

To: State of Nevada Department of Education  
Attn: Lisa Ford, Interim Deputy Superintendent, Student Achievement Division

From: [REDACTED], M.Ed.

Re: Letter of Interest for State Superintendent of Public Instruction

July 17, 2025

Dear Hiring Panel and Review Board,

My name is [REDACTED], M.Ed., and I began my experience with Nevada's public education through an outreach position as an employee with the City of Henderson's public library: I became passionate with the exposure to literature for families and implemented innovative ways to increase attendance and involvement in toddler and preschool-age literature programs. I furthered my scope by incorporating new avenues to open school-age programs and doubled the programs offered while assisting in a tax bond initiative. I furthered my integration in intervention efforts when I accepted the role of coordinating with the Juvenile Justice Courts to incorporate the library needs. When I left that position, I proved that a renewed level of community involvement made a greater impact on the reliance of the community to support educational efforts: and my passion for education and educational efforts was ignited.

I have four boys—all are on Individualized Educational Plans—who were initially enrolled in the public school system with the foundational knowledge front-loaded from years of homeschooling them while in graduate school at University of Nevada Reno's Graduate School of Education. While I was in the program, Western Nevada College (WNC) sought an immediate, emergency, substitute Adjunct professor with training and educational experience. I accepted the role and started teaching with high levels of success and retention from my at-risk student pool with WNC for over six years. My personal exposure and experiences to the risks posed in the current public education system began in my own home, through experiences as a mother, and teacher. They grew exponentially as a mother of IEP children, a college professor, and an Education Advisor for the Washoe Tribe. I saw firsthand, with great frustration, that simple changes were ignored for the favor of focusing on the norm, when from personal experience I proved that adjustment to curriculum to be more student-oriented to the full spectrum of learners was more successful and rewarding for learners and teachers.

I would be honored to be considered for this humbling experience of being the State Superintendent of Public Instruction.

Kind regards,

[REDACTED] M.Ed.

## M.Ed.

### KEY ACHIEVEMENTS

#### **Effective Policy & Procedure Internal Controls Editor**

- Analyzed Governor's Finance Office Budget Division Department Internal Controls P&P with effective revisions
- Analyzed Office of the Military Division of Emergency Management FEMA committee P&P with impactful revisions
- Published revised P&P for SLFRF
- Published revised P&P for FEMAC

#### **Impactful Technical Assistance, Training in Policy & Procedures**

- Successfully conducted P&P while providing technical assistance for CAP
- Impactful review and technical assistance in P&P for State agency with 17 subaward subrecipient
- Created and successfully trained Emergency Response for FEMA and DHHS on WebEOC system.

#### **Inspiring Methodology Analyst**

- Trained 5+ years licensed Educators in Special Needs and ADA applications

### SKILLS

Policy Analysis, Policy & Procedure editing and development, Project Coordination, Project Management, Technical Assistance, Instructional Development, Professional Training and Curriculum, Research, Research Analysis, Research Reporting, Methodology Analysis

### EDUCATION

Masters Education, GPA 4.0  
Bachelors Psychology, GPA 3.58  
Professional Writing Cert  
FEMA NIMS Cert  
Medical Billing and Coding-  
pending

## Grants Management Policy Analyst Program Management

### SUMMARY

With 4+ years of experience in state government and policy analysis, I possess a strong foundation of technical understanding of federal, state, and local financial and programmatic measurement and monitoring needs. My analytical acumen, combined with 20 + years of professional writing, editing, and publishing has been integral in my influencing the effective advancement of policy affected by change. My 12+ years of professional instructional design and teaching experience have been instrumental in providing technical assistance in policy and procedure, and application in state specific systems.

### WORK HISTORY

#### **Management Analyst III (2021-23, 2024-present)**

- Managed over 150 grant projects with SLFRF Funds, providing subrecipient monthly, quarterly, and annual monitoring under 2 CFR §200 requirements
- Played the key role in GFO Budget Division Internal Controls P&P analysis and revised publication
- Performed monthly subrecipient monitoring of over 35 state agencies SLFRF projects with technical assistance for CAP, noncompliance, and successful reviews and reporting
- Actively corresponded with approximately 300+ state employees for collaboration of grant compliance and performance reporting measures
- Provided effective analysis for correction of systems with vendors, like Dell, saving the state \$1+ million in duplicate orders/charges.
- Provided instrumental system analysis of system functionality for savings of millions of dollars of vendor/system errors

