

## ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p>It is the applicant's responsibility to keep this information on this form current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at <a href="mailto:CobleC@leoncountyfl.gov">CobleC@leoncountyfl.gov</a></p> <p style="text-align: center;">Applications will be discarded if no appointment is made after two years.</p>		
Name: <u>CARL J. DUNCAN</u>		Date: <u>9-18-2008</u>
Home Phone: <u>576-0164</u>	Work Phone:	Email: <u>duncan_507@hotmail.com</u>
Occupation: <u>RETIRED</u>	Employer:	
Please check box for preferred mailing address.		
<input type="checkbox"/> Work Address:		
City/State/Zip:		
<input type="checkbox"/> Home Address <u>459 INKWOOD LANE</u>		
City/State/Zip: <u>TALLAHASSEE, FL 32310-9887</u>		
Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
For how many years have you lived and/or owned property in Leon County? <u>38</u> years		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: <u>Citizen Charter Review</u> 2nd Choice: _____		
If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:		
Human Services __ Housing __ Health Care __ Science __ Library Services __ Growth Management __		
Tourist Development __ Transportation __ Bicycle/Pedestrian __ Parks & Recreation __		
Code Enforcement __		
Other Areas _____		
Have you served on any previous Leon County committees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<u>Did serve on School Board Advisory Committee in late 1970s</u>		
If Yes, on what Committee(s) have you served?		
How many days per month would you be willing to commit for Committee work? <input type="checkbox"/> 1 <input type="checkbox"/> 2 to 3 <input checked="" type="checkbox"/> 4 or more		
And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input type="checkbox"/> 3 to 5 <input checked="" type="checkbox"/> 6 or more		
What time of day would be best for you to attend Committee meetings? <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Night		
(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.		
Race: <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other		
Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Age: <u>66</u> Disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at <a href="mailto:CobleC@mail.co.leon.fl.us">CobleC@mail.co.leon.fl.us</a>		

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available. *Served on LCSEA Advisory Comm. in the latter part of the 90's, was the Democratic candidate for FL House District 7 in 2004 & 2005, have a BS & MS in social studies ed & PhD in School Administration from FSU. Teacher cert. has expired, substance abuse counselor cert has expired. Currently VAW District 2 Commander. Requesting this Committee to represent concerns of SW Leon County citizens.*

References (you must provide at least one personal reference who is not a family member):  
 Name: MarJean Christensen Telephone: 850-345-0446  
 Address: 847B BAY CEDAR, TALLAHASSEE, FL 32310-9087

Name: MARK ALVAREZ Telephone: 850-894-8222  
 Address: 1403 MALLAY COMMERCE DRIVE, TALLAHASSEE, FL 32312

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**  
 AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE QUESTIONS BELOW, YOU MUST COMPLETE AN ORIENTATION BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation?  Yes  No  
 Are you willing to complete a financial disclosure form, if applicable?  Yes  No  
 Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee?  Yes  No If yes, from whom? \_\_\_\_\_  
 Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?  Yes  No  
 Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?  Yes  No If yes, please explain \_\_\_\_\_  
 Do you or your employer, or your wife or child or their employers, do business with Leon County?  Yes  No  
 If yes, please explain \_\_\_\_\_  
 Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?  Yes  No  
 If yes, please explain \_\_\_\_\_

All statements and information provided in this application are true to the best of my knowledge.

Signature: Carl J. Denton

Please return Application to Christine Coble, Agenda Coordinator  
Leon County Board of County Commissioners  
301 South Monroe Street  
Tallahassee, FL 32301

**CARL J. DUNCAN**  
**459 INKWOOD LANE**  
**TALLAHASSEE, FLORIDA 32310-9087**  
**Home Phone (850) 576-0762**

**SUMMARY**

My diverse range of occupations, activities and interests will bring to the Citizen Charter Review Committee an eclectic blend of varying philosophies, experiences and insights in a holistic approach that includes skills in administrative matters, needs and programs assessments, working with people as well as connecting to the populace in general, awareness of the business community, and an understanding of the economic dynamics of Leon County. These skills, knowledge and experiences will allow me to represent the citizens and business community of the county and to blend it with the needs of all governments within the county.

**WORK HISTORY**

- 2006-2007 *Counselor, Non-Secure Programs, Inc., 3190 Springhill Road, Tallahassee, Florida 32305*  
Substance Abuse Counselor. Did individual and group counseling, jail assessments, client records and other duties as assigned.
- 1998-2006 *Vice President, Students Are For Education, Inc., 2925 Optimist Drive, Marianna, Florida 32448*  
One of the founders of this nonprofit corporation primarily established to create charter schools in Florida under Florida's charter school law, and to provide other types of educational programs. Served as Director of Challenge for Success School in Mariana, Florida 1998-2002. Did volunteer work at the school from 2002-2004.
- 1998-2001 *Director/Lead Teacher, Challenge for Success School, 2925 Optimist Drive, Marianna, Florida 32448.*  
One of the founders of this charter school. Developed the charter school application. Developed the school's operating policies; responsible for interviewing and hiring staff; responsible for curriculum, daily activities, bus schedules, and other administrative matter. Students are grouped by ability and age rather than by traditional grade groupings with my teaching the seventh-eighth grade students in addition to being the school's administrative head.
- 1998-1998 *Academic Teacher, Central Florida Community College, Attn: Human Resources, Post Office Box 1388, Ocala, Florida 24478-1388; employed at Wakulla Correctional Institution, Attn: Dr. John Dale, Assistant Superintendent for Programs, 110 Melaeuca Drive, Crawfordville, Florida 32327*  
Set up an adult correctional education program in accord with Department of Corrections Management Review Standards, American Correctional Association audit standards, and Florida Department of Education program standards. Teach adult basic education and GED preparation in individualized student format; acquire materials and implement various types of instruction techniques to include computerized instruction; write and maintain individualized instructional education plans on each student; conduct standardized testing; coordinate various educational services with Department of Education; and, other duties. This was a grant position which ended June 30, 1998.
- 1997-1998 *Self-Employed, 459 Inkwood Lane, Tallahassee, Florida 32310-9087*  
Work with individuals, groups, and organizations in various counties to create and establish charter schools; drafted proposals; worked with publicity and to assist to establish rallies; developed proposed budgets, etc. Continuing in this venture as a part-time organizer and initiator.

