

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: \*

☒ Nursing Home Community Advisory Committee

Please select your second Board preference: \*

☒ Fire Commission

Please select your third Board preference: \*

☒ Nursing Home Community Advisory Committee

Please select your fourth Board preference: \*

☒ Fire Commission

Please select your fifth Board preference: \*

☒ Nursing Home Community Advisory Committee

Please select your sixth Board preference: \*

☒ Nursing Home Community Advisory Committee

Nicole	C	Boone
First Name	Middle Initial	Last Name

4321 Pine Springs Ct		
Street Address	Suite or Apt	
Raleigh	NC	27613
City	State	Postal Code

What district do you live in?

None Selected

Home: (910) 265-6390	Home: (919) 414-0481
Primary Phone	Alternate Phone

nicolecboone@hotmail.com
Email Address

NC DHHS- DCDEE	B-3 Policy Advisor
Employer	Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

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☒ Yes ☐ No

**In order to assure countywide representation, please indicate your place of residence:**

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☒ Raleigh

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## **Interests & Experiences**

**Why are you interested in serving on a Board or Commission?**

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My interest in serving on a Board or Commission stems from my commitment to improving outcomes for children and families. In my current role as a Birth-3 years Policy Advisor for NC DHHS - DCDEE, I've gained extensive knowledge of NC statutes, rules, and federal and state policy, along with technical expertise in researching and developing legislation and regulations. I've seen firsthand how effective policy can create high-quality services, and I'm eager to leverage my skills and experience in policy development, implementation, and review to directly contribute to the strategic direction and impactful decisions of this Board/Commission.

## **Work Experience**

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NC Department of Health and Human Services NC Division of Child Development and Early Education Raleigh, North Carolina Birth-3 years Policy Advisor January 2023-Present • Assist DCDEE with researching, analyzing and reviewing state and national policies • Research findings and other sources related to best practices to ensure high quality services for children birth-three in North Carolina • Provide technical assistance to requestors and identify resources that promote quality infant and toddler care • Participate in the planning and coordination of agency services related to birth - three quality initiatives and activities • Maintain positive, strength-based relationships with critical Regional and State staff and with multiple partners to facilitate ongoing communication • Collaborate planning, coordination of services, and shared problem solving related to birth-three quality initiatives • Collect and analyze relevant data and information to guide and inform recommendations and decision making for birth-three services • Maintain a subject matter expertise level knowledge of birth-three initiatives and activities within NC, and be familiar with national initiatives and trends. • Extensive knowledge of NC statutes, rules, policies, and federal disability policy • technical expertise in researching and developing statutes and regulations • Experience in the development of policy, rule and legislation; • Technical expertise in researching, developing and implementing in an administrative capacity. • Analyze and develop written comments on legislative proposals and regulations • Provide rulemaking support for the NC Childcare Commission • Participate in departmental process for ongoing statutes/rules review consistent with the General Assembly recommendations • Assess and modify the process for announcing new and amending existing rules • Provide interpretation of rule/regulatory policy • Coordinate Waiver of Administrative Rule process • Conduct consumer and provider appeals • Ensure contract deliverables are met and reflect goals and priorities. • Provides Division-level administration and governance of projects as it relates to state-level interests, priorities, policies and regulations. • Provided support to the in mitigating risks and escalating requests for support from NCDHHS or ACF to gain input, guidance, or approval. • Reviewed and approved initial drafts of all communications to ACF, including quarterly and annual reports. • Liaison between the DCDEE, NCDHHS, senior-level leaders and stakeholders. • Monitor project status updates on project milestones, progress, and troubleshoot risks/threats to program implementation. • Lead drafting of the contractor form (scope, performance measures, etc.) for new, renewal and amended financial assistance contracts. Coordinate edits to scope, measure, budget from contractor/vendor. • Lead drafting and submission for annual Programmatic Monitoring Reports for contracts. • Manage regular check-ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports. • Track progress and raise risks for program performance. • Clarify design elements, implementation plans, requirements, and progress

