

January 2, 2020

Mrs. Andrea Messina Executive Director  
Attn: Superintendent Search  
Flagler County School District  
1769 East Moody Blvd. Bldg. #2  
Bunnell, FL 32110

Dear Mrs. Andrea Messina,

Please accept this letter and the enclosed resume as my formal application regarding the Flagler County School District Superintendent position. I am intrigued with seeking this vital role and I am confident that my educational and professional administrative experiences have equipped me to make a positive impact in your school district.

As indicated, the myriad of duties and responsibilities held in my ten years as a High School Principal with the Millville Area School District, along with five years in the United States Marine Corps, have allowed me to demonstrate superior leadership abilities. My strong academic platform, along with my administrative certifications will prove beneficial to your district.

I would appreciate the opportunity for a personal interview to discuss the contribution that I could potentially have as Superintendent of the Flagler County School District. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric T. Stair". The signature is fluid and cursive, with the first name "Eric" being more prominent and the last name "Stair" following in a similar style.

Eric T. Stair  
197 East 11<sup>th</sup> Street  
Bloomsburg, PA 17815  
(570) 784-1563  
Email: stair268@yahoo.com

**Eric T. Stair**  
**197 East 11th Street**  
**Bloomsburg, PA 17815**  
**(570) 784-1563**  
**Stair268@yahoo.com**

## **EDUCATION/CERTIFICATIONS**

### **Immaculata University, Immaculata, PA**

EdD, Educational Administration  
Superintendent Certification K-12

Anticipated, May 2020  
December 2018, GPA 4.0

### **Cheyney University, West Chester, PA**

Graduate, MED, Educational Administration  
Principal Certification K-12

December 2008, GPA 3.92

### **Bloomsburg University, Bloomsburg, PA**

BA, Elementary Education, Concentration in Mathematics  
Teaching Certification

December 2003, GPA 3.89

## **PROFESSIONAL EXPERIENCE**

### **Millville Jr. /Sr. High School**

#### **Principal**

August 2009 – Current

- Instructional Leader and Supervisor of 42 faculty and staff
- Assisted teachers with curriculum writing and development
- Worked with Superintendent on comprehensive planning, all hazards planning, and hiring
- 1:1 computing Instructional Leader
- Worked with the school board buildings and grounds committee regarding building renovation projects
- District Testing Coordinator
- Responsible for the discipline/safety of over 300 students
- Sapphire trained in scheduling, attendance, discipline, and reporting
- Master schedule builder
- Responsible for the development of the building budget
- Plan, organize, and implement professional development training
- Learning Focus Schools trained
- NISL trained by Pennsylvania Department of Education
- Certified ALICE Instructor
- Safe to Say trained
- Safety Care Certified

### **Grover Washington Junior Middle School, Philadelphia, PA**

#### **Dean of Students**

September 2006 – August 2009

- Assist Principal with school improvement planning, budgeting, and hiring of teachers
- Responsible for management and organization of an after-school reading and math program
- Assistant Summer School Program Director
- School representative at regional superintendent meetings
- Acting Roster Chair in result of his absence, implementing scheduling changes and adjustments
- Assistant Testing Coordinator for PSSA
- School representative at EH-21 remedial disciplinary court hearings
- Prepared manifestation determination documentation, and behavioral plans for special education students
- Discipline students, investigation of serious incidents, filing district reports, administrating suspensions
- Planned, organized, and implemented school assembly programs

## **PROFESSIONAL EXPERIENCE- Continued**

### **School Based Teacher Leader**

September 2005 – September 2006

- Assist Principal with purchasing curriculum materials based on student needs
- Coordinator for school wide Math 24 Competition
- Performed informal teacher observations
- Planned, organized and implemented staff professional development
- Modeled lessons for teachers on best practices and differentiated instruction
- Planned, organized and implemented weekly grade team meetings
- Planned, organized and implemented a math pull-out program based on student weaknesses
- Assist Principal with school improvement planning to improve student achievement
- Guided new teachers with planning and organizing classrooms to improve instruction