- 1995-1997 *Academic Principal, Gadsden Correctional Institution/United States Corrections Corporation, P. O. Box 390, Quincy, Florida 32353-0390*  
Supervised 14 staff members. Responsible to get the Education Department into compliance with the Department of Corrections/United States Corrections Corporation contract, which was accomplished; meet Florida Department of Education and American Correctional Association standards (achieved 100% compliance); develop and implement new and innovative academic and vocational programs, techniques and approaches to learning; recruit citizen volunteers; develop support programs and services through and with community agencies and organizations; develop and implement property inventories, financial accountability, and cost/production accountability programs and studies; increase GED passing rate (raised it 18% in one year); create and administer annual budgets; conduct and schedule staff training; ensure that staff obtain and maintain proper certification; achieved program certification from the Department of Education within six months of my employment; and other duties.
- 1970-1995 *Teacher/Counselor/Special Education Coordinator, Department of Corrections*  
*Apalachee Correctional Institution, P. O. box 699, Sneads, Florida 32460*  
*Liberty Correctional Institution, P. O. box 127, Bristol, Florida*  
*Calhoun C. I., Blountstown, Florida*  
Created, implemented, and conducted a vocational/trades related education program; taught basic adult English and general science classes, GED preparation classes; and maintained a caseload of about 75 special education students; did individual and group counseling, and various types of standardized testing; created, implemented, and conducted the Department of Corrections' largest licensed substance abuse out-patient treatment, education and prevention programs; responsible for various grants and programs evaluations, needs assessments, and accountability/productivity/cost effectiveness studies; responsible for several audit standards connected with various types of audit reviews; developed and implemented many types of individual client treatment/services plans; and other duties.
- 1986-1991 *Instructor, Chipola Junior College, Marianna, Florida 32446*  
Taught various topics as part of the Basic and Advance Correctional Standards courses.
- 1976-1984 *Teacher, Jackson County School Board, 2903 Jefferson Street, P. O. Box 5958, Marianna, Florida 32447*  
On-site lead teacher in a team of four instructors; taught Civil Defense Awareness and Community Emergency Preparedness courses; responsible for all on-site administrative matters.
- 1974-1975 *Teacher, Jackson County School Board, 2903 Jefferson Street, P. O. Box 5958, Marianna, Florida 32447*  
On-site lead teacher with staff of five; did all standardized testing; taught adult basic education classes; responsible for all on-site administrative matters.
- 1967-1969 *United States Army*  
Trained and led United States forces; served as liaison between American and South Vietnam military forces and civilian agencies.
- 1966-1967 *Teacher, Southeast High School, Manatee County School Board, Bradenton, Florida*  
Taught remedial reading to junior and senior high students; assisted Dean of Boys Office; sponsored Junior High Pep Club and senior high Debate Team.

**EDUCATION**

- 1962-1970 Bachelor Science, Social Studies Education/Air Force ROTC, Florida State University, Tallahassee, Florida 32306
- 1970-1973 Master Science, Social Studies Education, Florida State University, Tallahassee, Florida 32306
- 1976 Course work in counseling, University of Miami, Coral Gables, Florida
- 1978-1981 Doctor Philosophy, Education Administration and Supervision, Florida State University, Tallahassee, Florida 32306
- 1995 Course work in special education, University of South Florida, Temple Terrace, Florida
- 1993-present Pursuing master degree, Exceptional Student Education/Varying Exceptionalities, Florida State University, Tallahassee, Florida 32306. Scheduled to graduate in December, 1998.

**SPECIAL ACHIEVEMENTS**

- 1968-1969 Awarded Cross of Gallantry and Bronze Star
- 1987 Professional of the Year, Florida Alcohol and Drug Abuse Association
- 1989-1992 President, Whispering Pines Homeowners Association, Tallahassee, Florida
- 1995 Teacher of the Year, Florida Correctional Education Association
- 2007 Employee of the Quarter, Non-Secure Programs, Inc., Tallahassee, Florida
- 2004-2009 Quartermaster of VFW Post 12010, won All State QM for past four years

**RELATED ACTIVITIES**

- 2008-current Veterans of Foreign Wars District 2 Commander
- 2000 - current Member of Leon County Democratic Executive Committee as Precinct 2361 Chair. Was District 2 Chair and on the LCDEC Board 2004 - 2008.
- 2005 Florida Democratic Party candidate for Florida House District 7
- 2004 Florida Democratic Party candidate for Florida House District 7
- Latter 1970's Served on Sealey Elementary School Advisory Council  
Served on Leon County School Board Advisory Council  
Served on Leon County Human Relations Council

**REFERENCES**

Listed on application