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### **CORE COMPETENCIES**

- Visionary Leadership
- Program Development
- Fiscal Management
- Team Building
- Planning for Results
- Operational Management

### **RECENT PROFESSIONAL EXPERIENCE**

#### **Milwaukee Center for Independence**

February 2010 – Present

Vice President, Children's Programs

Responsible for School for Early Development and Achievement, Pediatric Skilled Nursing Program, Birth – Three, Wells Street Academy and SmartBaby programs

Key Achievements

- Developed model for school transformation with focus on instruction and accountability, resulting in a four year charter renewal contract.
- Developed school within the Pediatric Skilled Nursing Unit to serve children with complex medical needs – opened August 2011 (Wells Street Academy).
- Designed and implemented prenatal care coordination program, SmartBaby, partnering with Marquette Neighborhood Health Center and African American Breastfeeding Network.
- Secured \$50,000 + in grants to develop a Multisensory Environment at MCFI.
- Developed and implemented fundraising/marketing strategy for Children's Programs.
- Developed Young Professionals Advisory Board to support Children's Programs.
- Recruited and trained Board members for Wells Street Academy Board.
- Managed successful program accreditation from Joint Commission, WRISA and Healthy Families USA.
- Led successful effort to secure partnership with Junior League of Milwaukee as their 100th Anniversary partner, which includes \$100,000 of financial support.
- Developed and implemented mindfulness program for school which included research component in conjunction with Marquette University.
- Developed SEDA Readers program and 1000 Books Before Kindergarten program to support literacy.
- Collaborated with Marquette University for autism education presentations.

#### **American Red Cross in Southeastern Wisconsin**

October 2007 – January 2010

Regional Chapter Executive

Serve as executive of region serving nine counties in southeastern Wisconsin.

Full responsibility for all aspects of organizational operations including service delivery, fiscal results, technology, facilities, human resource functions, employee recruitment and hiring.

Key Achievements:

- Successfully drove cultural change to establish accountability.
- Eliminated \$650,000 budget deficit in FY09.
- Increased fundraising revenue by 30% in first half of FY09, as compared to FY08.
- Re-aligned programming with mission by elimination of non-mission related programming through transition to more appropriate organizations.
- Outsourced required programming resulting in savings of \$80,000+ annually, while maintaining quality ratings.
- Restructured Tri-County office with staff appropriate to scope of duties.
- Established youth program partners.
- Informed community about organization through public speaking engagements.

#### **Milwaukee Academy of Science**

May 2000- September 2007

President and CEO

Served as president and CEO of a \$9+million independent charter school with more than 90 employees and 1,000 students.

Full responsibility for all aspects of school operations including school vision, strategic planning, fiscal results, technology, facilities, human resource functions, employee recruitment and hiring, professional development, student recruitment and academic results.

Key Achievements:

- Conducted successful charter school evaluation, based on Malcolm Baldrige criteria, resulting in five year contract renewal.
- Directed technology department, and development and implementation of technology plan, resulting in the implementation of technology based curriculum, including Project Lead the Way and Lego Robotics.

- Negotiated transition agreement with Edison Schools at the end of a five year contract, resulting in higher retained revenue at school site.
- Collaborated with board of directors in executing \$13 million bond deal resulting in purchase of facility and renovation for high school space. In less than two years, bond increased to investment grade (BB+ to BBB-).
- Managed and provided oversight for \$3+ million building renovation.
- Developed and implemented new hiring/recruitment process that resulted in significantly higher employee retention rates (+41%), and improved academic results (+23%).
- Planned and implemented all professional development activities for staff, including graduate courses.
- Developed and managed \$10+ million budget consistently meeting revenue targets while maintaining expenses.
- Significantly increased student achievement levels.
- Developed and managed external relationship with local and national organizations (for example, Project Lead the Way and the Enrichment Institute).
- Successfully partnered with prominent board of directors including the president of the Medical College of Wisconsin, the deans of Education at Marquette University and Cardinal Stritch University, as well as other representatives from institutes of higher education in Milwaukee.
- Successfully obtained more than \$1 million in grant funding and managed a \$2.5 million Capital Campaign.
- Developed and implemented a high school program, to ensure the fulfillment of school vision.
- Increased satisfaction levels among stakeholders, including parents and staff. (+44%).
- Managed strategic planning team. Developed and implemented parent survey.

