

**MEMO TO: BOARD MEMBERS
DR. SARAH RISS**

FROM: DR. DIANE MOORE

DATE: OCTOBER 1, 2015

RE: RECOMMENDATIONS FOR BAC MEMBERSHIP

The Webster Groves School District was fortunate again this year to have strong interest from citizens wanting to participate on the Building Advisory Committee. In past years the district maintained committee membership at seven members. Due to the ongoing strong interest the district administration is recommending membership on the committee be expanded to eleven members. These members will form a steering committee to review and advise the board on facility and property related topics. An email was sent to over thirty interested citizens requesting resumes for the district to review. The resumes were used to find those individuals with strong professional experience in facility planning, management and construction.

The email sent to all interested volunteers provided an opportunity for anyone not interested in submitting their resume to participate in a larger forum which will be offered at various times throughout the 2015-2016 school year. The Building Advisory Steering Committee will facilitate these forums to provide information and encourage feedback on facility related topics.

Please find attached the resumes of the four volunteers the district administration recommends to be board approved to serve on the Building Advisory Committee. Each new committee member is asked to serve a minimum three year term on the committee. Please do not hesitate to contact me if you have questions.

**WEBSTER GROVES SCHOOL DISTRICT
BOARD OF EDUCATION ITEM OF CONSIDERATION**

DATE: October 1, 2015

TOPIC/PROPOSAL: 2015-2016 Building Advisory Committee membership

BACKGROUND INFORMATION:

The Board of Education agreed to expand the BAC membership from the current seven members for the 2015-2016 school year. After contacting over 30 interested volunteers and reviewing resumes, the district administration recommends four new candidates to be appointed to serve a three year term on the BAC.

INSTRUCTIONAL IMPACT/RATIONALE:

CSIP/DISTRICT GOAL ADDRESSED:

CSIP Goal 7 – The district will maximize the use of district resources.

FISCAL NOTE

There are no direct costs.

ADMINISTRATIVE RECOMMENDATION:

- **Action Requested:** X
- **Information:**
- **Proposed Motion for Approval (if applicable):**

I move the Board of Education approve Monica Conners, Randy Curtis, Cynthia Demick and Robert Potocnjak to serve a three year term on the WGSD Building Advisory Committee.

PREPARED BY: Dr. Diane Moore

Motion: _____ **Second:** _____

Board Vote: ____ (yes) ____ (no) ____ (abstain) ____ (Consent Agenda)
10/1/2015

Monica Conners

Webster Groves, MO 63119

Summary of Qualifications: High performer with over 25 years of experience in both the public and private sector with direct management experience.

Work Experience

*St. Louis Economic Development Partnership
Clayton, MO*

April, 2006 – present

Vice President - Business Development and Workforce Innovation: Lead the Partnership's Business Development division. Activities include New Markets Tax Credits, formalized business expansion and retention program and attraction with a portfolio of over \$3 billion in investment related transactions. The partnership serves St. Louis County and City which is home to over 40,000 businesses and a population of 1.3 million people. Directly responsible for negotiating and effectuating site selection outcomes and incentive packages for existing and new businesses and lead a team of 6 people. Extensive experience in providing flexible solutions to address many issues relating to development including: real estate, finance, workforce, talent and political consensus building.

- Responsible for all aspects of existing business retention programming.
- Organizational lead on incentives related to corporate expansion.
- Manage staff of 6 direct reports including 3 AVP's, 2 managers and 1 administrative assistant.
- Leadership role in the management of Heartland Regional Investment Fund, an independent new markets tax credit certified development entity managed by SLEDP, which is a three time \$100 million allocatee.
- Lead organization's strategic planning initiative on talent.
- Travel as needed to meet with consultants, governmental agencies and attend conferences.

Assistant Vice President: Leadership role in negotiating and facilitating incentive packages for client companies. Responsibilities included Enhanced Enterprise Zone management and development, as well as Chapter 100 management and development. Additionally, played a role in the Heartland Regional Investment Fund activities for the New Market Tax Credit Program.

