

DR. MATTHEW J. LUTZ

3114 Bath St ♦ Kill Devil Hills, North Carolina
252-722-3282 ♦ matthewjlutz@gmail.com

January 29, 2020
Flagler County School District
1769 East Moody Blvd. #2
Bunnell, FL 32110

Dear Search Committee and School Board Members,

After carefully reviewing the posting for Superintendent, I am submitting my application for the Flagler County Superintendent position. Throughout my 25-year career as a public school employee, I have shown a remarkable ability to lead with a vision that empowers students, staff and the community. This approach has yielded marked improvement in student achievement and sustained staff morale. My discussions with staff and students are focused not only on the present but also on the future college and career plans. I have an extensive background in school finance and how schools can increase performance using their existing resources and fiscal constraints.

As Assistant Superintendent, I serve the stakeholders of our district with service at the forefront of all decisions. I am adept in both team building and strategic planning. My diverse skill set allows for the ability to work comfortably with the finance division and the office of curriculum and assessment. I have a broad range of career experiences that combines a business-like approach with soft skills that enable individuals, teams, schools and organizations to reach their maximum potential.

My experience as a building principal at elementary, middle and high school levels is extensive. I have also served as a state level administrator charged with implementing multiple initiatives. I have been an active participant in the politics and policies that affect student performance. I have served on the following educational boards: The Ohio Association of Secondary School Administrators (President), The Ohio Educator Standards Board (Vice-Chair) and the Student Growth Measures Advisory Panel. This work directly influenced policy implemented across the state of Ohio and in some cases, the nation.

As the Director of Equity and Talent at the Ohio Department of Education, I was deeply imbedded in the development of processes to support local school districts around student growth measures and teacher and principal evaluation. This experience allowed me to see how state policy directly affects local school districts. As the superintendent of Flagler County, I will draw on these experiences to position Flagler County Schools to be a model district for the state to watch.

I am familiar with the Flagler area with relatives who reside in Palm Coast. As a teacher and coach at University High School in Orlando I appreciated the diversity found in Florida schools.

I welcome the opportunity to interview for the Flagler County Superintendent position. Thank you for your time and consideration.

Sincerely,



Dr. Matthew J. Lutz

Professional Experience

District Level: Assistant Superintendent: (10 schools, 450 educators, 4300 students)

Currituck County Schools, North Carolina 2017-current

- Design and implement plan for K-8 curricular alignment for district
- Facilitate leadership meetings for K-12 principals
- Serve as a key member of the budget team overseeing a \$45 million budget and capital outlay
- Led decision making protocol through analysis of student data with K-12 principals
- Implemented protocols with Special Education Director to serve all students
- Founding team member of the Pre-K to K transition process
- Active member of the district level Mental Health Crisis team
- Facilitate the evaluation process with administrators on an ongoing basis
- Collaboratively implementing the Multi-Tiered Support System (MTSS) for the district
- Oversee all K-5 school improvement processes with an emphasis on continuous improvement
- Created leadership teams in both math and language arts in order to implement the revised state standards with fidelity
- Worked with a team to develop both a math and language arts academy to support both district teachers and the region at large
- Serves as the district administrator for Title I and Title IV working to insure compliance in all issues relating to federal expenditures. Extensive working knowledge of the CCIP
- Oversees and supports the implementation of the Read to Achieve legislation as required by state

Regional Level: Executive Director of Education: (17 Districts 1000 educators, and 27,000 students)

Mid Ohio Educational Service Center 2011-2012

- Created innovative partnerships with multiple state organizations leading to revenue for the organization
- Provided leadership in the creation of professional development for the region
- Served as the liaison to community schools and pre-school

State Level: Director of Equity and Talent: (613 districts, 100,000 educators, 1.1 million students)

