

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: August 15, 2006

Department: Community Services

Submitted By: Head Start & Children Services

Advisory Board Name: Head Start/Early Head Start Policy Council

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment of the following Community Representatives to the Head Start/Early Head Start (HS/EHS) Policy Council for a term of three (3) years, effective September 27, 2006.

<u>Seat ID#</u>	<u>Name</u>	<u>Term</u>	<u>Nominated By</u>
2	Retha Lowe	09/27/06 to 09/26/09	Comm. Masilotti Comm. Koons Comm. Newell Comm. McCarty Comm. Greene
6	Cynthia Smith	09/27/06 to 09/26/09	Comm. Masilotti Comm. Koons Comm. Newell Comm. Greene


Summary: The HS/EHS Performance Standards require that community representation be included in the makeup of the HS/EHS Policy Council. The Council responsibilities include, but are not limited to: criteria selection of children within applicable laws and Health and Human Services guidelines, determining the areas in the community in which programs will operate; determining what services should be provided, personnel issues, and budgetary issues. Of the nine (9) Community Representative seats on the Council, seven (7) are currently vacant. The nominees above meet all applicable guidelines and requirements as outlined in the Performance Standards and Resolution R2000 1866. The parent members of the Council endorsed the nominee recommendations at their June 28, 2006 meeting and the terms of service would begin upon Council's ratification of the BCC appointments. (Head Start) Countywide (TKF).

Background and Justification: Per Resolution Number R2000-1866, dated 11/21/00, the BCC adopted the Head Start/Early Head Start Policy Council. The Council is comprised of twenty five (25) members, of which nine (9) must be representatives of the community. The remaining membership is comprised of parents whose children are actively enrolled in the HS/EHS program. At their June 28 Council meeting, the parent members made recommendations for Community Representative membership. Once approved by the BCC, the appointments will be ratified by the parent members of the Council in accordance with the establishing resolution. Community Representatives may serve a maximum of three (3) years on the Council and the above nominees' effective term will begin upon being ratified by parent members at their September 27, 2006 meeting.

Attachments:

Board Appointment Information Forms

Recommended by:  8-4-2006
Department Director **Date**

Legal Sufficiency:  8-7-06
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

REVISED 06/92

ADM FORM 03

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: Head Start / Early Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From ~~XXXXXX~~ 9/27/06 To ~~XXXXXX~~ 9/26/09

Seat Requirement: Community Representative Seat # 2

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Retha Lowe

Occupation/Affiliation: City Commissioners

Business Name: City of Lake Worth

Business Address: 7 North Dixie Highway

City & State: Lake Worth Zip Code: 33460

Residence Address: 1301 12th Avenue South

City & State: Lake Worth, FL Zip Code: 33460

Home Phone: 561-585-7276 Business Phone: 561-586-1730

Mailing Address preference: Business Address Residence Other or other:

See above

Minority Identification Code:

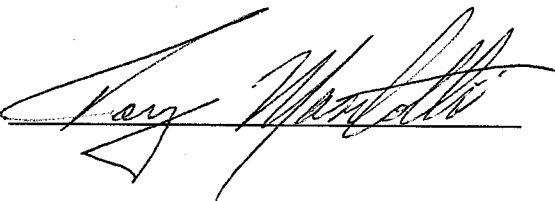
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| <input type="checkbox"/> JIF (American Indian Female) | <input type="checkbox"/> AIM (American Indian Male) |
| <input type="checkbox"/> JAF (Asian Female) | <input type="checkbox"/> JAM (Asian Male) |
| <input checked="" type="checkbox"/> JBF (Black Female) | <input type="checkbox"/> JBM (Black Male) |
| <input type="checkbox"/> JHF (Hispanic Female) | <input type="checkbox"/> JHM (Hispanic Male) |
| <input type="checkbox"/> JWF (White Female) | <input type="checkbox"/> JWM (White Male) |

Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

***When a person is being considered for re-appointment, the number and nature of previously disclosed voting conflicts shall be considered by the Board of County Commissioners.**

___ Number of previously disclosed voting conflicts.

Signature: 

Date: 7/24/06

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: Head Start /, Early Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From ~~09/20/06~~ 9/27/06 To ~~09/20/09~~ 9/26/09

Seat Requirement: Community Representative Seat # 2

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Retha Lowe

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Mailing Address preference: Business Address Residence Other or other:

See above

Minority Identification Code:

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| <input type="checkbox"/> IF (American Indian Female) | <input type="checkbox"/> AIM (American Indian Male) |
| <input type="checkbox"/> AF (Asian Female) | <input type="checkbox"/> AM (Asian Male) |
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| <input type="checkbox"/> WF (White Female) | <input type="checkbox"/> WM (White Male) |

Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

***When a person is being considered for re-appointment, the number and nature of previously disclosed voting conflicts shall be considered by the Board of County Commissioners.**

___ Number of previously disclosed voting conflicts.

Signature:

Date: 7/17/06

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: ~~XXXXXXXXXXXXXXXXXXXX~~ Head Start/Early Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From ~~XXXXXX~~ 9/27/06 To ~~XXXXXX~~ 9/26/09

Seat Requirement: Community Representative Seat # ~~XX~~ 2

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

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Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Retha Lowe

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Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

*When a person is being considered for re-appointment, the number and nature of previously disclosed voting conflicts shall be considered by the Board of County Commissioners.

___ Number of previously disclosed voting conflicts.

Signature: 

Date: 7/28/06

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: Head Start / Early Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From ~~09/30/06~~ 9/27/06 To ~~09/30/09~~ 9/26/09

Seat Requirement: Community Representative Seat # 2

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Retha Lowe

Occupation/Affiliation: City Commissioners

Business Name: City of Lake Worth

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City & State: Lake Worth Zip Code: 33460

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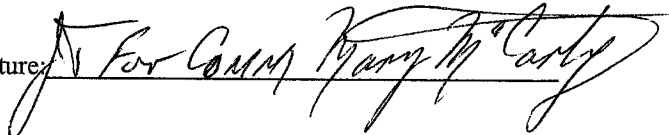
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Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

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___ Number of previously disclosed voting conflicts.

Signature: 

Date: 7-19-06

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From 08 / 15 / 06 To 09 / 30 / 09

Seat Requirement: Community Representative Seat # 8

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Retha Lowe

Occupation/Affiliation: City Commissioners

Business Name: City of Lake Worth

Business Address: 7 North Dixie Highway

City & State: Lake Worth Zip Code: 33460

Residence Address: 1301 12th Avenue South

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See above

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Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

***When a person is being considered for re-appointment, the number and nature of previously disclosed voting conflicts shall be considered by the Board of County Commissioners.**

___ Number of previously disclosed voting conflicts.

Signature: Roddie Greene

Date: _____

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: Head Start / Early Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From ~~XXXXXX~~ 9/27/06 To ~~XXXXXX~~ 9/26/09

Seat Requirement: Community Representative Seat # 6

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Cynthia Smith

Occupation/Affiliation: Self Employed

Business Name: N/A

Business Address: N/A

City & State: N/A Zip Code: N/A

Residence Address: 944 30th Court

City & State: West Palm Beach Zip Code: 33407

Home Phone: (561) 844-0457 Business Phone: N/A

Mailing Address preference: Business Address Residence Other or other:

See Above

Minority Identification Code:

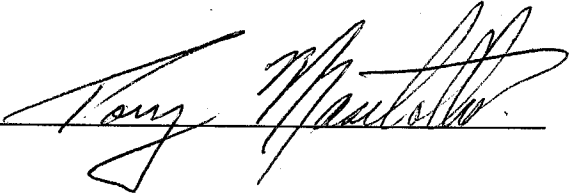
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Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

***When a person is being considered for re-appointment, the number and nature of previously disclosed voting conflicts shall be considered by the Board of County Commissioners.**

___ Number of previously disclosed voting conflicts.

Signature: 

Date: 7/14/08

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: Head Start/Early Head Start Policy Council

At Large Appointment or District Appointment

Term of Appointment: 3 years. From ~~XXXXXX~~ 9/27/06 To ~~XXXXXX~~ 9/26/09

Seat Requirement: Community Representative Seat # 6

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Cynthia Smith

Occupation/Affiliation: Self Employed

Business Name: N/A

Business Address: N/A

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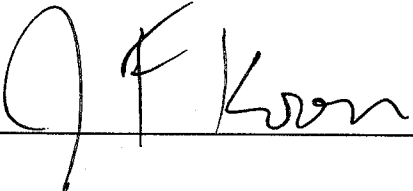
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Part III: COMMISSIONER COMMENTS

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___ Number of previously disclosed voting conflicts.