#### **Management Analyst II**

- Provided analytical data to support change in the technical assistance of monitoring contractual reimbursements
- Developed effective technical assistance and excel templates with formulas to reduce costs and loss of implemented contracts
- Monitoring weekly 140+ contracts for compliance review, with implementation of collaboration and communication schedules for programmatic updates to include financial management
- Diligently reviewed all submissions for contractual agreements, for technical analysis, financial accounting accuracy, and verbiage compliance for over 30+ new contracts with data input into CETS
- Instructional design and training implemented for reduction of time investments and improved reporting accuracy in financial reports
- Conducted program management efforts for financial management and performance measurement of existing and amended contracts for reduction in loss of revenue and over expenditures of authority

#### **Writer, Editor, Publishing, and Photography (2023-2024)**

- Conducted research analysis on top-tier concepts for at-risk teens related to character, integrity, and value-based instruction

- programmatic instructional data to determine for 24 key relevant concepts
- Analysis of literary works for young adult for data collection of relative materials for drafts of over 3000 hours of content
- Divided data analysis into 24 inspirational concepts with age-related focus on literary key words
- Write, edited, and published in traditional format 6 published short story anthologies, and 4 devotional texts
- Write, edited, and published 2 poetry anthologies in traditional text format under publisher guidelines
- Write, edit, publish 6 electronic book format text for YA readers
- Illustrate, template, write, edit, and publish 1 child's reading book
- Illustrate, template, write, and edit 4 children's reading books in draft format

**Division of Emergency Management (01/21 – 11/21)**

- Actively participate as a Logistics assistant in the resource analysis of State resources to effectively manage First Responder activations
- Participate as a Public Information's Officer, writing and editing all correspondence during activation for legal review and submissions
- Literary analysis of Internal Controls P&P to determine the effectiveness of procedure application post activation
- Provide updated edited drafts for revision submission and review for the assigned DAG
- Implement all revisions into a published P&P for FEMAC and Internal controls to effectively improve procedures, timeliness, and accuracy
- Assist in all needed activities for preparation of training, evaluating training manuals and implementation for errors to reduce risk
- Instructional design and training for 8 in the WebEOC system to intrastate representatives new to teams under FEMAC for improved responsiveness and accuracy in reporting and resource allocation

**Professional Teacher:**

(05/2010 – 02/2020)

- Analysis of research data collection to determine academic needs
- Successfully instigated changes in course descriptions and objectives from 5-year study
- Participated in realigning English classes for remedial students to provide new group for study of combined courses at the college level with split semester requirements
- Provided advocacy for 140+ challenged students to create alternative means of meeting academics in English requirements
- Instructional design and technical assistance for implementation of teaching skills for CTE for Educators of all levels with 98% satisfaction rates
- Advocacy for change in review of dyslexic students with implementation on trial basis of colored transparencies with 100% success
- Public speaking on success stories, success strategies in training and instructional design elements and methodologies
- Build collaborative efforts to work with local High Schools in the success planning of at-risk students with 80% success

**Combat Communications Specialist: Air National Guard, SC (2004-2006)**

- Informational Technology program languages for combat communication internetworking in remote locations
- Remote access relocation and setup of computer systems and language networking
- Developed informational technology language skills to develop the IT pathway knowledge needed to create, build, and interconnect in remote locations for communications with wartime airlift
- Training for emergency preparedness and activation with travel for combat communications equipment transport and set-up on site and through remote access and practice
- Actively participate in emergency response team efforts for natural disaster
- Enlisted in community collaboration efforts for disaster relief team through remote-in interfaith and social services volunteers and FEMA
- Performed as on-site case management and counseling efforts to disaster victims
- Successfully completed intense physical, mental training for top secret clearance and duties
- Successfully completed technology training for the military for specific duties, disaster related, war effort integrated efforts

**Front and Back-office Staff for [REDACTED] Company (2003-2006)**

- Created training curriculum for front office staff to address warranty coverage, customer service, basic knowledge skills on products, timesheet and payroll review, and purchase orders
- Fulfilled roles as Front Office staff assistant, front-line Customer Service Representative for at-Risk and High Classified Stakeholders: Payroll, and Purchasing Orders an Database input, review, and correctional actions
- Trained for retail in CAD for Cabinet Designer
- Created CAD program designs for cabinet department, placed and managed orders for warehouse, conducted site reviews, organized delivery, installation, and inspection crews
- Top cabinet designer for high-class clients with measurement, sales, and warranty contractual arrangements and delivery/installation, and inspection
- Developed integrated purchasing order system for warehouse management and installer integrity package
- Successful office management of purchasing system and processes with significant savings and investigation results increasing in exposure of fraud, waste, and abuse
- Coordinated efforts in back-office management of Warehouse supplies and logistics of resource allocation with system repair and integration of revised policies and procedures
- Collaborated with sales staff, installers, construction crews, and Home office business administration for correct identification of merchandise discrepancies, audit processes, and warranty complaints while improving product safety, delivery, reduction of damage

