



**DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO**



MEMORANDUM FOR MR. MIKE MORATH, COMMISSIONER, TEXAS EDUCATION AGENCY
1701 North Congress Avenue
Austin TX 78701

FROM: 502 FSG/CC
2330 Stanley Road, Suite A
JBSA Ft Sam Houston TX 78234-2362

SUBJECT: The Appointment of Mr. Willie E. White, Ms. Deborah E. Seabron, and Ms. Andrea Nicholas to the Fort Sam Houston Independent School District (FSHISD) Board of Trustees

1. I would like to respectfully request appointment for Mr. Willie E. White, Ms. Deborah E. Seabron, and Ms. Andrea Nicholas to the FSHISD Board of Trustees. Enclosed is the resume for the position, as required by Texas Administrative Code Section 61.2a (1), along with signed statement expressing their willingness to accept the appointment and serve in full adherence to the established state standards for school board members.
2. The nominees are qualified under the general school laws of Texas and nominee either lives or works on Joint Base San Antonio Fort Sam Houston (JBSA FSH). The nominees are well qualified and would be in full compliance with the provisions of the Texas Education Code 11.352. Every avenue was used to reach the widest possible applicant pool. The membership composition of the board of trustees is in compliance with the provisions of Texas Code 11.28.
3. I recognize the power of the Board of Trustees is to govern and manage the operations of FSHISD and recognize that my role as the commanding officer of 502d Force Support Group is limited only to the duty defined by the statute in the process for appointing the Board of Trustees.
4. Thank you for your support of our school district. If you have any questions, please contact Ms. Nita Ford-Hightower, JBSA FSH School Liaison, at (210) 221-2214 or nita.j.fordhightower.civ@mail.mil.

SHANE R. CUÉLLAR, Colonel, USA
Commander, 502d Force Support Group

Attachments:
Mr. Willie E. White
Ms. Deborah E. Seabron
Ms. Andrea Nicholas



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: WHITE, WILLIE EDWARD

Residential Address: 2405 Gun Shed

~~SAN ANTONIO~~ TX 78234
Fort Sam Houston

Physical Address of Employer:

2405 Gun Shed

~~SAN ANTONIO~~ TX 78234
FORT SAM HOUSTON

Board of Trustees Location Applying For: JBSA, FT SAM HOUSTON

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Signature of Applicant

WHITE, WILLIE E

Printed Name of Applicant

6 MAY 21

Date

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

WILLIE E WHITE

G-5 Plans & Strategy Management Analyst

Security Clearance :Active Secret

30% or More Disabled Veterans YES

Email: willie8241@sbcglobal.net

WK: willie.e.white1.civ@mail.mil

HM: 10207 Ivy Jade, Schertz, TX. 78154

C: 210-834-5043 / W: 210-466-0145

Headquarters IMCOM, San Antonio TX.78234

Areas of Expertise:

President, School Board & District Governance, Approver of School district Annual Budgeting and Fiscal Management, Extensive Communication Senior Executive/General Officer level , Organizational Management, Advocate for Educational Excellence, Human Resource, Civilian Recruiting, Effective Business Communication, Employee Management, Administration and Management Strategic Planning, Skill in Use of Military Personnel Systems Operational Management, Planning and Evaluating, Practice Roberts Rule of Order, Hiring Executive School District Superintendents

EDUCATION:

Masters of Business Administration: (MBA)

“University of Phoenix”, San Antonio, TX.

Graduated - 2014

Bachelor of Science in Management; (BSM)

“University of Phoenix”, San Antonio, TX.