- Initiated highest number of Chapter 100 tax abatement transactions in the State of Missouri. Worked with municipal legal teams, assessors, outside counsel and client companies to effectuate mutually agreeable outcomes. Over \$2 billion in project investment since 2006.
- Worked with 91 municipalities to coordinate various activities including marketing, Chapter 100 issuances, Enhanced Enterprise Zones and site visits.
- Worked with outside organizations such as State of Missouri, Regional Chamber and Missouri Technology Corporation to facilitate incentive packages for client companies.

St. Louis Economic Development Partnership Continued:

Project Manager: Worked with a variety of companies including Fortune 1000, mid-caps and start-ups to provide economic development consultation in the form of site selection, incentives assistance, zoning and permitting advice.

- Project work required a high degree of organization, significant analytical skill, and ability to communicate to a varied audience. Excellent credibility in the marketplace including established relationships with: development professionals, legal community, school administrators, councilpersons, mayors, and economic development partners. Active participant in C-level meetings, strategy sessions and negotiations with regard to site selection, zoning, workforce, logistics, transportation and financial incentives.

St. Louis Regional Chamber & Growth Association
St. Louis, MO

September, 2004 – April, 2006

Manager, Research and Analysis: Managed a staff of two and was responsible for the administration, organization and performance of the department. Responsible for training staff on all research resources and methods and provided a collaborative environment where staff was able to develop strengths and expertise in a variety of areas.

- Developed benchmarking studies, website content and a variety of other databases and resources. During tenure, a new branding campaign occurred that included development of a new website. Responsible for developing and reviewing all content as it related to the new website. Best practices were conducted to review other high-performing websites across the country.
- Responsible for responses to RFP's and proposals. Performed numerous studies to document various workforce, labor, economic and company trends. Managed the acquisition of databases and business intelligence resources and made recommendations for new resources.

Virginia Economic Development Partnership
Richmond, VA

April, 1998 – May, 2001

Associate Project Manager, Research Division: Responsible for RFP's, site selection, proactive proposal generation and financial analysis.

- Portfolio of announced projects reached \$1 billion in capital investment, ranging from manufacturing to high tech.
- Responsible for developing responses to RFP's and enhanced site search proposals. Significant work in competitive analysis of incentives and taxation. Worked with all municipalities in the State of Virginia to provide fair and equitable treatment in projects.
- One of two persons in department selected to perform return on investment analysis reports. These reports were used by CEO to advise Commerce Secretary on discretionary state Governor's Opportunity Fund.

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*Farm & Home Savings Association
Clayton, MO*

November, 1992 – June, 1994

Divisional Manager: Sales and Strategic Planning – Eastern Division

- Developed organization's first strategic plan for comprehensive use by Division Senior-Vice President. Responsible for managing sales activities of 17 branch Division.

*Barnett Bank of Polk County
Lakeland, FL*

November, 1988- September 1992

Consumer Loan Officer: Southside Branch

- Promoted to Loan Officer after completing two year management training program.

Management Associate Program: BBPC Headquarters

- Accepted into competitive management associate program designed to provide intense lending and management training to selected college graduates.

Education

Bachelor of Science, 1988: Marquette University, College of Business Administration
Emphasis: Marketing/Minor Emphasis: Political Science

Virginia Polytechnic Institute and State University: Certificate in Basic Economic Development

CEcD: Coursework completed, multiple choice part passed in June, 2015.

Organizations

CREW – Commercial Real Estate for Women, St. Louis Chapter
President-Elect, 2015, National Delegate 2014-2015, represent the St. Louis Chapter at National Meetings. Previous Programs Co-chair, 2012-14.

FOCUS St. Louis – Leadership St. Louis, Graduate- Class of 2012-13

LSL Advisory Committee – 2014-present

LSL is a leadership immersion program devoted to elevating regional inclusion and problem solving.

City of Hazelwood – Member of the City's Economic Development Sales Tax Board, 2011-current
Tax Board provides recommendations on using ED Sales Tax revenue for various incentives and programming allowable by State statute.

Missouri Economic Development Council
Member since 2006 – member of Statewide Programs committee.

Marquette St. Louis Alumni Club

Member of Founding MU Alumni Scholarship Committee and have the 5th largest fund out of all National MU Clubs, after only three years of fundraising.

