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Cardinal Consulting Group

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PROFESSIONAL EXPERIENCES

Pennsylvania Department of Education

Capital Area Intermediate Unit 15

333 Market Street

Harrisburg PA 17126-0333

www.caiu.org

Distinguished Educator Initiative

Pittsburgh Public Schools

Duquesne City School District

Educational consultant independently contracting with the Pennsylvania Department of Education through the Capital Area Intermediate Unit 15 to work with school districts not making adequate yearly progress based on the No Child Left Behind federal legislation guidelines. Currently working in Wilkesburg Borough School District in curriculum writing, conducting professional development activities and providing other administrative assistance.

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2003 to Present

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Educational Consultant

Educational consultant specializing in professional development and assisting administrators, teachers and paraprofessionals to hone their knowledge and skills in all aspects of their roles and responsibilities in the teaching and learning community. Among the training workshop topics available are: leadership and teambuilding, interpersonal skills, strategic planning, teacher supervision and evaluation, learning and leading styles, educators as reflective practitioners, interviewing and hiring the best candidates, crisis communications, establishing alumni associations and school foundations, tapping public opinion, conducting focus groups and garnering community support for educational initiatives as well as curriculum, instruction and assessment issues. Additionally, other custom-designed workshops are available to suit clients' needs and interests. Cardinal Consulting Group consists of several experienced educators and administrators working together to provide customized professional development for their colleagues. Cardinal is derived from the Latin word "cardo" which means "hinge." Hinges are flexible connectors that hold individual parts together. Cardinal Consulting Group connects people, resources and results.

Point Park University
201 Wood Street 710 AH
Pittsburgh PA 15222-1984
www.pointpark.edu

Chair, Associate Professor
School of Arts and Sciences
Department of Education
412-392-3914

As Chair of the Education Department, duties and responsibilities included administrative oversight of the department, liaison with Pennsylvania Department of Education, service on various internal committees, advising 60 preservice teachers, teaching two weekly student teacher seminars, managing and implementing outreach programs and systematizing department policies, practices and procedures. Point Park University, a private institution originally founded by Dorothy C. Finkelhor as the Business Training College in 1933 grew to junior college status in 1960 with an enrollment of 820 students. The former two-year business school in the heart of downtown Pittsburgh was transformed into a successful four-year liberal arts baccalaureate institution in 1966. In 2004, under the leadership of President, Katherine U. Henderson, the college was awarded university status by the Pennsylvania Department of Education and boasted an enrollment high of 3,200. Point Park includes 4 schools and dozens of programs at the baccalaureate, professional and master's levels.

Allegheny Intermediate Unit #3
475 East Waterfront Drive
Homestead PA 15120
www.aiu3.net

Assistant Executive Director of Education Division

412-394-5700

Assistant Executive Director of Education Division with responsibility for providing technical support to 42 school districts which employ 9,476 professional staff and serve 133,931 students in grades kindergarten through 12 in 142 elementary schools, 80 secondary schools, 3 schools for exceptional children and 5 area vocational-technical schools. Technical support consists of assistance in curriculum development, instructional support, assessment strategies, strategic planning, continuing professional development for experience educators, induction programs for teachers new to the profession and the integration of technology into all aspects of teaching and learning.

Hampton Township School District
4591 School Drive
Allison Park PA 15101
www.htsd.k12.pa.us

Assistant Superintendent

412-486-6000

Assistant Superintendent with responsibility for K-12 curriculum, instruction and assessment, technology infusion, strategic planning, special education programs and services for 3,100 students and inservice and professional development, new teacher induction program, Act 48 implementation for 324 employees as well as federal programs, standardized testing, the Hampton Alliance for Educational Excellence (HAEE) Foundation, English as a Second Language and home schooling.

Nova Southeastern University
Fischler Center for the Advancement of Education
1750 North East 167th Street
North Miami Beach FL 33162-3017

Part Time Western PA Cluster Coordinator
Programs for Higher Education

800-986-3223 x 8530

Cluster Coordinator with responsibility for advising doctoral students in a blended web-based/virtual and traditional classroom environment, facilitating arrangements for national lecturers teaching core seminars and developing class schedules. Conferred with 25 adult professionals completing doctoral studies on weekends to guide the completion of their coursework and research and monitor their progress.