Nicole C Boone

benchmarking. • Formulate strategies, monitor and measure progress, and make adjustments to approach/implementation as needed. • Provide analytic capacity and project management services to support effective implementation of assigned sub-activity and alignment within and across initiatives and strategic priorities. • Motivate subcontractors and internal and external stakeholders to engage in creating shared vision and responsibilities for outcomes (i.e. PDG Contractor and Partner meetings) • Develop (or work with evaluation partner to develop) contractor reporting tool and disseminate to contractor at execution of contract. • Develop (or work with evaluation partner to develop) contract final close out reporting tool. • Develops and manages a detailed project schedule and work plan forecasting anticipated deadlines for key milestones including federal reporting and responding to continuation/renewal funding competitions. • Conduct monthly tracking of PDG process and outcome data collected from SMEs and Coordinators in relation to assigned activities. • Serve as SME for a select number of PDG B-5 contracts, managing regular check ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports. NC Department of Health and Human Services NC Division of Child Development and Early Education Raleigh, North Carolina Childcare Consultant December 2017 – December 2023 • Assist potential and current child care providers to achieve and maintain compliance with applicable child care with licensing requirements. • Monitor centers and homes for compliance with requirements, and investigate reports alleging violations of requirements, including allegations that facilities are operating without a license. • Sometimes work in highly stressful situations while maintaining a calm, professional demeanor. • Demonstrated knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children. • Experienced in giving technical assistance and consultation in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age appropriate needs of children, parent involvement, and parent education to promote quality child care. • Employee must have good consultative skills and excellent effective communication skills, both oral and written. • Ability to establish effective working relationships with a variety of groups and individuals. • Demonstrated ability to be self-motivated and have a high degree of self discipline to assure that work is done accurately and in a timely fashion. NC Department of Health and Human Services NC Division of Child Development and Early Education Raleigh, North Carolina Connectivity Consultant March 2017 – December 2017 ● Maintain and update as needed the Regulatory System and training materials ● Update the Reg Admin System used to cite violations, maintain equipment logs and ensure all DCDEE issued equipment is accounted for ● Receive and return equipment to the Information Technology Services staff and Team Support staff, as needed ● Develop and deliver training to new and existing employees on the Regulatory System ● Provide training on the other agency systems such as Data Warehouse and SharePoint and provide ongoing technical assistance to staff related to the database systems ● Serve as a help desk for field-based staff to assist with entering data into the database systems, completing computerized forms and troubleshooting automation issues ● Create test packets for new staff to key into the training system prior to being released to key in the production system, and track and correct any errors identified ● Respond to data requests from internal and external customers, legislators, partner agencies and the media and generating reports based on those requests ● Complete site reviews for the NC Pre-K Plan System which consists of reviewing the site information for new NC Pre-K sites, and reviewing changes to sites currently participating in the NC Pre-K Program Sylvan Learning – Raleigh Tutor/Lead Teacher • Taught using Sylvan based programs • Supervised and interacted with and motivated students during instruction hours while they worked with equipment and materials • Rewarded students for completed assignments • Evaluated and documented student progress • Communicated student needs the center manager • Developed rapport with students and establishes a fun learning environment • Maintained a positive attitude and demonstrate enthusiasm for teaching and Sylvan • Prepared for each instructional session; Gathers and prepares materials as appropriate • Greeted students and initiates instruction to personally engage each student • Instructed students according to the design of the Sylvan programs • Managed students, tasks and time to create a balanced and robust instructional session • Evaluated and records the progress of each student on their program assignment • Used praise and encouragement to ensure students are engaged and inspired to learn • Motivated students with Sylvan tokens given for specific achievements according to the Sylvan instructional management standards • Recorded and tracks tokens earned by students • Managed the conclusion of each instructional session and manages the completion of learning log and transition activities; Supports procedures to ensure student safety and well-being • Communicated specific student needs to Center staff • Attended

periodic staff meetings and completes ongoing training as needed • Completed certification training on each Sylvan program such as SAT prep, ACT prep, academic reading, writing, math essentials and math edge Onslow County Partnership for Children Jacksonville, North Carolina Compliance Specialist October 2010- March 2017 ● Demonstrated ability to be extremely flexible and capable of modifying work schedule to accommodate the complex needs and request of early childcare programs ● Collaborated and supported the planning implementation of a state funded grant with program director to obtain outdoor learning equipment to enhance outdoor learning environment. ● Managed a variety of state funded grants with early childhood quality initiatives of licensed childcare programs ● Monitored childcare programs to ensure compliance with state regulations, guidelines, policies and procedures to maintain grant funding ● Tracked, documented, and analyzed childcare programs spending trends ● Monitored quarterly quality initiative budgets and collected data for reporting purposes. ● Collected and researched a wide variety of resources to enhance quality in early childhood programs and to assist with the development of strategic plans to implement systematically ● Collected a wide variety of data from child care programs to include observations, improvement plans, staff retention, staff education, unduplicated technical assistance services etc. ● Monitored, tracked and collected data on programs' compliance history to assess, analyze, interpret and evaluate results then create and implement technical assistance strategies and training opportunities related to the data specific to that program ● Actively engaged administrators and teachers to move toward specific monthly goals to effectively enhance a higher quality environment for children and families throughout early childhood programs ● Knowledge and experience implementing developmentally appropriate practices, best practices, evidence based tools and NC Child Care Division of Child Development and Early Education rules and regulations to support practices in early childhood classrooms ● Supporting the implementation of the federally funded Race to The Top (RTTT) Grant by collaborating with Cultural Competence Project ● Coordinate and facilitate monthly meeting that focus on trends, compliance, coach and consultation, training in early childhood field. ● Monitor and maintain close out budget, compliance, policies and procedures related to state rules and regulations of the North Carolina Preschool Kindergarten Program(NCPK) ● Establish effective working relationships with program administrators and teachers regarding programming and working with families; ● Writing and disseminating communication documents including lesson plan feedback, quality improvement plan, and quarterly reports, education professional development profiles and the current coaching and consultation model related to the child care programs in county ● Assisting in the coordination of quarterly training and community outreach efforts; ● Supporting delivery of the early intervention services to children birth through five years old; ● Collaborating with Early Childhood and federally funded Early Head Start programs to develop and implement systemic professional development related to school's readiness; ● Collaborating with Early Childhood Programs to develop and implement provider training sessions ● Create improvement plans that describing center accomplishments, obstacles, and possible strategies to strengthen child care programs ● Providing strong, effective, and responsive technical assistance and consultation that reflects relationship-based model that practices and promotes the philosophy and mission of touch points in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age-appropriate needs of children, parent involvement, and parent education to promote quality child care ● Working knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children ● Self-motivated and have a high degree of self-discipline to assure that work is done accurately and in a timely fashion ● Excellent communication skills; both written and verbal Onslow County Partnership for Children Jacksonville, North Carolina Referral Specialist March - October 2010 • Interviewing clients to obtain required information and explaining programs the client may wish to utilize. • Utilizes information from the client to provide referrals to child care, other resources and consumer education. • Maintaining, analyzing and updating computer databases such as Child Care aware/NACCRRRA and Resource Mate • Writing and analyzing reports and providing services and referrals to child care providers • Knowledge of NC Division of Child Development and Early Education • Participated in outreach events in the community. Childcare Network Jacksonville, North Carolina Assistant Director of Operations July2007- December 2009 ● Ensured center compliance with all federal, state, and local regulations ● Implemented health and safety standards; ensures that appropriate supervision of children and safe transportation practices are utilized daily ● Completed all required paperwork and record keeping in a timely basis and maintains it in an organized, up-to-date manner. This includes student, employee, vehicle, driver, health, and safety files ● Developed and maintains a strong working