### **Elementary Teacher**

February 2004 – September 2005

- Instructional design and delivery of Elementary curriculum to urban students
- Instructor: Summer School, Power Hour program, morning tutoring program
- Fostered male student-teacher-parent relationships through Men's Night, baseball outing
- Mentored, advised, and coached junior student teachers (LaSalle University)
- Member, Site-Selection Committee, PFT Committee

### **Camp Pendleton Marine Air Base, Camp Pendleton, CA**

#### **United States Marine Corps Sergeant**

October 1995 - August 2000

- Member of the Marine Helicopter Squadron HMM- 268 Red Dragons
- Helicopter Mechanic, Drive Systems, Engines, Electronics, and Airframes
- Helicopter Crew Chief CH-46E, Aircrew Instructor, Weapons and Tactics Instructor

## **HONORS AND ACTIVITIES**

- Attend buildings and grounds school board committee meetings
- Attend curriculum school board committee meetings
- Attended CSIU Leadership Conferences
- Perfect attendance accommodation at Grover Washington Jr. Middle School
- Eagle Scout, Boy Scouts of America, Member of America's Who's Who for High School Students
- National Defense Service Medal, Marine Corps Good Conduct Medal, Navy Unit Commendation
- Member of Millville Varsity Soccer Team and Bloomsburg University Intramural Team

# MILLVILLE AREA SCHOOL DISTRICT

PO Box 260 Millville, PA 17846

570-458-5538 X 3220 Fax: 570-458-5584

High School Office  
PO Box 260  
570-458-5538 X 2303  
Fax 570-458-5583



Elementary Office  
PO Box 300  
570-458-5538 X 1000  
Fax 570-458-4715

4/12/19

To whom it may concern,

I am writing this letter to recommend Mr. Eric Stair for the position of superintendent. I have had the pleasure of working with Mr. Stair for the past three years in my role as buildings and grounds supervisor and his role as the high school principal.

Mr. Stair and I collaborate on a daily basis whether it be to coordinate facilities staff in his building, analyze conditions of athletic fields or make decisions to be proactive for the safety and security of our students and staff. Through this collaboration, I can confidently state that Mr. Stair is a student-focus leader. He places students as his top priority and acts accordingly to promote and foster a culture for learning.

I admire how Mr. Stair leads by example. He is always at school early. He stays late. I have seen him attend multiple sporting events each season as well as other afterschool activities. Mr. Stair is a servant leader who holds high expectations for all, including himself. He is fair, firm and consistent. He has established positive relationships with students, staff, families, board members, and the community at large. Mr. Stair is the most reliable administrator I have ever worked with.

I highly recommend Mr. Stair for the position of superintendent in your district. I welcome the opportunity to talk with you further about his strong leadership qualities. Please feel free to contact me at 570-317-7035.

Sincerely,

A handwritten signature in black ink that reads 'Brent Crispell'.

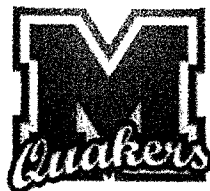
Brent Crispell  
Buildings and Grounds Supervisor  
Millville Area School District

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Fax 570-458-4715

April 9, 2019

To Whom it May Concern:

It is with great pleasure I am writing this letter of recommendation for Mr. Eric Stair. I have worked with Mr. Stair for the last ten years during his tenure as the principal of the Millville High School.

During my time working with Mr. Stair, as a member of the administrative team, he has proven himself to be a flexible, understanding and caring administrator who makes his decisions with the students in mind at all times. Mr. Stair has high expectations for himself, the faculty and the students.

In addition to being the building principal, Mr. Stair serves as the district testing coordinator, is an active member of the Student Assistance Team (SAP) and participates in the child study team on a regular basis.

Mr. Stair displays many of the qualities you would be looking for in a superintendent candidate. He always has a vision for the future, communicates effectively and is able to set clear and precise attainable goals whether for himself or his faculty.