Ohio Department of Education 2012-2015

- Implemented a statewide system of student growth measures
- Worked with a diverse group of stakeholders to implement a statewide teacher and principal evaluation process
- Worked with a talented team to effectively implement a statewide electronic teacher and principal evaluation platform (eTPES)
- Ensured the state had a compliant process that met the federal requirements of transitioning from Highly Qualified Teacher (HQT) to Highly Effective Teacher Ratings under the refined No Child Left Behind legislation
- In-depth knowledge of the EVAAS/SAS Growth Model serving as a liaison between the department and the educational field charged with using the growth model
- Effectively created an assessment literacy process to support teachers in creating better exams for students
- Supervised and facilitated the implementation of multiple Race to the Top (RttT) projects with extensive budget oversight
- Worked with stakeholders from across the state to create a new State Equity Plan

Principal Experience: (K-12 ranging from 370 students to 2300 students) (District size 4300-14,000 students)

Currituck County Middle School, and Shawboro Elementary Currituck County, NC (2015-2017), Walnut Springs Middle School (2005-20011) and Westerville North High School, Westerville Ohio 2003-2005 (Assistant Principal)

- Created scheduling options to provide educational opportunities for all students (at-risk, gifted, career and academic)
- Served as district representative during contract negotiations with bargaining units
- Member of the district teaching and learning team charged with creating a professional development plan for the district
- Member of the administrative compensation committee charged with devising a new compensation structure for administrators
- Extensive staff development on how to use data to serve students more effectively
- Created, in conjunction with other school leaders, buildings that focused on serving students, creating leadership opportunities for staff and recognizing the value of each member of the faculty.
- Academic achievement consistently showed gains in both achievement and growth for all subgroups of students
- Effectively used data to decrease suspensions by 50%.

Additional Experience (1995-2003)

- Teacher and Small Learning Community Leader, Westerville North High School, Westerville, OH
- Teacher and Varsity Basketball Coach, University High School, Orange County Public Schools, FL
- Teacher, SGA Advisor and Coach, Manteo High School, Dare County Schools NC
- Varsity Basketball Coach
- Successful Camp Operator

Leadership, Awards and Community Involvement

- Currituck County 2016 Principal of the Year
- NASSP Ohio Middle School 2011 Principal of the Year
- Ohio Association Secondary School Administrators (OASSA) President
- Vice-Chair Ohio Educator Standards Board (ESB)
- ODE Student Growth Measures (SGM) Advisory Committee
- ODE Resident Educator Panel (RESA)
- Ohio Gifted Advisory Panel Member
- 2008 GEM Award Recipient (Great Educator Mentor)
- Statewide Presenter
- Harvard University, Redesigning American High Schools Graduate
- Educational Consultant
- International Baccalaureate Teacher
- Adjunct Professor Ashland University
- Good Guys vs. Cancer Showcase Director
- Volunteer Coach, Church and Community Volunteer
- North Carolina Aspiring Superintendent Program

Education

- Ashland University, Ed.D Educational Leadership 2006
- Duquesne University, MA Secondary Education 1998
- Duquesne University, BA, History 1993



Currituck County Schools

A Beacon for Excellence in Education

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MARK J. STEFANIK
SUPERINTENDENT

January 27, 2020

To Whom It May Concern:

It is with great pleasure that I recommend Dr. Matthew Lutz for the position of Superintendent of the Flagler County School District. As Superintendent of the Currituck County School District, I have had the pleasure of working with Dr. Lutz over the last five years. During that time, I have observed many outstanding administrative qualities in Dr. Lutz, most notably: his commitment to students through the school improvement process, his ability to collaborate with staff members and fellow administrators, and his utilization of resources to enhance the educational process.

Dr. Lutz's commitment to students and the quality of their educational experiences is unquestionable. Dr. Lutz has exceptional data analysis skills, and he uses these skills to gather information that guide his decisions in multiple areas, including staffing, professional development, and curriculum offerings/interventions for students. Dr. Lutz's goal is to insure that every student achieves at the highest level possible. Over the past four years, Dr. Lutz has worked as a building administrator and as Assistant Superintendent in Currituck County. Regardless of his role, Dr. Lutz has remained focused on what is best for our students.