relationship with all state licensing authorities and community contacts. ● Developed and actively maintains positive communications with parents ● Recognized parent concerns, evaluates course of action and responds appropriately to needs of parents. ● Ensured that curriculum is appropriately implemented throughout the program and meets state requirements for each age group ● Worked to ensure that the staff is effectively trained on curriculum and established early childhood principles ● Worked to get program to the highest level with licensing and maintains this standard once it is met ● Maintained appropriate receipts on all credit card and bank transactions in an organized manner ● Ensured that accounts receivables are closely managed; takes appropriate action with non-paying accounts ● Recruited, selected and properly trained qualified staff. Developed staff through program growth and guidance plans. ● Anticipated staffing needs, prepares and posts weekly staffing schedule and modifies it according to daily student counts in each classroom. Ensures that state and local regulations are met at all times Johnston – Lee County Head Start Smithfield, NC Substitute Teacher August 2006-January 2007 • Implemented healthy routines such as teeth brushing and washing hands. • Provided a safe and healthy environment that encouraged learning and growth. • Positive guidance methods such as redirection and reinforcement. • Instituted rhyming games, acting games and storytelling to further children’s language and vocabulary development. • Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music. • Implemented weekly lesson plan CCA Head Start New Bern, NC Teacher 1 Instruction and early childhood development August 2004-May 2006 ● Establish a positive climate in the classroom that includes positive affect and positive relationships with children. ● Implement curriculum that includes whole child development: cognitive, social, emotional, and physical development through developmentally appropriate learning experiences. Maximize learning time, using engaging instructional learning formats. ● Direct the activities of assistants, aides and volunteers including the supervision of assigned workers from other agencies. ● Maintain the “family style” meal model to eat with the children daily, serving as a role model in trying new foods, using good manners, and beginning conversational skills. Encourage children to serve themselves and pass platters in a family-style setting. Planning and Organization ● Annually plan and conduct a minimum of two home visits to the family of each classroom child and at least two parent-teacher conferences. Program Compliance and Reporting ● Implement the daily program, consistently incorporating developmentally appropriate best-practices, High/Scope Strategies, and Head Start Performance Standards. ● Appropriately record children’s progress and growth and provides for on-going evaluations of each child’s development using a specific assessment instrument. Collaboration and Parent Inclusion ● Maintain the confidentiality of all pertinent data. ● Attend meetings as required by the agency, including case conferencing with the Family Worker. Participate in information coordination and planning with all center staff as appropriate. ● Assist in the high-quality service and continuing improvement of the Head Start program through participation on Advisory and Center Committees. ● Foster positive parent communication through a weekly classroom newsletter, a personal welcome and orientation for parent volunteers in the classroom and other innovative activities as appropriate. ● Demonstrates cohesive and effective communication skills, striving to work with others in a team approach. ● Inform and collaborate with the Health Coordinator of any suspected health concerns with developmental disabilities regarding the enrolled children. ● Assist family services staff with recruiting eligible children. ● Collaborate with center Family Service Worker in monitoring children’s attendance, checking on children with poor attendance. Southeastern Preschool Education Center Jacksonville, NC Lead Teacher • Developed aged appropriate activities for children. • Coordinated daily lesson plans. 8/2002 - 8/2004 • Attended monthly center staff meetings and contributed significantly to the discussion of improving services for the children. • Responsible for maintaining child appropriate materials and equipment. • Provided a safe and healthy environment that encouraged learning and growth. • Implemented positive guidance methods such as redirection and reinforcement. • Instituted rhyming games, acting games and storytelling to further children’s language and vocabulary development. • Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music.

