUCATIONAL HISTORY

Major Course of Study: Business Administration and Banking. Rio Hondo College, Whittier, California and American Institute of Banking, Los Angeles, California - School of International Banking, University of Colorado, Boulder Campus.

PERSONAL

Languages Spoken: English, Spanish and French.

Computer Proficiency in Microsoft Word/Publisher, Excel, Powerpoint., Loan Pro, Loan Soft and Calyx/Winpoint.

Recipient of Special Commendation: LOS ANGELES COUNTY BOARD OF SUPERVISORS for Community Service, 1991.

Finalist:; Hispanic/American Family Foundation Award as "Hispanic/American Family of the Year" (1991) in recognition of community service.

Special Interests/Sports: Snow Skiing, Soccer, Fishing

Trade Affiliations: International Business Association of Long Beach (Former Board Member)
International Association of the South Bay (Former Board Member)

Guest Lecturer: The Alumni Assoc. of the American Graduate School of International Management-University of California, Los Angeles - California State University, Dominguez Hills-Loyola Marymount College - U.S. Department of Commerce, Los Angeles

References Available Upon Request

Rick Schantz

10639 East Bridgeport Street
Tucson, Arizona 85747
Home (520) 733-3777 Mobile (520) 977-5918
Birth date 10/17/1974

OBJECTIVE: To use my knowledge and experience in as the Director of Coaching at Allsport Academy to help promote its financial status by continuing to develop the quality of our education.

QUALIFICATIONS

- 10 years teaching and coaching at various levels
- 24 years playing experience
- 2 Time western regional club champion
- U-15 ½ Western Regional Team Captain
- U-17 ½ National Team Pool
- 1992 Arizona Daily Star Player of the Year
- 1993 West Region Olympic Festival Team
- 1998 USISL Player of the Week, May
- 1998 Averaged 2.6 goals per game for Tucson Amigos, USISL PDL
- Fall 2001 Wrote Athletic Curriculum for Arizona's first sports charter school

HISTORY

In the summer of 2001 I had expressed the idea to Moses Montoya of starting a sports school for students who need the additional training in their sport and in their education. Moses then introduced me to Larry Simmons, a person who had opened multiple charter schools and other educational facilities. It was then that Allsport Academy was formulated and became a reality. The school opened with 14 students, 2 coaches, 2 teachers, and 1 administrator. Through constant marketing and successful test scores our school grew in numbers. By the end of the first school year we had 35 students. The fall of 2002 saw Allsport open with over 50 students. Allsport also moved into its current facility from a hotel meeting room. The year ended with upwards of 70 students who were thriving in our system. Prior to the 2003 school year we had made renovations to accommodate more students and we have continuously grown to a current 125/135 students. With our current staff including 3 coaches, 2 bus drivers, 2 administrators, 4 teachers, 2 teacher aids, and 1 office manager we have the ability to educate 190 students. As Allsport gains new facilities, the number of students increases.

EDUCATION

1989-1992 Diploma, Salpointe Catholic High School, Tucson, AZ
1992-1997 Bachelor of Science in Criminal Justice, Minor in Philosophy

EMPLOYMENT

2001- *Director of Coaching, Allsport Academy*

- Lesson planning and implementing daily athletic activities
- Help to oversee logistics of running school
- Designing and implementing discipline plan

Co-coordinating coaches and teach[illegible] for consistent education
- Developing continuing athletic curriculum for grade 5-9
- Entered Allsport into local charter school sports league
- Currently writing application to AIA for state-wide after school competitive athletics

2000-2001 Physical Education Teacher & Athletic Director, St. Michael's and All Angels Day School
- Taught 6 daily PE classes ranging from 2nd to 8th grade
- Organized entire athletic program (scheduling, uniforms, rosters, finding and hiring coaches, transportation)

1999-2000 Director of Coaching, Calcio FC

1997-1998 Wherehouse Manager in Training, Johnstone Supply
- Oversaw shipping and receiving departments
- Weekly inventory of 14,000 parts
- Re-structured organization of wherehouse to color code

REFERENCES:

Tim Rosenfeld, Assistant coach at Penn State University
Patrick Brown, Headmaster at St. Michael's and All Angels School
Bill Irwin, Head Coach University of Portland Soccer Program
Mike Frietag, Head Coach University of Indiana Soccer Program

Melissa W. Schantz

10639 E. Bridgeport St.
Tucson, AZ 85747
Home Phone (520) 733-3777

OBJECTIVE:

- To make children life-long learners.
- Expand minds through exposure to other cultures.