Randy Curtis

Webster Groves, MO 63119

Statement of Interest

I seek to join the Webster Groves School District (WGSD) Building Advisory Committee. I have a lifelong involvement with the WGSD as a student, parent of students, and as the son of an educator. The education and support I received at WGSD has allowed me to achieve all I have gained in life. WGSD has been very good to me and I believe I can give back with my time and talents most effectively on the Building Advisory Committee.

WGSD Experience

- Product of WGSD: graduate of Webster Groves High School (1981), Steger Junior High and Hudson Elementary School
- Two children in WGSD since 2005: currently at Hixson Junior High School and Steger Sixth Grade Center; they also attended Webster Groves Computer School and the Early Child Education Center (ECEC)/Walter Ambrose Family Center
- Five generations of my family have lived within in WGSD
- Mother (Nancy E. Curtis) retired from WGSD; 1970-2000 teaching at Lockwood and Bristol Elementary Schools and summer school at Avery Elementary School; active in Missouri Retired Teachers Association (MRTA) and WG Retired Teachers Association (WGRTA) serving as President, Vice-President and Secretary
- Lifetime permanent residence within WGSD in Rock Hill and Webster Groves
- Active in Computer School PTO (Parade Chairman twice, volunteer for numerous other actives); wife (Bethany Curtis) served on CS PTO Board 4 years and as volunteer for 8 years

Professional Experience

Professional Engineer (P.E.), Missouri License since 1992

U.S. Army Corps of Engineers St. Louis District

Research and Technical Services Section, Environmental and Munitions Branch, current Chief

1994-present

Civil (Geological) Engineer, GS-13

The Research and Technical Services Section (CEMVS-EC-ER) conducts historical research and analysis for environmental site characterizations and restoration. This involves performing archival investigations for Munitions and Explosives of Concern (MEC); Chemical Warfare Materials (CWM); and Hazardous, Toxic and Radioactive Waste (HTRW) at active and inactive military installations. The organization has completed over 1,000 in-depth reports for site characterization at Formerly Used Defense Sites

(FUDS) and at active military and Base Realignment and Closure installations (BRAC) in support of the Defense Environmental Restoration Program (DERP). CEMVS-EC-ER specializes in locating and gathering pertinent site-specific historical documents, maps, aerial imagery, still pictures, and film as well as collecting historic data and training manuals. The focus is on identifying locations, sources, and quantities of items of concern.

- Served as Project Manager/Team Leader and have prepared or overseen preparation of over 200 Archive Search Reports (ASR), Preliminary Assessments, and similar studies.
- Served on Project Delivery Teams (PDT) on subsequent CERCLA Site Inspections (SI), Remedial Investigations (RI), Feasibility Studies (FS), and Removal Actions, including Time Critical Removal Actions (TCRA).
- Have over 10,000 hours of direct experience researching archival material within the various military services and at the National Archives and Records Administration (NARA), regional archives, and Federal Record Centers across the country.

I've been heavily involved with remediation projects at schools constructed on former DOD sites including the following:

- Odyssey Middle School in Orlando, FL; built on the Pinecastle Jeep Range
- Chickasaw Elementary School in Orlando, FL; built on the Orlando Range and Chemical Yard
- Central High School in Brooksville; built on the Brooksville Turret Gunnery Range
- Radford High School and Makalapa Elementary School in Honolulu, HI; built on the Makalapa Crater Navy Salvage Yard and Dump

For the Florida projects I served as Project Manager and main spokesperson for the corps at public meetings with concerned parents.

Geotechnical Branch

1988-1994

Civil (Geological) Engineer

Implemented Dam Safety program at locks, dams, levees and flood walls. Responsible for continual evaluation of stability and performance for these structures and the design of the instrumentation and evaluation program.