## Volunteer Experience

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Food Bank of Central & Eastern NC • Organize and sort donated food items • Pack and distribute food boxes to recipients • Assist with meal preparation and distribution • Assist in the intake of donations • Assisting with the preparations of meals for distribution • Organizing and distributing food items such as canned and non- perishable goods • Maintaining a clean and orderly workspace • Providing assistance to those in need in a courteous and professional manner Oak City Cares – Raleigh • Serve food to shelter residents. They distribute plates, utensils, and beverages. • Assist in cleaning up the dining area, collecting used plates and cutlery, and maintaining cleanliness. • Engage with homeless individuals, offering a friendly presence and showing empathy. • Hand out food trays, ensuring everyone receives a meal. Angel Tree Program – Raleigh, NC • Distribute the gifts to the families during the Christmas season. • Ensure that each child receives their designated gift. • Distribute daily pickups of community donations, organizing and maintaining volunteer lists, and helping at the Christmas Distribution Center. Saint Savior Center Diaper Train – Raleigh, NC • Re- packed wipes and diapers for families in need • Assist with diaper distribution and inventory management. • Assess participants' eligibility for diaper assistance Diaper Bank of NC – Raleigh • Packed wipes and diapers for families in need • Re- packed wipes and diapers for families in need • Assist with diaper distribution and inventory management. • Assess participants' eligibility for diaper assistance.

## Education

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Ashford University Master of Science in Early Childhood Education Mount Olive College Bachelor of Science in Early Childhood Education Coastal Carolina Community College Associates Degree in Early Childhood Education

## Comments

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[N.BooneResume2024.pdf](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics

Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ African American

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**Other**

Nicole C Boone

**How did you become aware of Wake County volunteer opportunities?**

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☒ County Website

**If you selected "Other" above, how?**

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

**Nicole C. Boone**  
4321 Pine Springs Ct  
Raleigh, NC 27613  
Phone Number: 910 265-6390  
Email: [nicolecboone@hotmail.com](mailto:nicolecboone@hotmail.com)

## **SUMMARY**

Knowledgeable of the childhood profession with diverse experience in coaching, consultation, planning, researching, analyzing and implementation of various techniques with early childhood professionals and leadership.

## **PROFESSIONAL EXPERIENCE**

**NC Department of Health and Human Services  
NC Division of Child Development and Early Education  
Raleigh, North Carolina**

**Birth-3 years Policy Advisor**

**January 2023-Present**

- Assist DCDEE with researching, analyzing and reviewing state and national policies
- Research findings and other sources related to best practices to ensure high quality services for children birth-three in North Carolina
- Provide technical assistance to requestors and identify resources that promote quality infant and toddler care
- Participate in the planning and coordination of agency services related to birth - three quality initiatives and activities
- Maintain positive, strength-based relationships with critical Regional and State staff and with multiple partners to facilitate ongoing communication
- Collaborate planning, coordination of services, and shared problem solving related to birth-three quality initiatives
- Collect and analyze relevant data and information to guide and inform recommendations and decision making for birth-three services
- Maintain a subject matter expertise level knowledge of birth-three initiatives and activities within NC, and be familiar with national initiatives and trends.
- Extensive knowledge of NC statutes, rules, policies, and federal disability policy
- technical expertise in researching and developing statutes and regulations
- Experience in the development of policy, rule and legislation;
- Technical expertise in researching, developing and implementing in an administrative capacity.
- Analyze and develop written comments on legislative proposals and regulations
- Provide rulemaking support for the NC Childcare Commission
- Participate in departmental process for ongoing statutes/rules review consistent with the General Assembly recommendations



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- Assess and modify the process for announcing new and amending existing rules
- Provide interpretation of rule/regulatory policy
- Coordinate Waiver of Administrative Rule process
- Conduct consumer and provider appeals
- Ensure contract deliverables are met and reflect goals and priorities.
- Provides Division-level administration and governance of projects as it relates to state-level interests, priorities, policies and regulations.
- Provided support to the in mitigating risks and escalating requests for support from NCDHHS or ACF to gain input, guidance, or approval.
- Reviewed and approved initial drafts of all communications to ACF, including quarterly and annual reports.
- Liaison between the DCDEE, NCDHHS, senior-level leaders and stakeholders.
- •Monitor project status updates on project milestones, progress, and troubleshoot risks/threats to program implementation.
- Lead drafting of the contractor form (scope, performance measures, etc.) for new, renewal and amended financial assistance contracts. Coordinate edits to scope, measure, budget from contractor/vendor.
- Lead drafting and submission for annual Programmatic Monitoring Reports for contracts.
- Manage regular check-ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports.
- Track progress and raise risks for program performance.
- Clarify design elements, implementation plans, requirements, and progress benchmarking.
- Formulate strategies, monitor and measure progress, and make adjustments to approach/implementation as needed.
- Provide analytic capacity and project management services to support effective implementation of assigned sub-activity and alignment within and across initiatives and strategic priorities.
- Motivate subcontractors and internal and external stakeholders to engage in creating shared vision and responsibilities for outcomes (i.e. PDG Contractor and Partner meetings)
- Develop (or work with evaluation partner to develop) contractor reporting tool and disseminate to contractor at execution of contract.
- Develop (or work with evaluation partner to develop) contract final close out reporting tool.
- Develops and manages a detailed project schedule and work plan forecasting anticipated deadlines for key milestones including federal reporting and responding to continuation/renewal funding competitions.
- Conduct monthly tracking of PDG process and outcome data collected from SMEs and Coordinators in relation to assigned activities.

