



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



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

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

SUBJECT: The Appointment of Ms. Lisa M. Brown to the Fort Sam Houston Independent School District (FSHISD) Board of Trustees

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

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

Attachment:  
Ms. Lisa M. Brown



## Joint Base San Antonio Statement of Eligibility

Applicant Full Name: COL (Ret) Lisa M. Brown

Residential Address: 15223 Eaglebrook St.

San Antonio

TX

78232

Physical Address of Employer:

MED CoE, 3630 Stanley Rd., Aabel Hall, Room 104

JBSA Ft. Sam Houston

TX

78234

Board of Trustees Location Applying For: Ft. Sam Houston ISD

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

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

COL (Ret) Lisa M.  
Brown

Digitally signed by COL (Ret) Lisa  
M. Brown  
Date: 2021.03.04 18:24:20 -08'00'

4 March 2021

Signature of Applicant

Date

COL (Ret) Lisa M. Brown

Printed Name of Applicant

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

# LISA M. BROWN

San Antonio, TX 78232 • (210) 771-2258 • brown-tx@msn.com • LinkedIn

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## SENIOR ADMINISTRATIVE MANAGEMENT EXECUTIVE

### *Operations / Human Resources / Administration*

Respected executive with distinguished extensive experience leading operations, program management and public administration. Repeated success guiding sizeable, cross-functional teams in the design and implementation of enterprise-wide process redesign and restructure. Expert presenter, trainer and leader with a proven ability to develop and implement programs that result in a profitable and also compassionate culture.

#### *Core competencies include:*

- Strategic Business Planning
- Process Redesign & Change Management
- Program Management
- Performance Metrics
- Project Management
- Profit & Loss (P&L) Management
- Recruiting & Staffing Initiatives
- Team Building & Leadership
- Operational Functions
- Human Resource Management

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## PROFESSIONAL EXPERIENCE

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### Fort Sam Houston Independent School District **BOARD PRESIDENT / BOARD TRUSTEE (2019- June 2021)**

School Board President for 9 months. Board Trustee until term ends in June 2021. Provides a critical service for the education of the children of military family members on Joint Base San Antonio, Fort Sam Houston.

- Spends myriad hours meeting training requirements, adopting policies, hiring personnel, recognizing programs and staff, attending school events, all while focusing on student achievement.
- Directly involved with the District's "Limitless Learning" initiative and operations amid the COVID pandemic.
- Represented the district at several state and national School Conferences to gain information and work with state representatives to get funding for military students.

### Order of Military Medical Merit, San Antonio, TX **ADMINISTRATOR (2016-PRESENT)**

Administrator for a private, non-profit 501(c) organization that recognizes the significant contributions that Army Medical Department individuals have made to Army Medicine.

- Utilize administrative, operational and financial expertise to manage the day-to-day functions of the Order.
- Provide timely information to over 13K Order members on a regular basis.
- Manage all financial transactions of the Order, and arrange for yearly audit and tax preparation from an impartial third party.
- Prepare for and conduct monthly boards, providing nominations and other relevant information to board members and the President in a timely manner.

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U.S. Army Medical Command, San Antonio, TX  
**DIRECTOR (2014 – 2016)**

Successfully directed a staff of ten executives, provided strategic oversight and direction to incorporate equities in enterprise-wide policies and products.

***Selected accomplishments:***

- Utilized extensive administrative knowledge base to assist over 500 customers in the areas of human resources, resource management and training and education.
- Provided timely and relevant information and training to over 50 ombudsmen from 28 facilities located across the United States, Korea and Europe, resulting in better customer assistance.
- Co-chaired a transformation initiative to realign staff and infuse the enterprise culture with a vision to move from a Healthcare System to a System for Health.
- Utilized extensive knowledge and experience with Disability Evaluation System to identify a critical accountability issue, resulting in innovating a solution both honoring to the patients and in compliance with regulatory mandates.

U.S. Army Human Resources Command of Excellence, Fort Knox, KY  
**DEPUTY CHIEF ADMINISTRATOR (2011 – 2014)**

Developed strategic vision and mission planning for a 25-person, executive-level staff. Successfully orchestrated and supervised organizational and operational functions such as budget oversight, human resources management and day-to-day operations.

***Selected accomplishments:***

- Decreased turnaround time of critical processes from 120 days to less than 3 days by implementing Lean Six Sigma processes.
- Implemented rigorous performance metrics to ensure essential functions were performed at required volumes throughout staff reductions.
- Increased assessment completion rates from 86% to 91% through effective program management.
- Provided expert input and information while engaging multiple outside agencies to achieve improvements in processes and policies concerning evaluations, placement and profile management of personnel.

U.S. Army Medical Department Center & School of Excellence, Joint Base San Antonio, TX  
**PERSONNEL PROPONENT PROGRAM MANAGER (2008 – 2011)**

Successfully ensured a balanced and effective workforce through the utilization and analysis of objective force models to project future staffing and development requirements for four branches of the Army.

***Selected accomplishments:***

- Collaborated cross-functionally to identify and recommend training requirements and course attendance as well as potential critical personnel shortages.
- Proactively analyzed and provided action plans to increase a compromised organizational structure to meet future needs.

U.S. Army Medical Command, San Antonio, TX  
**CHIEF OPERATIONS OFFICER (2005 – 2008)**

Significantly impacted corporate goals and objectives by successfully synchronizing multiple projects toward timely and efficient accomplishment. Provided exceptional customer service to a population of over 100,00 in areas of payroll, operations, and healthcare entitlements.

***Selected accomplishments:***

- Designed, implemented and maintained a database of reserve providers to offer personnel as a gesture of recognition and gratitude, which favorably impacted retention.
- Successfully coordinated and executed a 700-member breakout session to address retention.

Southeast Regional Medical Command, Fort Gordon, GA  
**PERSONNEL OPERATIONS OFFICER (2002 – 2005)**

Meticulously collected, processed and maintained personnel data throughout multiple facilities, and expertly matched personnel needs to providers.

***Selected accomplishments:***

- Successfully maintained the fill rate for over 1,200 personnel requirements at 98% (exceeding 95% standard) for over three years.
- Provided exceptional administrative, operations and training support to a workforce of over 1,500 professionals to ensure mobilization readiness.

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*Additional Experience as Assistant Controller, Assistant Director of Finance, Chief of Resource Management and Executive Officer*

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**EDUCATION & CREDENTIALS**

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SYRACUSE UNIVERSITY, Syracuse, NY, **Masters in Business Administration**

EXECUTIVE MILITARY LEADERSHIP SCHOOL, Carlisle, PA, **Masters in Strategic Studies**

SPALDING UNIVERSITY, Louisville, KY, **Bachelor of Arts in Pre-Medicine/Biology**