In addition to his individual efforts to improve schools, Dr. Lutz involves many other staff members in the school improvement process. His skill in the art of collaboration allows multiple people to be involved in the decision-making processes, which in turn, lead to better decisions for the schools. Dr. Lutz invites staff members of all classifications, parents, and district administrators to participate in the school improvement processes. As mentioned above, these efforts are having positive outcomes for our students.

A third outstanding administrative quality for Dr. Lutz is his ability to effectively utilize resources, human and financial. As part of our school improvement process, decisions are made regarding areas in need of improvement. Once these decisions have been finalized, Dr. Lutz facilitates a district-wide process to determine how to align each school's resources with its needs. In his tenure here, Dr. Lutz has revised teaching assignments, changed the framework of daily schedules, has reallocated funding to target improvement areas, and has developed professional development offerings based on school needs. Remarkably, Dr. Lutz has implemented these initiatives and enhanced the educational environment, while maintaining spending. Dr. Lutz practices these very sound resource management practices consistently.



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Dr. Lutz is a highly-skilled, highly-successful administrator. Throughout his career, he has demonstrated his dedication to students and to continuous improvement of schools. His focus on students and their educational program, and his collaborative, inclusive style, are characteristics of a positive, educational leader. Many school districts are looking for this type of leader, and Flagler County is fortunate enough to have him in its pool of candidates. Flagler County should strongly consider Dr. Matthew Lutz for the position of Superintendent of Schools.

Sincerely,

Mark J. Stefanik

Mark J. Stefanik, Superintendent

Allison Osmon

122 Narrow Shore Road | Aydlett, N.C. 27916 | (252) 564-4708

January 30, 2020

To Whom It May Concern:

It is my pleasure to write a letter of recommendation for Dr. Matthew Lutz. Dr. Lutz has distinct characteristics that will make him an excellent superintendent of the Flagler County School System.

Dr. Lutz and I worked together for the Dare County School system beginning in 1995. As a young teacher, he was dedicated to his students and our profession. Serving as an assistant principal I was immediately impressed by his sense of integrity and by his work ethic. I had the opportunity to rehire Dr. Lutz while serving as the superintendent of the Currituck County school system and he has thrived since his initial hiring. Dr. Lutz wants what is best for students while having the ability to work closely with colleagues to build a strong learning community. This was evident in his early career and is evident today. I am very proud to have followed Dr. Lutz throughout his career and know that he will make an outstanding superintendent.

Dr. Lutz has had a wide range of experience ~~throughout his career including administrative experience at~~ the elementary, middle school, high school, central office and state level. This continuum of experience allows him to view the "big picture" in the lives of students and to strive towards building student success. He is also excellent at building and supporting learning environments in which all stakeholders have a voice and feel free to express their thoughts and even reservations. Dr. Lutz is comfortable with managing change and brings vision and confidence to his learning community. He uses student data to objectively identify student, school, and district needs. These attributes contribute to student, building and district success as all stakeholders are empowered to work together under the guidance of a strong leader.

Dr. Lutz also excels in operational areas and is skilled with budgeting and planning. He is able to facilitate conversations on difficult subjects without creating divisions within the organizations. He continuously seeks input from others and understands the political implications when arriving at decisions. I have found Dr. Lutz to be of high moral character and integrity, someone who I am proud to have worked with over the course of my career.

Dr. Matt Lutz would be an excellent choice if selected by the Flagler County School Board to be your next superintendent.

Sincerely,



Allison Osmon



Currituck County Schools

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BOARD OF EDUCATION

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MARK J. STEFANIK
SUPERINTENDENT

January 28, 2020

To Whom It May Concern:

It gives me great pleasure to recommend Dr. Matthew Lutz as the next Flagler Superintendent of schools. I have personally known and worked closely with Dr. Lutz for the last five years. My opinions in this letter are derived from my experiences as a former superintendent and current school board member.