I recommend Mr. Eric Stair for your position as Superintendent of Schools. If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Dee Davis'.

Dee Davis

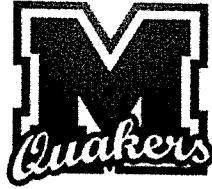
Director of Student Services

# MILLVILLE AREA SCHOOL DISTRICT

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Fax 570-458-4715

April 4, 2019

Dear Sir or Madam,

This letter of recommendation is on behalf of Eric Stair, who is applying for the Superintendent position in your district.

Professionally, I have worked with Mr. Stair for four and three quarter years. We have had many discussions concerning effective instruction, data analysis, differentiation, discipline, curriculum, and assessment because he wants the best from and for the students and teachers. He has a passion for education and high expectations for all. Mr. Stair has good communication skills and encourages conversation between the staff, the students, Administration, and himself.

Mr. Stair is a reliable, dependable, and friendly person. He is also honest, straight forward, caring, and compassionate. Mr. Stair is hardworking, dedicated, loyal, and a team player. Mr. Stair served in the Marine Corps from October 1995-August 2000. He taught at Grover Washington Middle School for three years and then served as their Dean of Students for two years. Mr. Stair has served as a High School Principal in Millville for ten years. He oversees the master course schedule created by the Guidance Counselor. Mr. Stair understands the needs and interests of high school students and is able to relate to them.

Mr. Stair has knowledge of Sapphire, Learning Focused Schools, Teacher Effectiveness Tool, Danielson, Study Island, and other current resources. He is also trained as the District Test Coordinator and helps create the master testing schedule. He is well versed in CDTs, PSSAs, Keystones, and PVAAS, all of which he uses during data meeting discussions. Mr. Stair is a member of the SAP Team, Child Study Team, Safe2Say team, and is Safety Care certified. Mr. Stair is a lifelong learner and models this to students and staff.

Mr. Stair has participated in curriculum discussions, writing, and implementation over the past four years. He has attended CSIU Leadership Conferences and Principal Summits allowing him to learn about current topics in education and the Legislature.

Mr. Stair would be an asset to your school and I highly recommend him for this position. Please feel free to contact me at 570-458-5538 for more information.

Sincerely,

Cynthia Jenkins

# Final Grades

A00587172 Eric T. Stair  
 Fall 2019  
 Jan 02, 2020 09:57 am

**\*Please follow the links below for information regarding Financial Obligations:**

College of Undergraduate Studies | College of Adult Professional Studies | College of Graduate Studies



1145 King Road  
 Immaculata, PA 19345

### Student Information

**Current Program**

Doctor of Education

**Level:** Graduate  
**Program:** Doctor of Education  
**Admit Term:** Spring 2013  
**Admit Type:** Standard  
**Catalog Term:** Spring 2013  
**College:** College of Graduate Studies  
**Campus:** Main  
**Major:** Education Administration  
**Academic Standing:** Good Standing

### Graduate Course work

<u>CRN</u>	<u>Subject</u>	<u>Course</u>	<u>Section</u>	<u>Course Title</u>	<u>Campus</u>	<u>Final Grade</u>	<u>Attempted</u>	<u>Earned</u>	<u>GPA Hours</u>	<u>Quality Points</u>
90935	EDL	799	39	Dissertation II	Main	P	3.000	3.000	0.000	0.00

### Graduate Summary

	<u>Attempted</u>	<u>Earned</u>	<u>GPA Hours</u>	<u>Quality Points</u>	<u>GPA</u>
<b>Current Term:</b>	3.000	3.000	0.000	0.00	0.00
<b>Cumulative:</b>	60.000	60.000	51.000	204.00	4.00
<b>Transfer:</b>	0.000	6.000	0.000	0.00	0.00
<b>Overall:</b>	60.000	66.000	51.000	204.00	4.00

Select another Term

**RELEASE: 8.4**