



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



MEMORANDUM FOR MR. MIKE MORATH, COMMISSIONER, TEXAS EDUCATION
AGENCY

FROM: 502 ABW/CC
2080 Wilson Way Bldg 247
JBSA Ft Sam Houston TX 78234-2362

SUBJECT: Reappointment of Mr. Willie E. White and Ms. Andrea D. Nicholas to the Fort Sam
Houston Independent School District (FSHISD) Board of Trustees

1. Please consider this my formal request to reappointment Mr. Willie E. White and Ms. Andrea D. Nicholas to the FHSISD Board of Trustees. Enclosed are their resumes, as required by Texas Administrative Code Section 61.2a (1), along with their signed statements expressing their willingness to accept the appointment and serve in full adherence to the established state standards for school board members.
2. The nominees are eligible for appointment under the general school laws of Texas and live or work on Joint Base San Antonio-Fort Sam Houston. The nominees are highly 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 with 10 candidates submitting packages. The membership composition of the board of trustees is in compliance with the provisions of Texas Education Code 11.352.
3. I recognize the power of the Board of Trustees to govern and manage the operations of the FSHISD and recognize that my role as the commanding officer of the 502d Air Base Wing, in the process for appointing the Board of Trustees, is limited to the duty defined by statute.
4. Thank you for your support of our school district. If you have any questions please contact, Ms. Nita Ford-Hightower at (210) 221-8782 or nita.fordhightower.1@us.af.mil.

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ELL.D.1024001233¹²³³ DRIGGERS.RUSSELL.D.102400
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RUSSELL D. DRIGGERS
Brigadier General, USAF
Commander

2 Attachments:

1. Mr. Willie E. White Resume and Eligibility Statement
2. Ms. Andrea D. Nicholas Resume and Eligibility Statement



**SCHOOL LIAISON
PROGRAM**

**Joint Base San Antonio
Statement of Eligibility**

Applicant Full Name: Willie E White

Residential Address: 10207 Ivy Jade

Schertz

TX

78154

Physical Address of Employer:

HQ IMCOM

FT Sam Houston

TX

78234

Board of Trustees Location Applying For: FT Sam Houston

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

- I am qualified under the general school laws of Texas and live or work on the operating location.
- I attest to the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve a 2 year term in the capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

WHITE.WILLIE.EDWA
RD.JR.1049527019

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WHITE.WILLIE.EDWARD JR 1049527019
Date: 2023.05.23 13:51:05 -05'00'

Signature of Applicant

Willie E White

Printed Name of Applicant

05/23/2023

Date

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

WILLIE E. WHITE

*10207 Ivy Jade / Schertz, TX. 78154 / C: 210-834-5043 / W 210-466-0106
willie.e.white1.civ@army.mil / willie8241@sbcglobal.net / Secret clearance*

PROFESSIONAL SUMMARY

Driven interpersonal and versatile management analyst with over 31 years combined active duty and civilian senior management. Demonstrates outstanding senior leadership and organizational management laterally/vertically within the military and civilian community. Travels to D.C. Conducting In-Person bi-annual meetings at Capitol Hill. Utilizes persuasive oral communication skills needed in requesting federal government funding for the military school district. Meets bi-annually face to face in the offices of both Texas Senators and each Regional Congressional representatives requesting continued federal government annual funding. Community servant and leader for the past seven years currently serving as the President, Fort Sam Houston Independent School District Board of Trustees. Expert in analyzing, researching, and formulating official responses to written and telephonic congressional requests for information. I am directly connected to all Texas Senator and Congress Staffs. Experience receiving, tracking, monitoring, and controlling inquiries from Members of Congress, Congressional staffs, and Congressional Committees Effectively utilize technical competencies applying the skills, knowledge, and abilities in the areas of reconciliation, funding and budgeting in the management of two multi-million-dollar government contracts, information technology and telecommunications totaling over \$50 million combined. A leader who thrives on problem solving and administrative management. Oversees the needs of over 2,000 teachers, administrators and students, approver of District Annual Budget of over \$221 million per year, and manages student academic success, District Safety Plan, preside over all board meetings utilizing Roberts Rules. Plan, coordinate, integrate, and implement the military School District congressional strategy to support and integrate complex and widely varying missions and essential operating dollars. Sergeant Major; Civil Affairs responsible for South Korea military/civilian affairs. Trained to prevent and mitigate civilian interference with military operations. Directly worked for 13 months with Non-Governmental Organizations (NGOs) at the national and international levels Served as the senior enlisted medical advisor to the commander on all medical matters.