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- Serve as SME for a select number of PDG B-5 contracts, managing regular check-ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports.

**NC Department of Health and Human Services  
NC Division of Child Development and Early Education  
Raleigh, North Carolina**

**Childcare Consultant**

**December 2017 – December 2023**

- Assist potential and current child care providers to achieve and maintain compliance with applicable child care with licensing requirements.
- Monitor centers and homes for compliance with requirements, and investigate reports alleging violations of requirements, including allegations that facilities are operating without a license.
- Sometimes work in highly stressful situations while maintaining a calm, professional demeanor.
- Demonstrated knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children.
- Experienced in giving technical assistance and consultation in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age-appropriate needs of children, parent involvement, and parent education to promote quality child care.
- Employee must have good consultative skills and excellent effective communication skills, both oral and written.
- Ability to establish effective working relationships with a variety of groups and individuals.
- Demonstrated ability to be self-motivated and have a high degree of self-discipline to assure that work is done accurately and in a timely fashion.

**NC Department of Health and Human Services  
NC Division of Child Development and Early Education  
Raleigh, North Carolina**

**Connectivity Consultant**

**March 2017 – December 2017**

- Maintain and update as needed the Regulatory System and training materials
- Update the Reg Admin System used to cite violations, maintain equipment logs and ensure all DCDEE issued equipment is accounted for

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- Receive and return equipment to to the Information Technology Services staff and Team Support staff, as needed
- Develop and deliver training to new and existing employees on the Regulatory System
- Provide training on the other agency systems such as Data Warehouse and SharePoint and provide ongoing technical assistance to staff related to the database systems
- Serve as a help desk for field-based staff to assist with entering data into the database systems, completing computerized forms and troubleshooting automation issues
- Create test packets for new staff to key into the training system prior to being released to key in the production system, and track and correct any errors identified
- Respond to data requests from internal and external customers, legislators, partner agencies and the media and generating reports based on those requests
- Complete site reviews for the NC Pre-K Plan System which consists of reviewing the site information for new NC Pre-K sites, and reviewing changes to sites currently participating in the NC Pre-K Program

### **Sylvan Learning – Raleigh**

#### **Tutor/Lead Teacher**

**July 2017 – Current**

- Taught using Sylvan based programs
- Supervised and interacted with and motivated students during instruction hours while they worked with equipment and materials
- Rewarded students for completed assignments
- Evaluated and documented student progress
- Communicated student needs the center manager
- Developed rapport with students and establishes a fun learning environment
- Maintained a positive attitude and demonstrate enthusiasm for teaching and Sylvan
- Prepared for each instructional session; Gathers and prepares materials as appropriate
- Greeted students and initiates instruction to personally engage each student
- Instructed students according to the design of the Sylvan programs
- Managed students, tasks and time to create a balanced and robust instructional session
- Evaluated and records the progress of each student on their program assignment
- Used praise and encouragement to ensure students are engaged and inspired to learn
- Motivated students with Sylvan tokens given for specific achievements according to the Sylvan instructional management standards
- Recorded and tracks tokens earned by students

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- Managed the conclusion of each instructional session and manages the completion of learning log and transition activities; Supports procedures to ensure student safety and well-being
- Communicated specific student needs to Center staff
- Attended periodic staff meetings and completes ongoing training as needed
- Completed certification training on each Sylvan program such as SAT prep, ACT prep, academic reading, writing, math essentials and math edge

### **Onslow County Partnership for Children Jacksonville, North Carolina**

#### **Compliance Specialist**

**October 2010- March 2017**

- Demonstrated ability to be extremely flexible and capable of modifying work schedule to accommodate the complex needs and request of early childcare programs
- Collaborated and supported the planning implementation of a state funded grant with program director to obtain outdoor learning equipment to enhance outdoor learning environment.
- Managed a variety of state funded grants with early childhood quality initiatives of licensed childcare programs
- Monitored childcare programs to ensure compliance with state regulations, guidelines, policies and procedures to maintain grant funding
- Tracked, documented, and analyzed childcare programs spending trends
- Monitored quarterly quality initiative budgets and collected data for reporting purposes.
- Collected and researched a wide variety of resources to enhance quality in early childhood programs and to assist with the development of strategic plans to implement systematically
- Collected a wide variety of data from child care programs to include observations, improvement plans, staff retention, staff education, unduplicated technical assistance services etc.
- Monitored, tracked and collected data on programs' compliance history to assess, analyze, interpret and evaluate results then create and implement technical assistance strategies and training opportunities related to the data specific to that program
- Actively engaged administrators and teachers to move toward specific monthly goals to effectively enhance a higher quality environment for children and families throughout early childhood programs
- Knowledge and experience implementing developmentally appropriate practices, best practices, evidence based tools and NC Child Care Division of Child Development and Early Education rules and regulations to support practices in early childhood classrooms