Graduated - 2012

Military Education:

Graduate Army First Sergeant(Personnel Manager) Course,

Graduated - 2006

Army Drill Sergeant School,

Graduated - 2001

Advanced Non-Commissioned Officer Course,

Graduated - 2001

Basic Non-Commissioned Officer Course,

Graduated - 1994

Primary Leadership & Development Course,

Graduated - 1997

Certifications:

U.S. Bank Corporate Payment System Certified (Approving Official), 2015

Army Instructor Course -Trained to facilitate large instructional based classes, 2002

Computer Based Training Program (SHARE-POINT),2012

Contracting Officer, 2011-Present

Professional Associations

Vice President/President, Fort Sam Houston ISD Board of Trustees, 2018 – Present

Regional Vice President, Texas Caucus of Black School Board Members, 2018 - Present

WILLIE E WHITE

Management (CIM) operating budget.

Prepared and briefed the Quarterly Training Budget to Deputy Commanding General and assisted in setting the yearly Programming and Budgeting for the CIM and HQ IMCOM Military Training Specific Allotment, TDY, CIM Operational Expense.

Primary Travel Coordinator for Non Appropriated Fund organization; processed six courses for over 125 students TDY travel in a seven-month period, streamlined a work process improvement to ensure accurate and timely submissions of funding request for garrison reimbursements.

Military Training Specific Allotment (MTSA) Program Manager for IMCOM garrisons; allocated funding for over 70 service members with a \$1.6M Budget.

Travel financial reimbursement manager 12-15 courses per year totaling \$400K-500K and 150-180 students.

May/2010 to Nov/2014: HQ, IMCOM Business Training Coordinator Community Recreation - Supervisor: Daryl Harris, daryl.w.harris.naf@mail.mil: 40 hrs week

Responsible for coordinating senior leader's attendance to developmental training for career advancement.

Managed an operating budget of \$3.5 million as a Contract Officer Representative for Penn State University and Booze Allen Hamilton; developed programs for methods improvement, workforce design, mission functions, and work process streamlining and contract revision.

Accounted 100% for and invoiced 8,000 pieces of equipment valued over \$40 million in 23 shipments to Iraq and Afghanistan.

Negotiated with Region Directors manages and oversee the daily operation of the command's primary conferences to include Conus Europe, Pacific, to support the Army Wounded Warrior Course consisting of 120 Joint Services personnel to attend Penn State University.

Performed contract surveillance and recommended acceptance/rejection of contractor material, services; coordinated between the contractor and the contracting office progress or problems associated with various contract requirements.

Aug/2009 to Jun/2011: Moral Welfare Recreation Command, Human Resource Management Intern Program, Supervisor: Daryl Harris, daryl.w.harris.naf@mail.mil 40 hrs week.

Lead analyst accountable for recruitment, hiring practices resume evaluations, and managing the placement of 30 newly hired enterprise Management Interns and Developmental Chefs overseeing a \$1M budget.

Mentored the Management Interns through constant communication on workforce development, training, and management development for a rotation of 60 Interns over a two year period with extensive employee Management Relations Program understanding.

Lead MWR Analyst, for conducting highly complex training support studies, analysis, and current tasking's/operations integration requirements accounting for over 60 Interns receiving 100% mandatory OPM management courses, conferences and training events.

An extensive knowledge of concepts, theories, principles, processes, and practices of human resources program and of trends or current developments associated with the program.

Implemented systematic processes and checks reduced administrative time/process for creating 65 Permanent Duty Orders for relocation of newly hired employees with over 95% success rate.

Maintains comprehensive and thorough knowledge of laws, regulations, and Executive Orders.



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Deborah E. Seabron

Residential Address: 2080 Wilson Way, Bldg 247

JBSA-Fort Sam Houston Texas 78234

Physical Address of Employer:

2080 Wilson Way, Bldg 247

JBSA-Fort Sam Houston Texas 78234

Board of Trustees Location Applying For: Fort Sam Houston ISD

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SEABRON.DEBORAH. Digitally signed by
E.1046982572 SEABRON.DEBORAH.E.1046982572
Date: 2021.06.03 11:31:46 -05'00'

Signature of Applicant

Deborah E. Seabron

Printed Name of Applicant

03 June 2021

Date

***Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.***

DEBORAH ELAINE (GRANT) SEABRON, PhD.