North Allegheny School District

Espe Elementary School
 Ingomar Middle School
 Intermediate High School
 200 Hillvue Lane
 Pittsburgh PA 15237

Varied Administrative Positions

Principal
 Assistant Principal
 Curriculum and Staff Development Coordinator
 412-366-2100

Over a period of 13 years, served in various administrative capacities beginning with coordinator of staff development, middle school assistant principal, elementary principal and ending with school psychologist, with responsibilities and duties usually associated with those positions as well as District-wide performance objectives related to inservice training, gifted support education programs and services and curriculum and planned course development. The District serves 8,100 students and employs 1,081 administrators, faculty and staff members.

Carlow College

Division of Educational Leadership
 3333 Fifth Avenue
 Division of Continuing Education
 Pittsburgh PA 15213

Part Time Adjunct Lecturer

412-578-6012

Adjunct Lecturer in the Educational Leadership Program with responsibility for courses such as *Foundations of Educational Psychology*, *Ethics for Educational Leaders*, *Curriculum Development* as well as supervision of teachers pursuing teaching and administrative certification and registered nurses pursuing school nurse certification and bachelor degrees.

Community College of Allegheny County

Department of Developmental Studies
 808 Ridge Avenue
 Department of Continuing Education
 Pittsburgh PA 15212

Part Time Adjunct Lecturer

412-366-7000

Instructor in Continuing Education Department with responsibility for adult education programs focused on developmental reading skills and English grammar and mechanics.

Macmillan McGraw-Hill Publishing Company

School Division
 302 Harper Drive, Suite 102
 Moorestown NJ 08057

Educational Consultant

800-526-0042

Educational consultant in support of sales representatives in Maryland, Pennsylvania and Western New York State. Taught teachers how to use Macmillan textbooks and classroom materials. Wrote annotated teachers' editions for reading and English series texts. Reviewed literary selections for secondary school literature textbook series. Website: www.mmhschool.com

Woodland Hills School District

Wilkins Junior High School
 2430 Greensburg Pike
 Pittsburgh PA 15221

Reading Specialist

412-731-1300

Plum Borough School District

Plum Junior High School
 School Road
 Pittsburgh PA 15239

Reading Specialist

412-795-0100

Diocese of Pittsburgh Catholic Schools Office

111 Boulevard of the Allies
 Pittsburgh PA 15222

Elementary Classroom Teacher

412-456-3000

CAREER HIGHLIGHTS

Established *PA LEARNERS Online (PALO) Regional Cyber Charter School*, a public school of choice, an alternative educational experience with offices at Allegheny Intermediate Unit for 400+ students in grades K-12. All teaching and learning are accomplished through web-based instructional strategies and online learning. Website: www.palearnersonline.net

Researched, advocated for, wrote by-laws and rules of operation, implemented and managed a non-profit 501(c) (3) Educational Foundation. Incorporated the *Hampton Alliance for Educational Excellence (HAEE)*, Hampton Township School District as an alternative means of funding innovative instructional projects and programs. Website: www.htsd.k12.pa.us

Wrote a grant proposal for Allegheny Intermediate Unit and received funding of \$350,000 from the Pennsylvania Department of Education, Bureau of Higher Education, to develop 20 online continuing professional education courses known as *AIUniversity*. More than 75 educators successfully completed these web-based courses in a blended virtual/classroom environment.

Facilitated the planning, writing, distribution and implementation of *Classroom Connections Kit and Family Connections Kit* with a committee of parents and educators in collaboration with the Pennsylvania Department of Education. Website: www.pde.state.pa.us/pde

Coordinated the establishment of *Smart START (Substitute Teachers -- Accountable, Responsible, Teaching* in response to a nationwide shortage of substitute teachers, the Smart START program was designed to recruit, select and train persons who hold a Bachelor's degree, but are not certified teachers, to become emergency substitute teachers. Regionally the shortage of substitute teachers has become critical, and some school districts cannot provide an adequate number of substitute teachers for their students. Website: www.aiu3.net

Developed and maintained strong working relationships with community groups, members of media, booster organizations, regional task forces, neighboring school districts, intermediate units and the Pennsylvania Department of Education.

Created marketing and community relations information packets, annual activity calendar and other publications targeted to informing targeted school community members.

Planned, organized and implemented the *Hampton Institute* as an outcome of the Harvard Institute. Invited dozens of speakers to present workshops and seminars to over 200 students, teachers and community members with a specific interest in reading, writing and civic education along with participation in the local governance of their community.

Initiated a monthly public recognition program for students and staff in which School Board members acknowledge academic, musical, artistic and athletic achievement.

Collaborated with the Academic Development Institute in Lincoln, Illinois to administer a *School Community Survey* to all parents of school aged children; accumulated and interpreted results and guided building principals in development of data-based action plans to improve and enhance school/community relationships.