QUALIFICATIONS

- Computer literate
- Read, write, and speak Spanish
- Workshops attended: Aligning the Curriculum to the Standards, Running Records, Guided Reading, and Six Traits.

EDUCATION

1993-1996 BA English, Arizona State University

1996-1998 Post-Baccalaureate in Elementary Education, Arizona State University West
Concentration in Spanish

EMPLOYMENT

2002- ***Teacher,*** *Saint Michael's Parish Day School*
I teach second grade and I am responsible for teaching all of the core subjects. I plan daily lessons, give assessments, and carry out the other responsibilities of a teacher.

2001-2002 ***Teacher,*** *Painted Sky Elementary*
I took over a third grade class in November because the teacher relocated. I had my students explore the curriculum through individual, group, and hands-on activities. I also designed a class web site to keep the parents informed.

2000-2001 ***Teacher,*** *Palomino Elementary School*
I taught in a third grade classroom. The class consisted of children whose native language was Spanish, but could speak English. I was responsible for expanding the children's reading and vocabulary levels in English.

1999-2000 ***Teacher,*** *North Ranch Elementary*
I taught in a second grade classroom. I made sure my children were exposed to more than just the basics. I included an "Artist of the Month" and talked about different composers. I also incorporated different cultures and languages into our daily learning.

Raquel Montoya

4250 N. Swan Rd., Tucson, AZ 85718 * (520) 577-8826, Cell (520) 331-7867

EMPLOYMENT HISTORY

3/99 - Present

1ST National Bank of AZ / National City Mortgage / Wells Fargo Bank
New West Lending, Inc.
Position: Mortgage Consultant
Oversee loan origination teams and Processing Staff in daily file maintenance and origination activities for home purchases and refinancing. Organized marketing and advertising campaigns through Direct Mail and Personal Contacts.

5/98 - 2/99

First Franklin Financial Corp.
Position: Account Executive
Responsible for identifying, locating and developing mortgage broker relationships for wholesale lender. Review and pre-qualify loan packages prior to submission for branch underwriting and funding.

10/93 - 9/95

University Medical Center
Position: Administrative Assistant
Performed secretarial duties for the Director of Patient Services. Responsible for processing attorney requests for patient records, subpoenas and liens. Participated as a member of the department's management team. As Chairperson of the department's Quality Assurance Committee (QAC) I was Instrumental in formulating and developing UMC's Patient Care Services' mission statement, by-laws and procedures. Developed and presented in-service seminars to departmental staff to teach better customer service and telephone techniques, etc.

1/93 - 9/93

Golden Dawn Counseling, Inc.
Position: Administrative Assistant / Office Manager
Responsible for support staff productivity. Supervised clerical staff in the Claims and Data Control Departments . Managed all personnel-related matters, including hiring and terminations.

Resume of Raquel Montoya

1980 - 1988

Committee for Firesafe Roofing
Position: Managing Director
Managed the operational and financial affairs of the company. Organized and provided marketing and advertising campaigns including direct mail programs and promotional spots on local television and ratio stations. Coordinated and presented in-depth seminars to business, fire departments, and municipal and county councils throughout the state of California in an effort to increase public awareness of fire-retardant roofing materials, their safety features and cost efficiency. Interfaced with marketing vice-presidents of all the major fire retardant roofing material manufacturers and coordinated joint marketing strategy. During this period our efforts increased market share from five percent to 85%.

1980 - 1982

Cal-Shake (Southern California Shake Company)
Position: Administrative Assistant
Implemented special marketing and advertising programs developed jointly with the President to introduce a new fire-retardant roofing technology/product to the marketplace. Developed direct mail campaigns and was instrumental in the formation of the companies advertising department. Supervised 15 people, including Sales, Customer Service and Accounting staff.

1978 - 1980

Knock on Wood
Position: Administrative Assistant
Assisted the President of this manufacturing company with day-to-day operations. Prepared and monitored sales reports on an ongoing basis to determine market effectiveness. Supervised clerical staff.

1973 - 1977

Pacific Lighting Corporation
Position: Legal Secretary
Worked with in-house counsel in the preparation of corporate contracts and litigation cases. Supervised four junior secretaries.