Email: deborah.e.seabron.civ@mail.mil

PERSONAL SUMMARY

Fort Sam Houston ISD Board Trustee 2004-2015, 2017-Present

More than 46 Years of Experience in Military Comptroller, Auditing, & Professional Management Fields

SCHOOL BOARD & PROFESSIONAL PROFILE

- Member Fort Sam Houston School Board of Trustees 2004-2015
- Elected Board Secretary 2007-2009, 2017, Board President 2009-2010, Board Vice President 2018-Present
- Director Region 20, Position D, Texas Association of School Boards (TASB) 2013-2015
- Delegate to TASA/TASB Conference Dallas, Texas 2005-2006, 2008, 2009, 2012, 2018
- Board Representative to National Association of Federally Impacted Schools (NAFIS) 2004-2010
- Board Representative FSHISD meeting National Legislative Officials Washington, DC 2004-2012
- Member Bexar County Alliance of School Boards 2006-2015, 2017-Present
- Member Texas Caucus of Black School Board Members 2007-2015, 2017-Present
- Completed approx. 490 School Board Continuing Training Hours
- FSHISD Rep (Lobbyist to Congress) - National Association of Federally Impacted Schools (NAFIS) 2005-2015, 2018
- Representative for San Antonio Area Grass Roots Legislation Advisory Council (LAC) 2008-2009, 2017
- Graduate -Texas Association of School Board's (TASB) Leadership Program 2009
- Graduate- Leadership San Antonio 1991

PROFESSIONAL ACCOMPLISHMENTS

- Field Research *"Authentic Leadership & Factors Affecting Organizational Commitment Among Professionals"* 2018
- San Antonio Women's Chamber of Commerce *"Rising Star Award"*, 2017
- Commissioner, (District 2) San Antonio Mayor's Commission for the Status of Women, 2007-2015
- Keynote Speaker, HQ, IMCOM Black History Program 2011
- Member, San Antonio Mayor's Women's Speaker's Bureau, 2007-2015
- Member, Eastside Promise Neighborhood Speaker's Bureau
- Guest Lecturer, Our Lady of the Lake, Heart and Soul Series, 2011
- Published Article - *"Military & Military City USA Combine to Make 2005 BRAC Recommendations a Reality"*, U.S. Army Journal of Installation Management (BRAC Edition) 2011
- Lead Professor, National Graduate School, Texas Bachelor's Program, Professor Master Program
- Commissioner, VIA Intra-City Rail & Streetcar Commission, 2009-2011
- FSH Representative for San Antonio 20/20 Project- Education Subcommittee 2010 -2011
- FSH Representative to San Antonio Military Task Force - Education Subcommittee 2008-2010
- Army Civilian Leadership Advanced Course, Fort Belvoir, VA 2008
- Graduate - Leadership San Antonio - Class of 1991

ACADEMIC CREDENTIALS

- PhD. - Dissertation Pending, *"Authentic Leadership & the Factors Affecting Organizational Commitment Among Professionals"*, Leadership Studies Department, Our Lady of the Lake University, San Antonio, Texas
- M.S. - Quality Systems Management, National Graduate School, Falmouth, Massachusetts
- B.A. - Accounting, University of the Incarnate Word, San Antonio, Texas

PROFESSIONAL PROFILE

502 ABW, CVM	Senior Program Manager	2021 - Present
• 502 ABW, XP	Chief, JBSA Basing & Reintegration Programs	2019 - 2021
• 502ABW,XP	Chief, JBSA Wellness & Prevention Programs	2017-2018
• 502 ABW, XP/8 Integrations	Chief, Integrations/Strategic Initiatives	2015 -2017
• 502 MSG, JBSA - FSH, TX	Chief, Commander's Action Group	2010-2015
• Fort Sam Houston, TX	Chief, Plans, Analysis & Integration	2009- 2010
• Fort Sam Houston, TX	Lead, Management Analysis Branch, PAID	2004- 2009