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- Supporting the implementation of the federally funded Race to The Top (RTTT) Grant by collaborating with Cultural Competence Project
- Coordinate and facilitate monthly meeting that focus on trends, compliance, coach and consultation, training in early childhood field.
- Monitor and maintain close out budget, compliance, policies and procedures related to state rules and regulations of the North Carolina Preschool Kindergarten Program(NCPK)
- Establish effective working relationships with program administrators and teachers regarding programming and working with families;
- Writing and disseminating communication documents including lesson plan feedback, quality improvement plan, and quarterly reports, education professional development profiles and the current coaching and consultation model related to the child care programs in county
- Assisting in the coordination of quarterly training and community outreach efforts;
- Supporting delivery of the early intervention services to children birth through five years old;
- Collaborating with Early Childhood and federally funded Early Head Start programs to develop and implement systemic professional development related to school's readiness;
- Collaborating with Early Childhood Programs to develop and implement provider training sessions
- Create improvement plans that describing center accomplishments, obstacles, and possible strategies to strengthen child care programs
- Providing strong, effective, and responsive technical assistance and consultation that reflects relationship-based model that practices and promotes the philosophy and mission of touch points in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age-appropriate needs of children, parent involvement, and parent education to promote quality child care
- Working knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children
- Self-motivated and have a high degree of self-discipline to assure that work is done accurately and in a timely fashion
- Excellent communication skills; both written and verbal

### **Onslow County Partnership for Children Jacksonville, North Carolina**

#### **Referral Specialist**

**March - October 2010**

- Interviewing clients to obtain required information and explaining programs the client may wish to utilize.
- Utilizes information from the client to provide referrals to child care, other

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resources and consumer education.

- Maintaining, analyzing and updating computer databases such as Child Care aware/NACCRRA and Resource Mate
- Writing and analyzing reports and providing services and referrals to child care providers
- Knowledge of NC Division of Child Development and Early Education
- Participated in outreach events in the community.

### **Childcare Network Jacksonville, North Carolina**

#### **Assistant Director of Operations**

**July 2007- December 2009**

- Ensured center compliance with all federal, state, and local regulations
- Implemented health and safety standards; ensures that appropriate supervision of children and safe transportation practices are utilized daily
- Completed all required paperwork and record keeping in a timely basis and maintains it in an organized, up-to-date manner. This includes student, employee, vehicle, driver, health, and safety files
- Developed and maintains a strong working relationship with all state licensing authorities and community contacts.
- Developed and actively maintains positive communications with parents
- Recognized parent concerns, evaluates course of action and responds appropriately to needs of parents.
- Ensured that curriculum is appropriately implemented throughout the program and meets state requirements for each age group
- Worked to ensure that the staff is effectively trained on curriculum and established early childhood principles
- Worked to get program to the highest level with licensing and maintains this standard once it is met
- Maintained appropriate receipts on all credit card and bank transactions in an organized manner
- Ensured that accounts receivables are closely managed; takes appropriate action with non - paying accounts
- Recruited, selected and properly trained qualified staff. Developed staff through program growth and guidance plans.
- Anticipated staffing needs, prepares and posts weekly staffing schedule and modifies it according to daily student counts in each classroom. Ensures that state and local regulations are met at all times

### **Johnston – Lee County Head Start Smithfield, NC Substitute Teacher**

**August 2006-January 2007**

**Nicole C. Boone**  
4321 Pine Springs Ct  
Raleigh, NC 27613  
Phone Number: 910 265-6390  
Email: [nicolecboone@hotmail.com](mailto:nicolecboone@hotmail.com)

- Implemented healthy routines such as teeth brushing and washing hands.
- Provided a safe and healthy environment that encouraged learning and growth.
- Positive guidance methods such as redirection and reinforcement.
- Instituted rhyming games, acting games and storytelling to further children's language and vocabulary development.
- Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music.
- Implemented weekly lesson plan

**CCA Head Start**  
**New Bern, NC**  
**Teacher 1**

**August 2004-May 2006**

*Instruction and early childhood development*

- Establish a positive climate in the classroom that includes positive affect and positive relationships with children.
- Implement curriculum that includes whole child development: cognitive, social, emotional, and physical development through developmentally appropriate learning experiences. Maximize learning time, using engaging instructional learning formats.
- Direct the activities of assistants, aides and volunteers including the supervision of assigned workers from other agencies.
- Maintain the "family style" meal model to eat with the children daily, serving as a role model in trying new foods, using good manners, and beginning conversational skills. Encourage children to serve themselves and pass platters in a family-style setting.

*Planning and Organization*

- Annually plan and conduct a minimum of two home visits to the family of each classroom child and at least two parent-teacher conferences.

*Program Compliance and Reporting*

- Implement the daily program, consistently incorporating developmentally appropriate best-practices, High/Scope Strategies, and Head Start Performance Standards.
- Appropriately record children's progress and growth and provides for on-going evaluations of each child's development using a specific assessment instrument.

*Collaboration and Parent Inclusion*

- Maintain the confidentiality of all pertinent data.



## **Nicole C. Boone**

4321 Pine Springs Ct

Raleigh, NC 27613

Phone Number: 910 265-6390

Email: [nicolecboone@hotmail.com](mailto:nicolecboone@hotmail.com)

- Attend meetings as required by the agency, including case conferencing with the Family Worker. Participate in information coordination and planning with all center staff as appropriate.
- Assist in the high-quality service and continuing improvement of the Head Start program through participation on Advisory and Center Committees.
- Foster positive parent communication through a weekly classroom newsletter, a personal welcome and orientation for parent volunteers in the classroom and other innovative activities as appropriate.
- Demonstrates cohesive and effective communication skills, striving to work with others in a team approach.
- Inform and collaborate with the Health Coordinator of any suspected health concerns with developmental disabilities regarding the enrolled children.
- Assist family services staff with recruiting eligible children.
- Collaborate with center Family Service Worker in monitoring children's attendance, checking on children with poor attendance.