EDUCATION

Garfield High School, Los Angeles, California and Rio Hondo College, Whittier, California

References Available Upon Request

ADDITIONAL EXPERIENCE

Goldman Sachs & Co., New York (8/96 – 1/99), Investment Banking Division, Banker Education Department, **Training Coordinator**
-Planned/executed training programs for approximately 1500 investment bankers at all levels in New York, London, Hong Kong and Tokyo. Programs focused on developing bankers' marketing , presentation, technical/selling skills.
-Developed multi-million dollar training budget for the division
-Project Manager: Team Leadership Program (target audience senior leadership).
-Redesigned U.S. based program for Asia and European bankers. Managed global staff in its implementation.
-Redesigned management database and trained staff on new data management software

Battenkill Valley Supervisory Union, Arlington, Vermont (8/95 – 8/96), **Special Education Coordinator** Designed educational plans for disabled students K-12

Addison Rutland Supervisory Union, Fair Haven, Vermont (8/94 – 8/95), **Special Education Coordinator** Designed educational plans for disabled children in seven public schools

College of St. Joseph, Rutland, Vermont (8/91 – 8/93), **Academic Skills Coordinator** Provided academic skills training and counseling to disabled adults pursing a college education

Castleton State College, Castleton, Vermont (8/89 – 8/91), **Assistant Professor, Communication Studies** Taught undergraduate classes in communication, journalism and research

Community College of Vermont, Rutland, Vermont (8/91 – 6/94), **Writing Lab Coordinator/Adjunct Professor** Provided educational counseling and academic planning services to adults with challenges

Vermont Technical College, Randolph, Vermont (8/93 – 12/93), **Learning Disabilities Specialist (Temporary)** Provided educational counseling and academic planning to adults with educational challenges

Rutland Adult Basic Education, Rutland, Vermont (9/90 – 9/92), **Evening Lab Coordinator** Taught preparatory classes for the General Equivalency Diploma

West Virginia University, **Graduate Teaching Assistantship**, *Morgantown, West Virginia (8/86 – 6/89)* Taught undergraduate courses in public speaking and interpersonal communication

Fairmont State College, West Virginia (8/88 – 6/89), **Adjunct Professor**
Taught undergraduate courses in public speaking and interpersonal communication

COMMUNITY SERVICE

Surrogate Educational Parent, Arizona, Community Food Bank, AZ, Red Cross Volunteer, Recordings for the Blind, NYC; Habitat for Humanity, CT; Union Street Soup Kitchen, NYC; Lunch-time Reading Program, P.S. 168, NYC; Literacy Volunteers of America, WV; Women's Shelter of Rutland County, VT.; Elected Member Poultney School Board, VT.;Literacy Program, WV; Rutland County Correctional Facility, VT.

REFERENCES AVAILABLE UPON REQUEST

ELIZABETH M. SHAW
1525 S. AIDA AVENUE
TUCSON, ARIZONA 85710
520-885-9951

EDUCATION EXPERIENCE

PPEP TEC Charter High School, Tucson, Arizona (2001-2003)
Special Education Teacher: Implement education plans for 50 at-risk youth and youth with disabilities. Also wrote, received and implemented two Department of Education Grants on Transition Planning and Community Involvement

Pima Community College, Davis Monthan Air Force Base Campus, (2003)
Adjunct Professor, Communication Studies

Casey Family Services, Tucson, Arizona (March, 2002-present)
Tutor for youth in foster care/adoptive placements

Community Psychology and Education Services, Tucson, Arizona (2000-2001)
Vocational Specialist: Provided Job Development Services and on-the-job skills training and supervision to individuals with disabilities

ARIZONA LICENSES

- **Adult Education, Provisional**
- **Cross Categorical Special Education Endorsement (K-12)**
- **Guardian for special education children in foster care**

INTERNATIONAL EXPERIENCE

Work Programs (India, West Africa, Peru (1998-2000)

- English teacher in village high schools in India and West Africa
- Provided supervised physical therapy services to children with challenges in Peru
- Developed social welfare program for abandoned children in West Africa
- Provided health services to families in leprosy villages in West Africa
- Coordinated distribution of traditional Peruvian crafts to promote a self-sufficient senior citizens community in Villa El Salvador (Peru)
- Coordinated distribution of donations from the United States to select social service programs in Lima, Peru

EDUCATION

Doctorate of Education (Curriculum & Instruction, Communication Studies), (1989), West Virginia University, Morgantown, West Virginia, **GPA: 3.9**
Master's of Education (Special Education), (1992), Castleton State College, Vermont
Master of Arts (Interpersonal Communication), (1986), William Paterson University, Wayne, New Jersey **Outstanding Achievement Award**
Bachelor of Arts (Journalism), (1985), William Paterson University, Wayne, New Jersey **Honors in Humanities**