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: *Andrea De londa Nicholas*

Residential Address: *7327 Roveen Trail
San Antonio, Texas 78244*

Physical Address of Employer:
*2530 Funston Rd (B2530)
Fort Sam Houston, Tx 78234*

Board of Trustees Location Applying For:

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Andrea Nicholas

Signature of Applicant

8 Jun 21

Date

Andrea Nicholas

Printed Name of Applicant

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.**

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, Texas 78244 Telephone: 210-367-1065
andreadnicholas@hotmail.com

PROFESSIONAL SUMMARY

Passionate Robert G. Cole alumna committed to making the educational experience a positive one for all students, faculty and staff. Prepared to support decisions/initiatives that will enhance the district's climate so that all students, faculty and staff may obtain the knowledge, skills and abilities necessary to thrive in all aspects (cognitive, physical, social, and emotional) of their lives at school and in the community. Eager to share 32 years of experiences obtained while working for JBSA-Child and Youth Programs and give back to the district that provided the foundation I needed as a student to be successful. Desires to secure a position as a member of the Fort Sam Houston Independent School District Board of Trustees.

SKILLS

Positive Atmosphere Promoter
Leadership/Communication
Active Listening
Operation Analysis/Monitoring

Critical Thinking
Fast Learner
Proficient in Microsoft Office
Adaptive

Strategic Planning and Thinking
Multitasking
Child/Youth Mentor/Coaching
Teamplayer

EXPERIENCE

Jan 2019 to Present Community Child Care Coordinator, JBSA-Fort Sam Houston, Texas

Assist families with securing child care options that fulfill their needs. Recruit eligible applicants to become Family Child Care (FCC) providers. Serve as the educational advisor and resource person to each FCC provider. Serve as the FCC point of contact for the Inclusion Action Team. Provide various briefings reference Child and Youth Programs to Units, Squadrons, Key Spouses/Leaders, and/or civilian organizations. Assist families with navigating MilitaryChildCare.com. Assist families with scheduling care utilization for Respite Care and various Expanded Child Care initiatives. Monitor FCC program for compliance with AF instructions, guidelines and policies. Prepare various reports and correspondence as directed via written and/or oral instruction. Maximize patron engagements by providing operational excellence.

May 2015 to Jan 2019 Training and Curriculum Specialist, JBSA-Fort Sam Houston, Texas

Provide and/or coordinate training for Child and Youth Program staff to ensure information and guidance in child and youth development are obtained and maintained. Ensure staff members receive training in risk management (internal controls, accident/incident reporting, and child abuse identification, prevention and reporting procedures, etc.) Conduct observations of personnel during daily activities and special events to assess their competency level(s), evaluate performance and provide feedback. Complete debriefs reference staff performance. Ensure training, observations, testing, and debriefs are documented appropriately and in a timely manner. Communicate effectively with management on training and performance matters. Work with management and parents to determine if reasonable accommodations can be met for patrons identified as having a special need. Ensure staff are trained and environments support patron utilization. Plans, develops, and executes trainings to include but not limited to New Employee Orientation, New Employee Training, Training Modules, and installation requirements. Serve as an informational resource for personnel, children/youth and parents reference programming requirements, age/developmentally appropriate activities, available community resources and upcoming events. Recommend purchases for developmentally appropriate material, supplies, and equipment. Ensures environments are arranged appropriately and equipment and supplies are in good working condition and being utilized appropriately. Ensure program meets Department of Defense Certification standards and comply with all legal and regulatory requirements. Serve as Subject Matter Expert for Armed Forces Action Process as it pertains to Child and Youth Programs.