During the course of the last five years I have seen Dr. Lutz demonstrate the qualities it takes to be a highly efficient and effective superintendent. He is an exceptional communicator who is adept at both listening and speaking. He is honest and trustworthy and leverages these traits to build a learning community with a goal of continuous improvement. He has been a great team builder for our district and throughout his career. Dr. Lutz analyzes data to guide decision making for all aspects of the educational process. He aligns resources to maximize student achievement. I am impressed with his ability to utilize existing budgetary resources to improve performance and climate across our district.

An example of Dr. Lutz's leadership occurred while serving as our middle school principal. Without an increase in funding he developed a schedule that provided individualized and intensive instruction for students at both ends of the educational spectrum while serving the majority of students as well. He communicated this change to all involved and did so effectively that the entire educational community was receptive of the changes. As a result, student achievement increased, discipline decreased, and a learning climate was established. He has replicated this type of approach in his current position as assistant superintendent. Examples of this would be implementing district curriculum teams, creating standards based report cards for elementary schools and creating district safety protocols.

Throughout my career I have encountered many school administrators. Dr. Lutz, by far, is the top one. If we had a superintendent opening, I would hire him knowing that our district would be in good hands. I have no doubt that the Flagler County school system would benefit from the Dr. Lutz's leadership as superintendent.

Sincerely,

Dr. William Dobney

Dr. William Dobney
Member of Currituck County Board of Education
Retired Superintendent of Currituck County Schools



Ashland University

Formerly Ashland College
Office of the Registrar
Ashland, Ohio 44805
(419) 289-5028

Print Date 12/18/06

Page No. 1 of 2

NAME Matthew J. Lutz
ADDRESS 972 Sunlight Court
Westerville, OH 43081
BIRTH DATE August 19

SOCIAL SECURITY NO. [REDACTED]

STUDENT I.D.