PROFESSIONAL EXPERIENCE

Installation Management Command, G5 Plans & Integration Branch Management Analyst: Supervisor: Charlotte Hogan; Charlotte.hogan1.civ@army.mil 40 hrs. wk.; April 2019 – Present Series: 0343

Management Analyst accountable for conducting surveys, researching, developing, and evaluating studies and work processes within the command. I have presented command decision briefings to the Commanding General and HQ Staff. Extensive history managing, analyzing interpreting and working multiple Management Decision Execution Package (MDEPs) in G5 Plans and Integration as the Alternate MDEP manager as well as managing numerous other MDEPs in IMCOM G7 College of Installation Management and G9 Community Recreation Directorate. HQ IMCOM lead analyst for the Bi-weekly Command Operational Planning Team (OPT) charged with planning, scheduling, and information

- Request 100% payment disbursement to each garrison to reimburse all travel expenses incurred utilizing the NAF General Ledger Account Codes (GLAC).
- Program Manager for MDEPs (QMNG) IMCOM Garrisons; Military Training Specific Allotment (MTSA) allocated funding for over 70 active-duty service members with a \$1.6M Budget.
- Travel Coordinator and NAF/MWR funding allocation and reimbursement manager for 12-15 career courses per year totaling from \$400K-500K spending cost for 150 students.
- Prepared and briefed each G8 Quarterly Training Budget to Deputy Commanding General and assisted in setting the yearly Programming and Budgeting for the Academy, IMCOM Military Training Specific Allotment (MTSA), and the Academy Operational Expense.
- Programed over two MDEPs in 3 Program Element Groups (PEG).
- Spearheaded the first collaborative Memorandum of Agreement with Webster University awarding Garrison Commander/Command Sergeants Major college credit hours for the course; implemented comprehensive studies to analyze and evaluate the program measurement effectiveness.

HQ, IMCOM G9 Business Training Coordinator - Supervisor: Daryl Harris, daryl.w.harris.naf@army.mil: 40 hrs. wk.; May 2010 - Nov/2014: Series: 0343

Responsibility included but not limited to accounting for NAF Senior leader's attendance to development training for career advancement. Managed an Operating Budget of \$3.5 million as the Contract Officer Representative for Booz Allen Hamilton and Inclusive Recreation for Wounded Warrior/Penn State contracts. Extensive work in Manpower; how its counted, categorized, and measured for internal compliance.

- Contract Officer Representative COR for Penn State University and Booz Allen Hamilton with an operating budget of \$3.5 million; Received all purchase orders and invoiced all services and courses.
- Accounted for and invoiced over 55 Purchase Orders totaling \$40 million and accounted for and invoiced 8,000 pieces of equipment for over 25 overseas shipments to Iraq and Afghanistan valued at and 100% with No loss.
- G9 primary management analyst responsible for MWR professionals to attend six Wounded Warrior Courses for 120 Joint Services personnel who attended Penn State University certifications.
- Negotiated with Region Directors manages and oversee the daily operation of the command's primary conferences to include Conus Europe, Pacific, to support the Army.
- Performed contract surveillance and reconcile monthly payments for contractor scope of services.
- Coordinated 11 MWR Region Leader's attendance to career developmental training.

HQ Moral Welfare Recreation Command; Human Resource Analyst, Management Intern Program- Supervisor: Daryl Harris, daryl.w.harris.naf@army.mil 40 hrs. wk.; Aug 2009 – Jun 2011 Series: 0343

Lead analyst accountable for recruitment and managing the placement of 30 newly hired Management Interns and Developmental Chefs yearly; oversaw \$1.5M budget for all MWR Garrisons. Extensive knowledge with implementing Trainee budget guidance and knowledge overseeing the organization's resource management activities. Personally mentor each Intern on a weekly basis, track workforce development, training, and management development for a rotation of 60 Interns over a two-year period.

- Developed the MWR Command audit trails for databases using Program & Budget Guidance for monetary and manpower accountability for a two-year period.
- Mentored two cycles of 30 Management Interns through daily communication on problem solving, personnel management, workforce development, mandatory training, and management development.
- Lead MWR Analyst, for conducting highly complex training support studies, analysis, and current tasking's/operations integration requirements accounting for over 60 Interns receiving 100% mandatory OPM management courses, and training events.