Education

Missouri University of Science and Technology (formerly the University of Missouri-Rolla) **BS, MS & MS, Geological Engineering, Geological Engineering, and Engineering Management;** 1981 - 1987

Webster Groves High School, 1981

CYNTHIA (CYNDI) DEMICK

Saint Louis, MO 63119

MANUFACTURING OPERATIONS LEADERSHIP PROFESSIONAL

Executive with the capability to create, effectively communicate and deliver a manufacturing vision for any organization. Vision is attained through strategic planning, continuous improvement, talent management and successful strategic execution. Demonstrated ability to coordinate production, warehouse management, and quality to deliver superior services and financial results. Key accomplishments and qualifications include:

- | | | |
|-------------------------------|--------------------------|--------------------------------------|
| ▶ Inspirational Leadership | ▶ P & L Accountability | ▶ Lean Manufacturing/Six Sigma |
| ▶ Creative Strategic Planning | ▶ Intuitive & Analytical | ▶ Resourceful Capital Implementation |
| ▶ Dynamic Personal Presence | ▶ Entrepreneurial | ▶ Collaborative Leadership Style |
| ▶ Excellent Communicator | ▶ Multi-tasker | ▶ Organizational Transformation |
| ▶ Inclusive Team Builder | ▶ Detail-Oriented | ▶ Problem Solving Aptitude |

CAREER HISTORY & ACCOMPLISHMENTS

2013-2015/**POWER ENGINEERS**/Saint Louis, Missouri
(Engineering Consultants in the Power and Food Industries)

Strategic Development Manager/Client Executive

- ◆ Direct report to Facilities Division Manager
- ◆ Responsible for leading identification and implementation of Division strategic objectives/growth strategy as a participant in the leadership team
- ◆ Participated in the Balanced Scorecard development for the division including identifying indicators, assessing impact of processes and projects against strategic indicators, and participating in monthly reporting
- ◆ Primary responsibility for development of the framework/tools/templates to support the performance of Program and Project Management (based on stage/gate model) consulting
- ◆ Key Client Executive for two of the Division's largest customers, approximately 10% of Division revenue
- ◆ Participated in Value Stream Mapping and implementation of Continuous Improvement Strategies for engineering processes

2001-2013 / **RONNOCO COFFEE LLC** / Saint Louis, Missouri
(Largest Midwest supplier of specialty coffee in the Foodservice, Convenience-store and Office markets, with over \$60 million annual sales. Purchased by private equity firm in July 2012)

Vice-President Manufacturing

- ◆ Direct report to CEO/COO/Owner
- ◆ Board of Directors/Leadership Team Member
- ◆ Responsible for Operations Management (processing, packaging, warehouse & distribution)
- ◆ Provided Operations leadership in working with Sales & Marketing, Product Engineering and Purchasing to maximize profitability while delivering exception customer service
- ◆ Responsible for Equipment Service employees and functions
- ◆ Participated in Corporate strategic planning

- ◆ Facilitated change management at the executive level within a family business using influence management skills
- ◆ Defined, prepared and presented Operations' Key Performance Indicators (KPIs)
- ◆ Defined and measured manufacturing and service processes to meet ISO compliance
- ◆ Improvements to manufacturing quality, efficiency, safety and capacity through Continuous Improvement/Lean implementation, using tools such as Six Sigma, Kanban, Total Product Maintenance (TPM), value stream mapping, 5S, SMED, Kaizen, etc. Measurable improvements included:
 - Reducing personnel by 20% while increasing SKUs and Just in Time (JIT) volume shipped by 50%
 - Measuring and improving product quality by 50%
 - Health & Safety Program development yielding a 35% reduction of Worker's Compensation rates (during double digit increases in the industry)
 - Reducing inventory days of purchased goods by 60% through improved accuracy and purchasing control
- ◆ Key account management of one of the top three volume accounts
- ◆ Developed a customized MRP system based on existing tools and data
- ◆ Talent Management of: hourly employees to improve technical and customer service abilities and develop/motivate managers
- ◆ Reduction of parts inventory by >80%
- ◆ Equipment reliability improvement to 100%

2000 – 2001 / BORDEN PASTA (BORDEN FOODS, INC.) / Saint Louis, Missouri
Engineering and Maintenance Manager

- ◆ Participation in turn-around management team using continuous improvement tools
- ◆ Integration of Engineering and Maintenance functions
- ◆ Reduction of conversion cost by 12%
- ◆ Reduction of work order backlog by 50%
- ◆ Reduction of maintenance overtime by 40%
- ◆ Reduced maintenance monthly budget by 10%
- ◆ Teamsters Union plant
- ◆ Implemented \$5MM plant capital budget with cash flow and schedule compliance

1997 – 2000 / SEBESTA BLOMBERG & ASSOCIATES / Saint Louis, Missouri
Account Manager / Project Manager