Signature: 

Date: 7/17/06

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

Board Name: ~~Head Start Policy Council~~ ~~Head Start/Early Head Start Policy Council~~

At Large Appointment or District Appointment

Term of Appointment: ~~4~~ **3** years. From ~~08/15/06~~ **9/27/06** To ~~08/30/09~~ **9/26/09**

Seat Requirement: Community Representative Seat # 6

**Reappointment or New Appointment

or to complete the term of _____

due to: resignation other _____

completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Cynthia Smith

Occupation/Affiliation: Self Employed

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Part III: COMMISSIONER COMMENTS

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___ Number of previously disclosed voting conflicts.

Signature: 

Date: 7/28/06

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSION
BOARD APPOINTMENT INFORMATION FORM**

Part I:

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Seat Requirement: Community Representative Seat # 6

**Reappointment or New Appointment

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Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

***When a person is being considered for re-appointment, the number and nature of previously disclosed voting conflicts shall be considered by the Board of County Commissioners.**

___ Number of previously disclosed voting conflicts.

Signature: Addie Greene

Date: _____

• **Cynthia Smith**
944 30th Court ~ West Palm Beach, Florida 33407 ~ 561 844 ~1496

Education

Bachelor of Science, December 2003

- Elementary Education- K-6/ Psychology
- Nova Southeastern University Ft. Lauderdale, FL

Certification

- **CHILD DEVELOPMENT ASSOCIATE II, August 1997**

Teaching Related Experiences

School Bus Aide, Palm Beach County School Board, October 1993 to February 1996

- Facilitated the communication process between home, school, and the driver.
- Contributed to the student's safety and maintaining an atmosphere that supported disable students.
- Responsible for reporting immediately to the principle any conditions that threatened the safety of students.
- Prepared and maintained logs on a daily basis for bus schedules of the students.

Child Care Provider/Owner Operator, Smith's Family Daycare November 1996 to January 2000

- Developed balanced lesson plans that were developmentally appropriate and intellectually challenging.
- Utilized lesson plans that reflect mandated elements that included cognitive development, cooperative learning, and fine motor skills.
- Individualized one-on-one and group activities to reflect the unique needs, and strengths of the children.
- Participated in regularly scheduled meetings to stay current on state regulated issues and to collaborate planning lessons.

Paraprofessional II, U/B Kinsey Palm View Elementary School of the Arts, October 2000 to May 2002

- Assisted the teacher with class activities, in small groups, whole groups, and individually.
- Made copies, laminating, bulletin boards, and grading papers.
- Field trips, Reading stories, and gave support to the teacher in any way possible to reflect the needs of the students.

Permanent Sub. Joseph Little Charter School, November 2002 to October 2004

- Teaches kindergarten/ 1st grade
- Teaches 3rd & 4th grade reading and writing
- Educates students in social studies grades 3rd thru 6th grade

Kindergarten Teacher/ West Riviera Elementary School, October 2004 to Present

Lake Worth, Florida Where the Tropics Begin



**Term Expires:
March 2007**

Retha Lowe
(Vice-Mayor)



Commissioner Lowe

Born in Tallahassee and moved to Boynton Beach in 1957; graduated from Carver High School in Delray Beach in 1964. Received a business communications degree from Florida Institute of Government, and currently pursuing a degree in Psychology through the Stratford Career Institute.

Married for thirty-two years, mother of four children. Joined J. Byron in 1965 as Sales Manager. In 1970, joined First Federal Savings and Loan in Lake Worth.

Commissioner Lowe is a champion for neighborhoods bringing residents and Commissioners together and working united on issues facing our City such as crime prevention and equal education for all citizens. Her number one priority is to improve the quality of lives for all residents of the City of Lake Worth.

After twenty-five years as a Bank Manager, was elected to Lake Worth City Commission in 1995. Served as Vice Mayor, Vice Mayor Pro-Tem, and City Commissioner. Served on the Commission for eight years. Former President of the Palm Beach County League of Cities, member of the Treasure Coast Planning Council, the Florida League Policy Committee, the Community Development Corporation, and the Lake Worth Code Enforcement Board. Member of the Lake Worth C.O.P. Program, Salvation Army Board, ABC School Advisory Committee, Palm Beach County Historical Committee, Lake Worth High School Dollar for Scholars, the Liaison on MPO and the Palm Beach County Conference of Black Elected Officials.

Phone: 561-586-7276

Fax: 561-586-1798

E-mail: rlope@lakeworth.org

Location:
7 N. Dixie Highway