**Young Adult Librarian/ Children's Department Technician:  
Henderson District Public Libraries (1999-2003)**

- Created and implemented reading and literature skills-based programs for toddlers with an increase in attendance by 200% resulting in additional creation of days and times for program attendance
- Creation and implementation of programs for preschool age children with focus on reading readiness and outreach for literacy skills development with 75% increase in attendance resulting in the creation of 4 additional programs per week per semester and 95-100% attendance by registrants
- Creation and implementation of school-age literary dramatic events to support family activities with a 100% increase in programs, and 95% attendance of re-registered attendees.
- Analysis of reading literature content for school-age readers for development and growth of library content and usage with 25 % increase in book, increase in donations for funding activities by 20%, and updating of content with increased interest in recycling content
- Collaboration with Henderson City for court-ordered community service Juvenile to create, develop, and maintain programs for raising funds for services, developing more teen-oriented content with 100% success in new programs, new content, and interactive services and 95% retention of youth post service requirements for youth group programs within the library
- Research analysis on new system implementation, with creation of training manuals for clients with disabilities, and low reading abilities and skills
- Provided 20% coverage for reference desk, assisting in data collection, data analysis, and data reporting for fiscal development and budget reviews

**Content Writer/Editor: National Pilot Academy & Freelance (1995-current)**

- Provided technical review for aviation documentation with editorial comment and translation of difficult text for submission of 36 government patent, with 35 awarded
- Provided technical writing to 35 successful F16 patent applications based on demonstration and illustration interpretation
- Analyzed Federal Aviation Association regulations for compliance in curriculum development for national pilot academy with 2000 hours of content of identified corrections
- Edited 141 certification-bound curriculum for national pilot academy implemented suggested changes for successful approval of curriculum by FAA
- Writer and Editor in a ghost writer position for Professional National Geographic photographer for Biographical story—pending further editing and publication
- Writer and Editor for a certified Cargo Captain for a fictional piece capturing a true-to-life dangerous situation as recorded and experienced on the Mississippi during a 3-month cargo transfer

**My Vision: My Plan;** for Nevada's State Superintendent of Public Instruction position

**My Vision:** Stepping up from the bottom rung of the national educational standard's ladder involves faith, guidance, trust, hope, and charity: the process of stepping up inspires integration, values, integrity, reflection, and growth; the objective entwines traditional passion, support, and implementation of innovation, foresight, transparency, and accountability. I vision that with an infusion of traditional values, the importance of advancement, the acceptance and foresight of participating in change will create an equilibrium in our public system that lifts our normalcy to a higher threshold of standards and propels the momentum and motivation of our children-our future- as students with ideas that will impact the world while strengthening our communities and community involvement in the process.

**My Plan:** My plan involves all three primary divisions of NDE with specific targeted areas in each of the divisions: **first**, under the Student Achievement Division, I would *target school improvements initiative with a renewed respect of smaller-community success factors being incorporated into larger-community school efforts, and enriched with more service-oriented, involved curriculum*; **second**, under Educator Effectiveness and Family Engagement Division, I would *integrate a pattern of improved communication of people with skills, knowledge, resources, and desire with education staff and parents to address identified needs for outreach, intervention, and support throughout different locations within the community*; and **third**, within Student Investment Division, I would *implement corrective actions to align grant initiatives, accountability, and purpose to ensure compliance that targeted challenges presented in present day life--intellectual ability and resource allocation, home-life situations; that federal assistance is used to address basic human needs building a surer foundation that improves retention, involvement, selfless integration and contribution to society*. Each goal would demonstrate incremental advances in phases within one fiscal year, but with specific goals to be achieved within each quarter to directly, and immediately, positively improve what the public school system is offering: hence, parents and community members can see, feel, and participate in the changes to improve transparency, trust, involvement, and overall encouragement in a better tomorrow each new day: I believe we must be united in focusing on higher values with more diligence in our daily efforts to begin to see immediate results, and yearly improvements.

Professional References

for [REDACTED], M.Ed.

Matthew Brown, Deputy Director  
State of Nevada  
Former Supervisor with NDE  
email: [REDACTED]  
Cell phone: [REDACTED]

Dr. Susan Williams  
Former Teacher/Co-worker  
email: [REDACTED]  
Cell phone: [REDACTED]