- ◆ Developed and managed the Kraft Foods account and maintained our status as the largest provider of engineering services to Kraft for three consecutive years
- ◆ Assisted in establishing SB&A as one of four approved firms to provide engineering services to The Pillsbury Company (now General Mills). Responsible for managing and training the internal team to grow the account to approximately 10% of SB&A's total annual revenues for 1999
- ◆ Personally developed, marketed and sold a package for Continuous Improvement facilitation, expanding the type of services offered by SB&A into the management consulting field
- ◆ Provided leadership for a SB&A multi-discipline project team to successfully execute the site and building design portion of a \$30 million dollar project for a major food company. Project was delivered under budget and on time in a very aggressive schedule
- ◆ Project Manager on multiple, simultaneous construction and process design capital projects

- ◆ Led the development of an internal quality program, dramatically improving the quality of services provided to customers

1996 – 1997 / **AKADEMICK, INC.** / Saint Louis, Missouri

Principal, Consultant

- ◆ Personally developed the business plan for this Continuous Improvement-based consulting company
- ◆ Managed all of the steps to convert the business plan into a viable corporation. This included all of the legal and financial aspects of starting up a business
- ◆ Performed market research and executed marketing plan-including networking, direct mail of marketing materials and cold-calls
- ◆ Developed all marketing, program and training materials to support the consulting business of process improvement implementation

1994 – 1997/**DANIEL P. FINNEY, JR.** / **ATTORNEY AT LAW** / St. Louis, Missouri

Legal Project Manager

- ◆ Utilized project management skills to manage more than 200 clients/cases in a multi-billion dollar class-action settlement
- ◆ Led a team of law clerks to research document and file claims prior to the court-imposed deadlines. This effort resulted in the timely filing of over \$200 million of claims
- ◆ Accepted to Saint Louis University Law School (85% LSAT score), but deferred enrollment

1987 – 1993 / **KRAFT FOODS, INC.** / Various locations

Plant Manager/Project Management/Project Engineer

Plant Management Accomplishments:

- ◆ Youngest plant manager ever for Kraft Foods
- ◆ Led implementation of continuous improvement principles for all processes throughout plant. All plant processes were measured and functioning in a continuous improvement mode while being managed by employee teams. Continuous improvement led to significant gains in yield and a ten-percent improvement in conversion rate. Safety and quality measures were dramatically improved
- ◆ Developed and managed a multi-million dollar annual operating budget and over a one million dollar capital budget
- ◆ Successfully managed and implemented a solution to a significant environmental issue at one plant site without any disruption to plant operations or any negative public relations
- ◆ Led a research and development effort to develop and launch a series of new cheese products. These new products resulted in penetration of new markets and an increase in production tonnage for the plant of approximately 10% annually

Engineering / Project Management Accomplishments:

- ◆ Led a cross-functional project team to deliver a five million-dollar new production line project that met aggressive marketing timelines and was under budget by 10%
- ◆ Provided technical and operations consulting to multiple locations in Latin America, which resulted in 30% savings in raw materials at one location, productivity savings at multiple locations based on cast-off U.S. equipment, and improvement to meet quality standards across the region
- ◆ Managed a project team responsible for the rationalization / consolidation of duplicate Kraft and General Foods R&D facilities. Several pilot plant processes were relocated 1500 miles and successfully reinstalled within a three-month time frame
- ◆ Plant/corporate project engineering at Kraft's largest production facility

1984 – 1987 / **RASKAS FOODS, INC.** / Saint Louis, Missouri

Processing Supervisor/Shift Superintendent

- ◆ Shift superintendent and supervisory positions to include process improvement implementation
- ◆ Project Management of a controls replacement project on the major production line that resulted in Vertical Start Up
- ◆ Project management/engineering design to implement process improvement ideas

EDUCATION

- ◆ Webster University, St. Louis, Missouri: MBA, 2012
- ◆ University of Missouri—Rolla (Now Missouri University of Science & Technology); Rolla, Missouri: BS Mechanical Engineering, 1984

Robert I. Potocnjak

• St. Louis, MO •

General Contractor/Project Manager

- Professional with 25 years of experience as a General Contractor and Project Manager
- Proficient at implementing efficiency improvements and team building in a collaborative environment.
- Seeking a career in which my skills and background will benefit a commercial endeavor.