#### ***OTHER PROFESSIONAL EXPERIENCE***

- Business manager at urban private school
- Adjunct professor (Alverno College: Organizational Behavior; Cardinal Stritch University: Current Issues in Education; Carroll University: Critical Issues in Non Profit Management, Resource Development) – consistently received high ratings from students.
- Admissions and Recruitment Representative for private Montessori School

#### ***EDUCATION***

Doctor of Education: Leadership, Learning and Service  
 Master of Management – Organizational Theory  
 Bachelor of Science – Sociology

Cardinal Stritch University  
 University of Wisconsin - Milwaukee  
 Tulane University

#### ***PROFESSIONAL ASSOCIATIONS – Current***

Professional Dimensions: Member, Sacagawea event Co-Chair, 2013  
 Milwaukee Rotary Club: Member, Mentor of scholarship student  
 100 Women Who Care Milwaukee: Member  
 Wisconsin Religious and Independent Schools: Accreditation Team Member

#### ***PROFESSIONAL ASSOCIATIONS – Past***

Harvard University: Board Member of the Principals' Center  
 Cardinal Stritch University: Member of field experience Advisory Board  
 Cathedral Center: Board Member  
 School for Early Development and Achievement: Board Member  
 St. Coletta Day School: Board Secretary  
 Milwaukee Community Service Corps – Education Committee member and former Board member  
 Institute for the Transformation of Learning, Marquette University: MPCP School Accreditation Board Member

#### ***PRESENTATIONS/ARTICLES***

Abstract Reviewer: Community Based Public Health Caucus. 2014, 2015  
 Community Reviewer: Patient Centered Outcome Research Institute, Fall 2013; American Public Health Association, Fall 2013, Winter 2014  
 Peer Reviewer: All America City Award – Third Grade Reading Initiative, April 2012  
 "Voices of African American Males" Phi Delta Kappan, February 2012, reprinted in Education Week February 3, 2012  
 "YoungStar is just the start" Milwaukee Journal Sentinel, July 2010  
 "A Systematic Baldrige Based Approach to Improvement and Accountability" National Quality in Education Conference, November 2003 Albuquerque, NM  
 "Urban School Partnership" Professional Development School Conference, March 2004 Orlando FL and Wisconsin Charter School Conference, May 2004 Milwaukee, WI  
 Panelist, "Status of Wisconsin Charter Schools" August 2004 Madison, WI

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**Education:** Degree - UW-Whitewater; BS Elementary Education  
MS Curriculum and Instruction/ EC Emphasis  
Department of Public Instruction Principal Certification

**Experiences:** *Next Door* serving over 1,000 children and families  
in the Metcalfe and surrounding neighborhoods Milwaukee, WI

*Charter School Principal/ Education Leader, August 2010- present*

- ◆ Principal of Next Door K4-K5 Charter School through Milwaukee Public Schools
- ◆ Lead collaborative decisions for Head Start based education, curriculum, and school readiness goals for 1,000 children 3 and 4 years old
- ◆ Oversight of Head Start and Charter School nutrition programming and meals
- ◆ Supervisory responsibilities for 80 Head Start and Charter School teachers, assistants and nutrition manager
- ◆ Supervision of four Site Directors
- ◆ Supervision of School Readiness Coach

*Dane County Parent Council, Inc.* - serving over 1,000 children and families in Head Start and Early Head Start

*Child Development Director August, 2002 – 2012*

- ◆ Supervised 44 staff at 3 sites
- ◆ Supervised one Head Start 4K public school collaboration site
- ◆ Mentored pre-school classroom staff and advised teams in developing action plans for quality improvement.
- ◆ Mentored 1 room that provided services to 8 children, 6 weeks-3years of age and advised staff in implementation of action plans for quality improvement.
- ◆ Supervised 1 home base employee Collaborated for regional training of the Wisconsin Model Early Learning Standards (registered WMELS trainer)
- ◆ Individualized Professional Development Plans for all agency DPI educators (DPI registered mentor)
- ◆ Led the first Dane County Parent Council Site through the NAEYC accreditation process.
- ◆ Developed a family literacy backpack program for 6 Head Start classrooms.