Planned, organized and implemented a staff development workshop entitled *Multicultural Women's History: Expanding the Focus of What We Teach* for educators in the northern area focusing on the infusion of women's history into the curriculum in conjunction with LaRoche College and the Pennsylvania Department of Education, Equal Education Opportunity Office.

Prepared information and materials to ensure recognition of Hampton Township School District as a "1995 *What Parents Want*" awardee by School Match in Columbus, Ohio.

Researched, designed, wrote and implemented Scope and Sequence Guide and Curriculum for Gifted Education Program K-12.

Facilitated writing of Act 48 *Teacher Induction and Professional Development Plans*.

Prepared and presented five year study of annual results of *Pennsylvania System of School Assessment (PSSA)* in conjunction with Pennsylvania Department of Education, Bureau of Curriculum and Academic Services, Division of Evaluation and Reports.

Directed and guided the Strategic Planning Team as internal facilitator of more than 120 District representatives and community members as well as word smith of final draft of plan. Served as team member, action team leader and creative planning resource person for Strategic Plan 1994-2000.

Revised and wrote School Board Policy and Procedures on students, programs, professional employees, support staff and administrative staff and community relations. Updated individual policies in keeping with current legislation and appropriate case law as needed.

Compiled and revised job descriptions of all employees: administrative, professional and support staff.

Developed and produced custodial and maintenance staff pocket handbook delineating job responsibilities and procedures for completing cleaning and maintenance tasks.

Formulated and implemented a plan for the transfer of administration of all special education programs and services from Allegheny Intermediate Unit management to the Hampton Township School District. Created a systematic communications and transition plan to invite parents' full participation in shifting from the traditional paradigm of an exclusive program to a fully supported inclusive program for students with differing abilities. Trimmed program costs by eliminating annual tuition payments to schools outside District for the education of students with disabilities.

Planned, organized and implemented an inclusive education program that was recognized as a model which employs best practices in educating students with disabilities within the regular education classroom. Awarded *Excellence In Inclusive Education* in 1992-1993 and *Best Practices in Inclusive Education* in 1993-1994 by the Pennsylvania Department of Education, Bureau of Special Education, Division of Program Administration.

Presented best practices in inclusive education at 2 national teleconferences through the Western Instructional Support Center in Gibsonia, PA. Participated in panel discussion with Oberti Family relative to their United States Court of Appeals for the third Circuit case which sought and won an inclusive setting for their son, Rafael.

Audited more than 15 school districts across the Commonwealth of Pennsylvania as a peer monitor for the Pennsylvania Department of Education, Bureau of Special Education, Division of Compliance Monitoring.

Initiated, organized and facilitated a Technology Task Force composed of 20 School District representatives and community members. Researched technology trends, plans and initiatives in school districts across the country. Summarized research results, developed recommendations and created a time line for phased-in implementation of technology infusion into classroom instruction, library/media resource centers and administrative and clerical functions. Garnered School Board approval for \$100,000 line item in annual District budget.

Automated, streamlined and improved secretarial and clerical functions through inservice training of secretarial and paraprofessional staff in use of WordPerfect word processing software on the MS DOS and Windows platform.

EDUCATIONAL PREPARATION

M.S. Ed.

Duquesne University

Certification as Elementary Counselor
Counseling and School Psychology
Certification as School Psychologist

Ph. D.

University of Pittsburgh

Letter of Eligibility for Superintendency
Educational Administration and Curriculum and Instruction
Certification as Elementary and Secondary Principal

M. Ed.

Duquesne University

Certification as Reading Specialist
Certification as Supervisor of Reading
Certification as Secondary Counselor Education

B.S. Ed.

Duquesne University

Certification as Secondary Teacher of English
Certification as Elementary Classroom Teacher
Elementary Education

COMMUNITY SERVICE ACTIVITIES

Served as trustee representing Allegheny County Library Association (ACLA) on the eiNetwork Advisory Board representing community libraries in Allegheny County.

Served as trustee on the Oakmont Carnegie Library Board of Trustees in Oakmont PA for 10 years

Successful graduate of Leadership Pittsburgh Program Class XV

PROFESSIONAL ORGANIZATIONS

Oakmont and Allegheny Valley Chambers of Commerce

American Society for Training and Development (ASTD)

Association for Supervision and Curriculum Development (ASCD)

Oakmont Chamber of Commerce

Pennsylvania Association for Supervision and Curriculum Development (PASCD)

Phi Delta Kappa (PDK)

POINT (Pursuing Our Italian Names Together) Genealogy Group