SCHOOL LIAISON PROGRAM

**Joint Base San Antonio
Statement of Eligibility**

Applicant Full Name: Andrea Delonda Nicholas

Residential Address: 7327 Roveen Trail

San Antonio

Texas

78244

Physical Address of Employer: Temporary address due to building renovations.

2310 Kenly Ave

San Antonio/Lackland AFB

Texas

78236

Board of Trustees Location Applying For: FSHISD

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 work on the operating location.
- I attest to the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve a 2 year term in the capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

NICHOLAS.ANDREA.D Digitally signed by
.1115435473 NICHOLAS.ANDREA.D.1115435473
Date: 2023.05.31 15:35:48 -05'00'

Signature of Applicant

Andrea Nicholas

Printed Name of Applicant

31 May 23

Date

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

25 May 23

School Liaison Program
Fort Sam Houston, TX 78234

Dear School Liaison Program Manager,

I am submitting my resume for consideration as a member of the Fort Sam Houston Independent School District Board of Trustees as advertised on the JBSA installation website.

I am interested in this position because I believe in the vision of the District and want to be an integral part of helping it meet its goals as a District of Innovation. I offer FSHISD over 40 years of experience on Fort Sam Houston, including 34 years dedicated to working directly with military families through Child and Youth Programs. I freely extend my time, dedication, and a multitude of professional skills.

As a former FSHISD student, I request the opportunity to serve as a member of the Board of Trustees for the educational institution that provided me with the foundation I needed to be successful. I consider an appointment to the Board of Trustees to be an honor and another chance to continue to fulfill the "give back" promise I made.

I am confident that the combination of my experience and skills will prove to be an appreciated resource for the District.

Thank you in advance for your time and consideration. Should you desire to have additional information, please feel free to contact me via email at andreadnicholas69@gmail.com or telephone at 210-367-1065. I look forward to meeting with you to share how I may contribute to the positive works already being implemented throughout the FSHISD.

Sincerely,

Andrea Nicholas

Andrea Nicholas
Board of Trustee Applicant

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, Texas 78244

Telephone: 210-367-1065 Email: andreadnicholas69@gmail.com

care was provided. Monitored child development and Family Child Care homes by conducting announced and unannounced site visits to ensure staff adhered to risk management procedures to meet all applicable military and State licensing regulations. Assisted programs with developing an annual budget IAW all applicable regulations and standards to meet the needs of the program and its patrons. Distributed funding and reconciled financial data as it pertained to executing program budgets. Provided technical assistance/guidance to programs and families enrolling in the Fee Assistance program. Served as a coach/mentor in assisting programs to establish an accreditation team and provided technical support/updates towards obtaining or maintaining credentials and/or national accreditation. Served as subject matter expert and coordinated with military organizations and outside agencies to provide program materials, consultations, and trainings. Remained abreast of child and youth development philosophy, principles, methods, and techniques as endorsed by the military and nationally recognized child/youth organizations. Served as a Records Custodian for Child and Youth Programs. Recruited, supported and maintained relationships with community based child care programs to provide families with child care that was commensurate in quality and cost to care offered on the installation. Represented the military as a viable partner with resources to increase the quality of care in off installation catchment areas which benefited all children served.

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

Provided oversight and accountability for staff performance and safety/well-being of patrons IAW policies and procedures. Supervised and evaluated staff according to established performance standards. Provided professional recognition and/or disciplinary action. Ensured staff followed risk management procedures and standard operating procedures to support program goals. Implemented and monitored policies reference fees, patron eligibility, baseline programming, space allocations, etc. Prepared operating procedures to anticipate installation trends and documented it in Installation Child and Youth Operations Plan. Applied professional knowledge to plan and implement OS components via Parent Liaison Services, Community Liaison Services, and CYS Liaison Services, Outreach Care and Supervision Options, and Mobile programs. Provided staff training and development. Processed personnel actions in a timely manner. Conducted analysis of annual program budget variances and prepared written justification for funding of program resource requirements.

EDUCATION

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

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

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

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

TRAINING

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

AFFILIATIONS

2021-present Delta Sigma Theta Sorority, Inc.- Member

2019-present Iota Phi Lambda Sorority, Inc. - 1st Vice-President

2017-present Help Raise 1 Help Save 1- Mentor

2012-present SayTown Snappers - Vice President

1990-present JBSA-Fort Sam Houston Youth Sports/National Youth Sports Coach Association Coach

REFERENCES

Roxanne Lacy 210-860-4811

Rex Murphy 210-324-1447