Skills

- | | |
|--|---|
| • Facilities Management | • Project Management |
| • Microsoft Office Proficiency | • Contract Negotiation |
| • Identify and Implement Efficiency Improvements | • Recognized for Superior Customer Service Skills |
| • Effective Team Leadership and Training | • Budget Management |

Awards and Certifications

President's Award for Outstanding Customer Service (*Builder's Square Outside Sales*)

OSHA 10 Hour Certification

Forklift Certification

Missouri Class "E" Driver's License

Missouri Department of Natural Resources Certified Energy Auditor

Professional Experience

GENERAL CONTRACTOR/ENERGY CONSULTANT, St. Louis, MO

Independent Contractor, 2012 to Present

Offer commercial and residential clients a full range of construction services as well as advising on the latest developments in building science including LED and induction lighting products, waste to energy and innovative recycling solutions as well as design and installation of Radon Mitigation systems.

INDIAN POINT RESORT, Branson, MO

Maintenance Supervisor, 2010-2012

Manage Maintenance staff, Identify maintenance, safety and improvement issues, Budget and Schedule work, Respond to guest service calls, Coordinate and oversee subcontractors, Maintain inventories, coordinate with vendors, verify and inspect deliveries, Assist in staff hiring, training and performance reviews, Identify and implement more efficient maintenance-procedures.

ALTERNATIVE ENERGY COMPANY, Springfield, MO

Energy Auditor/Marketing Representative, 2009-2011

Conduct Residential and Commercial Energy Audits, Interface with Agencies responsible for Government Energy Efficiency Programs, Configuration and Installation of Wind and Solar Equipment

Robert I. Potocnjak

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JOHNSTONE SUPPLY, Springfield, MO

Warehouse and Inventory Coordinator, 2008-2010

Identify and Implement Warehouse Operations Efficiency and Safety Improvements, Maintain and Update Inventory, Verify and Maintain Accuracy of Customer Accounts and Orders, Verify and Maintain accuracy of incoming and outgoing bills of lading and shipping details

HABITAT FOR HUMANITY OF SPRINGFIELD, Springfield, MO

Construction Manager, 2006-2008

Responsible for Project Planning and all phases of new home construction, Managed and Developed construction staff, Interfaced with County Officials, Utility Companies, Architects and Engineers to ensure compliance with local codes and ordinances, Worked directly with suppliers and sub-contractors to secure discounts and donations of labor and materials, Advised Drury University Architecture students in the design of the first low cost LEED-certified homes in the Midwest.

RIVERSIDE GROUP, INC., St. Louis, MO

General Contractor/Developer, 1996-2006

Directed all phases of Project Management including Property Acquisition, Profitability Forecast, Design, Development, Marketing and Sale of Rehabbed Properties, Negotiated Contracts for acquisition and sales, Interfaced with sub-contractors, municipal and zoning officials and clients, Maintained knowledge of applicable building codes, zoning and safety regulations

PRUDENTIAL ADVANTAGE REALTORS, St. Louis, MO

Real Estate Salesperson, 1993-2005

Drafted Listing and Buyer Agency Contracts, Represented buyers and sellers in contract negotiation, Scheduled inspections, repairs and utility transfers, Interfaced with mortgage brokers, title companies, code compliance officers and other realtors

BUILDER'S SQUARE, St. Louis, MO

Installed Sales Representative, 1991-1993

Scheduled appointments with customers for home improvement projects, created design proposals, estimates and completed contracts, Interfaced with suppliers and installers to ensure successful completion of projects.

MCDONNELL AIRCRAFT CORPORATION, St. Louis, MO

Production Control Expediter, 1986-1991

Supplied aircraft production line with needed parts for fighter jet assembly, Managed inventory control and suppliers to ensure timely shipment of parts, Initiated and Implemented an innovative inventory control system to eliminate waste and theft and improve project profitability.

Robert I. Potocnjak

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Education

FONTBONNE UNIVERSITY, St. Louis, MO

SOUTHWEST MISSOURI STATE, Springfield, MO

UNIVERSITY OF MISSOURI, Columbia, MO

- Major: Business Administration
 - Minor: English
-