*Excellence Grant Mentor/Trainer January 3, 2001 – May, 2002*

- ◆ Assessed needs and recommend changes for 6 Head Start Programs using the Early Childhood Environmental Rating Scale-Revised (ECERS)

- ◆ Assisted in implementation of suggested changes
- ◆ Modeled developmentally appropriate practices in each program based on needs
- ◆ Worked cooperatively with teachers in improving classroom management strategies
- ◆ Provided training for the Agencies' All Staff Training Sessions

**Lutheran Homes of Oconomowoc The Child Development Center**

*Administrator/Director 1995 – 2001*

- ◆ Developed curriculum for children 6 weeks to 5 years which followed the NAEYC accreditation guidelines for DAP
- ◆ Developed and manage a budget
- ◆ Revised and develop new policies
- ◆ Selected, trained, scheduled, supervised, and evaluated 14 staff
- ◆ Collaborated with department managers on intergenerational programing
- ◆ Assessed long range individual and group goals for maintaining Accreditation standards
- ◆ Conducted ongoing needs assessment and evaluation of the program
- ◆ Collaborated with area centers for training and community service
- ◆ Developed a parent handbook and a method for billing outside clients
- ◆ Selected equipment for expansion
- ◆ Wrote and awarded \$10,000 Quality Improvement Grant
- ◆ Awarded NAEYC Accreditation Recognition – August, 1999

*Wisconsin Public Schools Teacher*

- ◆ Watertown Unified School District 1973- 79
- ◆ Melrose-Mindoro School System 1971- 73

**Credentials:**

Approved Wisconsin Model Early Learning Standards Trainer  
 Wisconsin Department of Public Instruction (DPI) Rule PI 34 Mentor  
 State TEACH steering committee  
 State Early Learning Group (DPI)  
 Teaching License  
 Principal License  
 CLASS reliable

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## PROFESSIONAL EXPERIENCE

### **NEXT DOOR FOUNDATION, INC.**

2545 N. 29<sup>th</sup> Street, Milwaukee, WI 53210

**November 2008 – Present**

#### **Vice President of Administration**

August 2010 – Present

#### **Interim Director of Finance (part-time)**

November 2008 – August 2010

Responsible for providing strategic leadership by establishing and leading a coordinated and purposeful system of accountability with the goal of promoting a positive, family-centered organizational culture and enhance organizational alignment. Direct management of the agency's indirect services; applying broad operational knowledge and analytical skills to manage processes and systems, which support the delivery of high quality, comprehensive child development programming. Oversight of the day-to-day operations for the agency's facilities, fiscal, IT/data support, human resources and development departments.

- Actively participate in organizational effectiveness through strategic planning, risk management, self assessment and systems integration.
- Provide support to the Board of Directors, various committees and management to facilitate agency decision making by presenting financial analysis and recommendations; including report development and compilation of statistical summaries and special report requests utilizing various sources of information.
- Responsible for a sound fiscal structure; policies, procedures and all transactions are conducted in accordance with current legal and audit standards, Head Start performance standards and applicable accounting principles.
- Ensure that policies and procedures comply with all government regulations and funding source requirements and are structured to meet agency objectives and support the overall business plan.
- Develop proposals, write budgets, budget justifications and fiscal narratives for grants, secure bids, and negotiate contracts on behalf of the agency.
- Responsible for sound and progressive human resource policies, procedures and programs for employment, benefits, compensation, training and employee relations that meet all federal and state requirements.
- Plan and direct overall management of facilities and related services including: construction projects, building maintenance, janitorial, grounds, fleet maintenance, transportation, security and emergency procedures.
- Continually monitor organizational information needs, create dynamic innovative systems to meet changing requirements and external environmental challenges.
- Ensure information technology supports agency, staff and community needs; including website, intranet, facilities security system, web-based software, compliance requirements, and ongoing support to users.
- Provide guidance and technical assistance from administrative departments.
- Facilitate the timely and effective resolution of operational problems affecting delivery of services.

