

APPLICATION FOR APPOINTMENT – Martin County Library Board of Trustees – Please Print

Check One: ☐ Mr. ☒ Mrs. ☐ Ms. ☐ Miss ☐ Dr.
X

RECEIVED

By Donna Gordon at 12:51 pm, Sep 22, 2025

Name: Roxanne Johnson

Residence Address: 1957 NE Acapulco Dr Jensen Beach FL 34957

Street - City - Zip Code

Mailing Address: _____
(if different) Street - City - Zip Code

Commission District in which you reside: 1^{dg} Staff will complete.

Are you available year round to attend meetings? ☒ yes ☐ no If **no**, what months **are** you available?

Telephone numbers: daytime: 475-7406 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: RJ34957@yahoo.com

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. ☐ yes ☒ no If yes, please provide the following information:

TYPE OF OFFENCES: _____

DATES: _____

PLACES (city/state): _____

SENTENCES OR FINES: _____

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered. The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.

Length of time lived in Florida? 45 years

Involvement with the Martin County Library System to date: Patron member, participating in holds, checkouts, Storytimes, and special events. In the past, I have volunteered and led summertime Baby Story Times at the Hoke Library. Plus regular visits to the Book Depot.

→ CONTINUED →

What, in your opinion, is the real purpose for having a public library system in the community?

To provide the community the availability of resources for learning, exploration, support and literacy. Providing a lifetime connection to reading in a safe environment welcoming to all.

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? ☒ yes ☐ no

Education: **B.S. Education**

Employment Experience: **Teaching – 40 years. Grant Writing, Grant Management for Early Learning**

Other experience you feel would be helpful to the Board in making this appointment: **Certificate of Florida State Reading Endorsement.**

Community Experience and Affiliations: **Established and stewarded community, public and personal Little Free Libraries**

Other County Boards/Committees/Task Forces on which you have served: **Florida Humanities Workshops and Just Read Florida**

Do you or any member of your immediate family work for Martin County or do you or a company that you are an officer or employee of have an existing contract with Martin County? If yes, please explain: **Husband, Rodney Johnson, serves on Martin County Historic Preservation Board**

REFERENCES: Please list two references:

Clare Zelenski **Gigi Oset**

- Applicant may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Florida law prohibits an advisory board member from doing business with its agency (the County). Sections 112.313(3) and (7), Florida Statutes. However, upon full disclosure by the Applicant, the conflict may be waived at the discretion of the Board of County Commissioners by a supermajority vote. Section 112.313(12), Florida Statutes.

→ Signature:



Date:

9-22-25

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, October 10**, 2025. All information submitted becomes public record. If you have any questions, please call (772) 221.1352 or send email to dgordon@martin.fl.us.

Roxanne P Johnson
1957 NE Acapulco Drive, Jensen Beach FL 34957
Mobile: 772-475-7406 Email: rj34957@yahoo.com

EXPERIENCE Martin County School District,
Elementary School Teacher

8/2003-7/2017

- Palm City Elementary 2003-2010
- Port Salerno Elementary 2011-2012
- Citrus Grove Elementary 2012-Retired 2020

MANAGEMENT AND PROGRAM SUPPORT to Statewide Curriculum: Standards for elementary education. I planned, implemented and evaluated the Florida State Sunshine Standards to 180 individuals per year. Devised and obtained resources to support a diverse group of individuals to achieve success. Conducted meetings as team leader to problem solve and enhance oral communication. Supported evaluations with administrative tasks and written reports.

DATA COLLECTION: I gathered, analyzed and interrupted a variety of data and information to report progress. Administration and community members depended on me to compile and compare test score data to write strategies for increased success outcomes. Charts and graphics were provided to record gains and deficits. Devised methods of data collection to achieve specific information needed to plan strategies.

REPORTS/COMMUNICATION/CUSTOMER SERVICE: I was the primary point of contact for the administration, and community members. I built community rapport and trust through professional and courteous communication. Conducted conferences to answer questions and resolve concerns. Participated in information briefings and relayed information to co-workers as needed. I wrote narrative and expository outcome reports for specific time periods.

KEY ACCOMPLISHMENTS/SPECIAL PROJECTS:

- Wrote a curriculum with strategies and activities, which incorporated the state standards in social studies for Florida history with 100% participation and achieved gains.
- Over an extended period of time a strong successful community rapport was built that was reflected in community members' written request to be in my program and monetary donations to support my program.
- Founder and creator of the program Ch.A.P.T.E.R., "**Children And Parents Read Together**. This community reading program made connections with the home and the local public library system. With every session attendance was increased. The Martin County Library System also submitted the program outline and results for a National Library outreach award. 2010-2013
- Selected and participated in the State Environmental and Green Education Field workshops. First person to implement the computer based program to a group of individuals using community member input with success.