Oct 2011 to Nov 2015 Army Child Care in Your Neighborhood (ACCYN) Community Based Program Manager JBSA-Fort Sam Houston, Texas

Provide regular technical assistance and evaluations to ensure participating child development center directors, staff and family child care providers are providing care that meets the needs of its patrons and is in compliance with established National, State and ACCYN program requirements. Assess programs and develop baselines for plans and improvements through administering environment rating scales. Identify and provide training to child

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, Texas 78244 Telephone: 210-367-1065
andreadnicholas@hotmail.com

development program staff and Family Child Care providers to ensure safe, age and developmentally appropriate child care is provided. Monitor child development and family child care homes by conducting announced and unannounced site visits to ensure staff adhere to risk management procedures to meet all applicable military and State licensing regulations. Assist programs with planning an annual budget to meet the needs of the program and its patrons. Budget must include staff training and professional development, and promote positive growth and development of children/youth IAW all applicable regulations and standards. Distribute funding and reconcile financial data as it pertains to executing program budgets. Provide technical assistance/guidance to programs and families enrolling in the Fee Assistance program. Serve as a coach/mentor in assisting programs to establish an accreditation team and provide technical support and updates on program progress towards obtaining or maintaining credentials and/or national accreditation. Serve as subject matter expert and coordinate with military organizations and outside agencies to provide program materials, consultation, and training. Maintain state-of-the-art knowledge of child and youth development philosophy, principles, methods, and techniques as endorsed by the military and nationally recognized child/youth organizations. Serve as a Records Custodian for Child and Youth Programs. Recruit, support and maintain relationships with community based child care programs to provide families with child care that is commensurate in quality and cost to care being offered on post. Represent the military as a viable partner with resources to increase the quality of care in off post catchment areas which benefits all children served.

Mar 2008 to Oct 2011 Outreach Services (OS) Director, Child, Youth & School Services (CYS), JBSA-Fort Sam Houston, Texas

Provide oversight and accountability for staff performance and safety/well-being of patrons IAW policies and procedures. Supervise and evaluate staff according to established performance standards. Provide professional recognition and/or disciplinary action. Ensure staff follow risk management procedures and standard operating procedures to support program goals. Implement and monitor policies reference fees, patron eligibility, baseline programming, space allocations, etc. Prepare operating procedures to anticipate installation trends and documents in Installation Child and Youth Operations Plan. Apply professional knowledge to plan, and implement OS components via Parent Liaison Services, Community Liaison Services, and CYS Liaison Services, Outreach Care and Supervision Options, and Mobile programs. Provide staff training and development. Process personnel actions in a timely manner. Conduct analysis of annual program budget variances and prepare written justification for funding of program resource requirements.

EDUCATION

Wayland Baptist University- San Antonio, Texas, Med, 2021

Wayland Baptist University- San Antonio, Texas, BSOE, Management, 2007

St Philip's College- San Antonio, Texas, AA, Liberal Arts (Education), 2004

St Philip's College- San Antonio, Texas, AAS, Computer Information Sys-Acct Specialist, 1990

TRAINING

Over 50 hours of Texas Association of School Administrators/Texas Association of School Boards training, Lean Six Sigma Black Belt (Organizational Efficiency), Resiliency Training Facilitator, Basic Management Course - MWR Academy, Operation Excellence Customer Service Trainer, Galileo Leadership Training, Managing Multiple Projects, Alpine Tower Teambuilding, Parents as Teachers-Heroes at Home, Ethics, Action Skills for Supervisors and Effective Teams (ASSETS), Teamwork and Motivation, Effective Writing, Working with Not Against Parents, Customer Service, and various Military Child Education Coalition Trainings

AFFILIATIONS

2017-present #TeamAction Help Raise 1 Help Save 1 - Mentor

2012-present SayTown Snappers - Vice President

2004-present San Antonio Blazers Premier Track Club- Fundraiser Member

1990-present National Youth Sports Coach Association – Coach

1990-present JBSA-Fort Sam Houston Youth Sports - Cheer Coordinator and Coach

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, Texas 78244 Telephone: 210-367-1065
andreadnicholas@hotmail.com

REFERENCES

Roxanne Lacy 210-860-4811

Rex Murphy 210-324-1447