### **Southeastern Preschool Education Center**

**Jacksonville, NC**

**Lead Teacher**

**8/2002 - 8/2004**

- Developed aged appropriate activities for children.
- Coordinated daily lesson plans.
- Attended monthly center staff meetings and contributed significantly to the discussion of improving services for the children.
- Responsible for maintaining child appropriate materials and equipment.
- Provided a safe and healthy environment that encouraged learning and growth.
- Implemented positive guidance methods such as redirection and reinforcement.
- Instituted rhyming games, acting games and storytelling to further children's language and vocabulary development.
- Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music.

## **EDUCATION**

**Ashford University**

**Clinton, IA**

Master of Science in Early Childhood Education



**Nicole C. Boone**

4321 Pine Springs Ct

Raleigh, NC 27613

Phone Number: 910 265-6390

Email: [nicolecboone@hotmail.com](mailto:nicolecboone@hotmail.com)

2012

**Mount Olive College**

**Mount Olive, NC**

Bachelor of Science in Early Childhood Education

2010

**Coastal Carolina Community College**

**Jacksonville, NC**

Associates Degree in Early Childhood Education

2004

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: \*

☒ Criminal Justice Partnership Advisory Board

Please select your second Board preference: \*

☒ Fire Commission

Please select your third Board preference: \*

☒ Wake Forest Planning and Zoning Board

Please select your fourth Board preference: \*

☒ Commission for Women

Please select your fifth Board preference: \*

☒ Human Services Board

Please select your sixth Board preference: \*

☒ Library Commission

Laura

First Name

Middle Initial

Spiegel

Last Name

305 Averybeck Ln

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Mobile: (919) 600-1567

Primary Phone

Mobile: (919) 600-1567

Alternate Phone

laura.weiss.r@gmail.com

Email Address

Employer

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Wake Forest

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

Wish to be part of the decision-making and planning for my local community. I have expertise and experience in a wide variety of disciplines that I feel will translate well to this role.

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## Work Experience

Security Supervisor Museum of Nature and Science Denver CO Transportation Security Officer/Trainer Denver Airport CO Security Plain Clothes Officer Walt Disney World FL Security Officer Walt Disney World FL Hostess Cap'n Jacks Restaurant Walt Disney World FL Work at Home Parent Mineralogy Sales Associate Raleigh NC

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## Volunteer Experience

Operations Manager/Volunteer Denver Comic Con Weapons Check Manager/Volunteer Denver Comic Con Security Volunteer Anime Festivals Orlando&Denver

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## Education

Bachelors Degree Criminal Justice Appalachian State University

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## Comments

[\\_2024\\_Spiegel\\_Resume.docx](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

---

## Demographics

Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ Caucasian

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**Other**

**How did you become aware of Wake County volunteer opportunities?**

☒ County Website

**If you selected "Other" above, how?**

\_\_\_\_\_  
Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

## **LAURA WEISS SPIEGEL**

(919) 600-1567

Wake Forest, NC 27587

Laura.Weiss.R@gmail.com

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### **EMPLOYMENT HISTORY**

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#### **UPS Raleigh, NC**

##### **Seasonal Support Driver**

- \*Used company package handling technology and tracking devices.
- \*Loaded, organized and delivered packages of varying size and weight up to 70lbs.
- \*60-100 deliveries per day on an urban route including apartments and businesses.
- \*Followed all driving and safety guidelines while maintaining a high level of delivery efficiency.

#### **Denver Museum of Nature & Science Denver, CO**

##### **Security Supervisor**

- \*Supervised 15+ security officers providing support, training and career development guidance.
- \*Created training materials to improve efficiency and ensure uniform response to incidents and service requests.
- \*Maintained and organized records, incident reports, tracking documents and activity logs.
- \*Coordinated officer training and presented emergency procedures training to all museum departments.

##### **Security Officer**

- \*Emergency equipment audits, foot patrols and incident response.
- \*Completed detailed reports for all safety hazards and security incidents.
- \*Monitored CCTV cameras, multiple alarm systems and served as Fire Command dispatch officer.
- \*Responded to medical emergencies providing Red Cross compliant CPR/First Aid.

#### **Department of Homeland Security Denver, CO**

##### **Transportation Security Officer**

- \*Conducted physical searches of persons and property for dangerous or prohibited items.
- \*Completed written reports on items found and incidents during screening.

### **OJT Trainer/Facilitator**

\*Created search drills, assisted with online learnings and documented all training progress for each trainee.

### **Walt Disney World Resort in Orlando, FL**

#### **Security Plain Clothes Specialist**

\*Trained in behavioral analysis techniques to detect suspicious or unwanted activity across all parks and resorts.

\*Practiced surveillance detection to reduce and prevent risk towards critical infrastructure.