Director and State Coordinator

4/2001-7/2003

**Early Literacy Program, Upper Cape Family Network, Massachusetts Dept. of Education
Falmouth MA**

OFFICE ADMINISTRATION: Managed all administrative and operational aspects of an office and state grant. I prioritized and balanced work schedules and completed all tasks for a staff of 6 encompassing 4 separate tax district communities. Prepared letters, emails, memos, invoices, proposals, contracts, and newsletters, using MS Word, and Excel. Established the flow and control system for correspondence and files; maintained files, records, budgets, and mailing data bank spreadsheet. Analyzed data and budget information to present summaries and narrative interpretations to monthly community board meetings and main office. Provided statistical reports to the Department of Education on specific budget line items of the state grant.

CUSTOMER SERVICE/COMMUNICATIONS: I served as primary contact and account manager to the community and program participants, responding to inquiries with attention to detail and efficiency. Developed and maintained ongoing evaluations of the grant and town programming. Scheduled, coordinated and conducted all on and off site meetings and staff training. Assessed needs, collected information, and revised programming to meet community needs. Developed community evaluation forms to collect feedback to ensure customer satisfaction. Cultivated collaborative relationships with different townships and public programming with a combined monthly newsletter, (regularly used scanner, copier, fax machine, postal machine and bulk mailing system). Led public relations and community outreach programs.

ACCOMPLISHMENTS:

- Renewal of grant continuation for 2001-2003
- Established an Early Literacy Parenting Program for parents of multiples for hospitals.

Department of Defense Dependent, Schools (DoDDS-DODEA)
Teacher TP-1701-01, Arlington, VA US

8/1981-6/2001

ADMINISTRATION/MANAGEMENT: As key member of management staff, served as point of contact for administrators and staff from various NATO groups. Promoted strengthened relationships with other nationality groups represented. Managed record keeping and maintained personnel files. Responded to inquiries and provided guidance on policies and procedures. Developed and implemented policies and process change to increase program efficiency.

SENIOR INSTRUCTOR/ OPERATIONS: I coordinated, prepared, and integrated a full range of duties in support of training and instructional programs. Reviewed strategies and implemented new policies to ensure positive progress. Conducted training for staff development of new policies and regulations. Facilitated the instruction of policies and procedures to a diverse group of individuals from different nationalities. Revised planned and supervised instruction. Coordinated resources to provide guidance to develop and implement training. Formulated innovative periods of instruction to maximize mission success.

ACCOMPLISHMENTS:

- Selected member of the Materials Committee, HQ DODEA, Washington DC

EDUCATION:

University of Wisconsin-Stevens Point WI

Undergraduate degree-Bachelor of Science Education
90 credits in Education

University of Maryland-College Park MD

6 Graduate credits – Theory and Instruction

Boston University-Boston MA

6 Graduate credits – Theories in Instruction

University of San Diego-San Diego, CA

24 Graduate credits – Literature

Florida Atlantic University-Boca Raton, FL

16 Graduate credits – Ecology and Water Management

University of South Florida, Tampa FL

4 Graduate credits-Inclusion and Team Building

ADDITIONAL INFORMATION:

PROFILE: Over 30 years experience in administration, instruction, public relations, and customer service. Proven skills in solving problems and leading teams. Demonstrated experience in developing new processes and improving performance. Strong administrative skills: able to manage office workload, prepare correspondence, maintain records, and coordinate events. Excellent interpersonal and verbal communication skills. Expertise in multitasking, working under pressure, and teamwork.

State of Florida Department of Education

EDUCATOR CERTIFICATE

This Certifies That

ROXANNE PARKER JOHNSON MRS

*Has satisfactorily completed all requirements of Florida Statutes and
State Board of Education Rules for the coverages or endorsements listed below:*

PROFESSIONAL
PROFESSIONAL
PROFESSIONAL

ELEMENTARY EDUCATION
PREKINDERGARTEN/PRIMARY EDUCATION
READING

GRADES K-6
AGE 3 THROUGH GRADE 3
ENDORSEMENT

07/01/2014 - 06/30/2024
07/01/2014 - 06/30/2024
02/28/2020 - 06/30/2024

Department of Education Number 885657

Paul O. Burns
Deputy Chancellor for Educator Quality

1169484

Richard Corcoran
Commissioner of Education

Issued: February 28, 2020





DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

*This certifies that
ROXANNE P. JOHNSON
has satisfactorily completed the DoDDS Educator Certification
requirements for the categories listed below. This certificate is
valid for a period not to exceed six years from the date of issuance.*

*0090/Teacher, Pre-Kindergarten
0095/Teacher, Kindergarten
0101-0103/Teacher, Elem 1-3
0104-0106/Teacher, Elem 4-6
0107-0108/Teacher, Elem 7-8*

*September 1999
Date of Issuance*

Patricia Lesjak Davis
Patricia Lesjak Davis
Chief, Professional Educator Rating & Certification Unit

SSN: 352-48-4634

No Additional Categories Appear on Back



MANAGEMENT TRAINING INSTITUTE

HEREBY CERTIFIES THAT

Roxanne Johnson

HAS SUCCESSFULLY COMPLETED

CLINICAL EDUCATOR

February 22, 2010

DATE

Dr. Mary B. Gray
TRAINER