### **MERITER HEALTH SERVICES, INC.**

202 S. Park Street, Madison, WI 53715

**May 2008 – August 2010**

#### **Benefits Manager**

Accountable for providing administration, communication and implementation of all benefit programs for Meriter Health Services. Ensure compliance with all benefits regulations; ERISA, COBRA, State and Federal FMLA, and workers compensation. Ensure employee satisfaction with all benefit programs.

- Managed Meriter's benefit program through continual evaluation of organizational needs and changes necessary to provide competitive and desirable benefits.

- Accountable for benefits program administration by continuing a competitive posture through expert analysis of employee needs and future labor pools to provide competitive and desirable results.
- Facilitated administration of Meriter's retirement plans (pension, 401(k), 403(b), 457(b), NQDC) through staff responsiveness to participant requests for pension account balance information, projections, processing distributions, administering day-to-day processing of retirement plan transactions to ensure compliance and employee satisfaction.
- Served as a key project lead on physician compensation program plan design including;
  - physician compensation strategies and compensation plans tied to mission, strategy and operating goals,
  - physician incentive programs tied to both individual and group performance,
  - compensation plans and assess pay programs for administrative physicians, and
  - deferred compensation and supplemental benefit plans.

**DANE COUNTY PARENT COUNCIL, INC.**

**January 2001 – October 2008**

2096 Red Arrow Trail, Madison, WI 53711

**Chief Financial Officer**

Provided leadership of the agency's indirect services; applying broad operational system knowledge and analytical skills to manage processes and systems, to support delivery of a variety child development and family support programming. Oversight of the day-to-day operations for all areas of the administrative, enrollment and data support, facilities, fiscal, human resource and transportation departments.

- Assisted in enhancing organizational effectiveness through risk management assessment, strategic planning and systems integration.
- Developed strong fiscal structure; policies, procedures and all transactions are conducted in accordance with OMB A-133 audit requirements, Head Start performance standards, and generally accepted accounting principles.
- Developed sound and progressive human resource policies, procedures and programs for employment, benefits and compensation, training and employee relations.
- Provided support to the Board of Directors and management to facilitate agency decision making by presenting financial analysis and recommendations including; financial statements, break-even analysis, and critical business measures.
- Developed proposals, wrote grants, secured bids, and negotiated contracts on behalf of DCPC; including employee benefits and SEIU union contract, building loans and equipment leases, construction projects, and vendor pricing and procurement.
- Planned and directed overall management of facilities and related services including: contract negotiation, maintenance, janitorial, HVAC, grounds and fleet maintenance, security and emergency procedures.
- Managed information technology needs, including evaluation, recommendation, implementation and ongoing support to users.
- Ensured policies and procedures complied with all federal Head Start and government regulations and funding source requirements. Ensured policies and procedures were structured to meet agency objectives and support the overall business plan.

**UNIVERSITY OF WISCONSIN MEDICAL FOUNDATION**

**January 1986 – January 2002**

7974 UW Health Court, Middleton, WI 53562

**Consultant**  
**Director, Human Resources & Physicians Compensation**  
**HRIS/Compensation Manager**  
**Accounting Manager**  
**Financial Analyst**

January 2001 – January 2002  
 June 1997 – January 2001  
 December 1990 – June 1997  
 January 1988 – December 1990  
 January 1986 – January 1988

**COBE CORPORATION, Madison, WI**

**July 1983 – January 1986**

**Accountant/Office Manager**

## **EDUCATION/CERTIFICATION**

### **Cardinal Stritch University – Milwaukee WI**

Bachelor of Science-Business Administration

### **Notheast Wisconsin Technical College – Green Bay, WI**

Associate Degree – Accounting

### **Certified Compensation Professional – American Compensation Association**

Earned certification by passing a series of tests on compensation and benefit related subjects.

## **PROFESSIONAL AFFILIATIONS**

WHSA - Wisconsin Head Start Association: Member

WAFCA - Wisconsin Association of Family & Children's Agencies: Member