\*Worked with local police departments to find, investigate and shut down fraudulent ticket sellers.

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### **EDUCATION AND CERTIFICATION**

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#### **Bachelor of Science in Criminal Justice.**

Appalachian State University December 2008

#### **Certified Protection Officer**

International Foundation for Protection Officers January 2017

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### **ADDITIONAL SKILLS**

---

**Microsoft Word, Excel, PowerPoint, Teams.**

**De-escalation and conflict management.**

**Quick and accurate data entry, typing.**

**CPR/First Aid.**

**HR Administration, Management, Training and Mentoring.**

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: \*

☒ Alcoholic Beverage Control Board

Please select your second Board preference: \*

☒ None Selected

Please select your third Board preference: \*

☒ None Selected

Please select your fourth Board preference: \*

☒ None Selected

Please select your fifth Board preference: \*

☒ None Selected

Please select your sixth Board preference: \*

☒ None Selected

Joel  
First Name

L.  
Middle Initial

Keith  
Last Name

1616 Forestville Road  
Street Address

Suite or Apt

Wake Forest  
City

NC  
State

27587  
Postal Code

What district do you live in?

☒ District 1

Home: (919) 556-3149  
Primary Phone

Home: (919) 741-3625  
Alternate Phone

joelkeith1616@gmail.com  
Email Address

Retired  
Employer

Job Title

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☒ Yes ☐ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Wake Forest

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I've spent most of my adult life serving in various capacities in the ABC system. I understand how important the ABC System is to Wake County and the many organizations that depend on the ABC Board for funding. Wake County ABC is recognized by its peers across the State for its service and profits achieved through proper management and oversight. I would like to continue contributing to their success by utilizing my experience serving on the Board.

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## Work Experience

I grew up working on the family farm, where I still reside. My career started in 1974 as a cadet with the Raleigh Police Department. I graduated from the Raleigh Police Academy in 1976 and have served as a sworn officer in various capacities until retiring at the end of April 2019. I've served as Chief of Police for the Wake County ABC, Wake Forest Police Department and the N.C. Dept of Agriculture. I've served on the Wake County ABC Board, State ABC Commission and as President of the N.C. ABC Board Association. I also own and manage several residential rental homes in my spare time.

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## Volunteer Experience

I've served on the Wake Forest and Rolesville Fire Boards, Wake County Housing Authority, Wake County ABC Board, Past President of the NC Association of ABC Boards, Wake Forest Optimist Club, various church committees and homeowners associations.

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## Education

AA Criminal Justice BS Criminal Justice

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## Comments

I enjoy making a contribution to my community and work well with others to find consensus when serving on a committee. I was recently appointed to serve on the NC Spiritous Liquor Advisory Committee. This committee was created by the legislature to provide advice concerning the modernization and efficiency of the the N.C. ABC System.

[resume\\_revised\\_5460\\_.rtf](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file



---

## Demographics

Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

---

## Other

### How did you become aware of Wake County volunteer opportunities?

☒ County Website

### If you selected "Other" above, how?

Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

## RESUME

Joel L. Keith

1616 Forestville Road

919-556-3149 (Home)  
919-741-3625 (Cell)

Wake Forest, N.C. 27587

### Education

Graduate of the 34th Raleigh Police Academy, 1976

Associate of Applied Science in Criminal Justice from Nash Technical College  
Graduated on Deans list, 1982

Bachelor of Science Degree in Criminal Justice from Saint Augustines College  
Graduated " Summa Cum Laude" 1988

Graduate Institute of Government, Police Executive Development Program, 1991

### Experience

November 2015-May 2019

General Manager, Wake County ABC

September 2006-October 2015

Chief of Police, N.C. Department of Agriculture

April 2004- Present

Wake County A.B.C Aux Agent

June 2005- 2007

DRC Certified Superior Court Mediator

January 1976- Present

Own and manage residential rental property

March 1993-March 2004

Employed as Investigator, promoted to  
Assistant Chief ,1996. Promoted to Chief  
January 1, 1999. Retired April 1,2004

Wake County Board of Alcoholic Control  
1212 Wicker Drive, Raleigh N.C. 27604

September 1988-March 1993

Employed as Major and promoted to Chief  
1990.

Wake Forest Police Department  
401 East Elm Street  
Wake Forest, N.C. 27587

April 1978- September 1988

Employed as Investigator  
Wake County Board of Alcoholic Control  
1212 Wicker Drive, Raleigh N.C. 27604

August 1974- April 1978

Employed as Cadet and promoted to Patrol  
Officer January, 1977.

Raleigh Police Department  
110 S McDowell Street  
Raleigh, N.C.

## Resume

### Professional Associations

Former Member North Carolina A.B.C. Officers Association

Former Board Member North Carolina Association of A.B.C. Boards

Past President of the North Carolina ABC Board Association

Former Co- Chair of the Legislative Committee for the Association of ABC Boards

Former Commissioner State ABC Commission

### Church and Civic Affiliations

Former Deacon, Rolesville Baptist Church

Former Director, Rolesville Fire Department

Former Board Member Wake County Housing Authority

Former Board Member, Wake County Board of Alcoholic Control

Member N.C. Spiritous Liquor Advisory Committee

### Hobbies

Farming, Horseback riding