0819886

ANT. DEGREE
MAJOR

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**OFFICIAL TRANSCRIPT
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COURSE	Course Title	CRD	GRD	GRDPT	COURSE	Course Title	CRD	GRD	GRDPT
SUMMER 2002 (05/13/2002 to 08/24/2002)					FALL SEMESTER 2003 (08/25/2003 to 12/18/2003)				
EDUC9820	A - QUANTITATIVE RESEARCH DESI	4.00	A-	14.68	EDUC9887	A - INSTITUTIONAL LAW & POLICY	3.00	A-	11.01
EDUC9800	A - INTEGRATIVE LEADERSHIP SEM	3.00	A	12.00	EDUC9830	B - MENTORSHIP	2.00	A	8.00
EDUC9802	A - ETHICS OF LEADERSHIP	3.00	A-	11.01	EDUC9XXX	- DOCTORATE ELECTIVE CREDIT	2.00	K
Term	GPA 3.769 Att Crd 10.00 Credit 10.00				Transfer Credit:				
Cum	GPA 3.769 Att Crd 10.00 Credit 10.00				Ohio State Universit	001592	2.00		
FALL SEMESTER 2002 (08/26/2002 to 12/12/2002)					Term	GPA 3.802 Att Crd 5.00 Credit 7.00			
EDUC9882	A - PROFESSIONAL DEV. & RENEWA	3.00	A	12.00	Cum	GPA 3.915 Att Crd 39.00 Credit 41.00			
EDUC9889	A - ORGANIZATION DEVELOPMENT	3.00	A	12.00	SPRING SEMESTER 2004 (01/12/2004 to 05/06/2004)				
EDUC9830	B1 - MENTORSHIP	1.00	A	4.00	EDUC9693	BACOL - SCHOOL FINANCE & ECONO	3.00	A	12.00
EDUC550	CT2 - INTRO TO SCHOOL ADM	3.00	A	12.00	EDUC9888	A - THE ECONOMY OF EDUCATION	3.00	A	12.00
Term	GPA 4.000 Att Crd 10.00 Credit 10.00				EDUC9822	PW - SEMINAR IN EDUC RESEARCH	2.00	A	8.00
Cum	GPA 3.885 Att Crd 20.00 Credit 20.00				EDUC9898	SB - SPEC. EDUCATION LAW & POLI	1.00	A	4.00
SPRING SEMESTER 2003 (01/13/2003 to 05/08/2003)					Term	GPA 4.000 Att Crd 9.00 Credit 9.00			
EDUC9821	A - QUALITATIVE RESEARCH DESIG	4.00	A	16.00	Cum	GPA 3.931 Att Crd 48.00 Credit 50.00			
EDUC9830	B1 - MENTORSHIP	1.00	A	4.00	FALL SEMESTER 2004 (08/30/2004 to 12/16/2004)				
Term	GPA 4.000 Att Crd 5.00 Credit 5.00				EDUC9899	H - DISSERTATION	4.00	A	16.00
Cum	GPA 3.908 Att Crd 25.00 Credit 25.00				Term	GPA 4.000 Att Crd 4.00 Credit 4.00			
SUMMER 2003 (05/12/2003 to 08/09/2003)					Cum	GPA 3.937 Att Crd 52.00 Credit 54.00			
EDUC9881	A - ORGANIZATIONAL BEHAVIOR	3.00	A	12.00	SPRING SEMESTER 2005 (01/10/2005 to 05/05/2005)				
EDUC9880	A - LEADERSHIP THEORY	3.00	A	12.00	EDLS9899	W - DISSERTATION	3.00	A	12.00
Term	GPA 4.000 Att Crd 6.00 Credit 6.00				Term	GPA 4.000 Att Crd 3.00 Credit 3.00			
Cum	GPA 3.925 Att Crd 31.00 Credit 31.00				Cum	GPA 3.940 Att Crd 55.00 Credit 57.00			
SUMMER II 2003 (06/23/2003 to 08/02/2003)					SUMMER 2005 (05/09/2005 to 07/30/2005)				
EDUC9682	COLW - EDUC POL POL & SCHL COM	3.00	A	12.00	EDLS9899	W - DISSERTATION	1.00	A	4.00
Term	GPA 4.000 Att Crd 3.00 Credit 3.00				Term	GPA 4.000 Att Crd 1.00 Credit 1.00			
Cum	GPA 3.932 Att Crd 34.00 Credit 34.00				Cum	GPA 3.941 Att Crd 56.00 Credit 58.00			
					FALL SEMESTER 2005 (08/29/2005 to 12/15/2005)				
					EDLS9899	HW - DISSERTATION	1.00	A	4.00
					Term	GPA 4.000 Att Crd 1.00 Credit 1.00			
					Cum	GPA 3.942 Att Crd 57.00 Credit 59.00			

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Matthew J. Lutz
972 Sunlight Court
Westerville, OH 43081

Vicki H. Yoko

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COURSE	Course Title	CRD	GRD	GRDPT	COURSE	Course Title	CRD	GRD	GRDPT
SPRING SEMESTER 2006 (01/09/2006 to 05/04/2006)									
EDLS9899	HW - DISSERTATION	1.00	A	4.00					
	Term GPA 4.000 Att Crd 1.00 Credit 1.00								
	Cum GPA 3.943 Att Crd 59.00 Credit 60.00								
SUMMER 2006 (05/08/2006 to 08/04/2006)									
EDLS9899	HW - DISSERTATION	1.00	A	4.00					
	Term GPA 4.000 Att Crd 1.00 Credit 1.00								
	Cum GPA 3.944 Att Crd 59.00 Credit 61.00								
FALL SEMESTER 2006-2007 (08/28/2006 to 12/14/2006)									
EDLS9899	H - DISSERTATION	1.00	A	4.00					
	Term GPA 4.000 Att Crd 1.00 Credit 1.00								
	Cum GPA 3.945 Att Crd 60.00 Credit 62.00								

Degree Received: Doctor of Education on 12/01/2006
Date Conferred.: 12/14/2006
Majors.....: Educational Leadshp

End of official record.

12/25/06 PhD 12/16/06

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Matthew J. Lutz
972 Sunlight Court
Westerville, OH 43081

Vicki A. Lyons

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