



	Approved	Denied
Date Action Taken:	1/11/10	
Other:		
Verified by:	<i>Kristie Smithers</i>	

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 09-53**

**TITLE: CONFIRMATION OF DAVID TUTTLE TO THE PARKS AND RECREATION COMMISSION, AND JOHN WOOD AND JOHN MINNELLA AS ADMINISTRATIVE HEARING OFFICERS.**

**Agenda of:** December 14, 2009

**Date:** December 8, 2009

**Originator:** Kristie Smithers, City Clerk

Route to:	Department	Signature/Date
X	Finance Director	<i>Mark Kussler 2/8/09</i>
X	Deputy Administrator	<i>Mark Kussler</i>
X	City Clerk	<i>Kristie Smithers</i>

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:**

*Verne E. Rupright*

**FISCAL IMPACT:**  yes\$ or  no

Funds Available  yes  no

**Account name/number:**

**Attachments:** Applications of Commissioner & Hearing Officers to be confirmed by Council

**SUMMARY STATEMENT:** Mayor Rupright requests to appoint the following Commissioners to the Commissions. Please confirm the appointments pursuant to Wasilla Municipal Code 2.44.030 as follows:

**PARKS AND RECREATION COMMISSION:**

- Dave Tuttle, Seat B (three-year term to expire December 31, 2012)

**HEARING OFFICERS**

- John Wood (three-year term to expire December 31, 2012)
- John Minnella (three-year term to expire December 31, 2012)

**STAFF RECOMMENDATION:** To confirm the appointments by Mayor Rupright's stated above.



OFFICE OF THE CITY CLERK

CITY OF WASILLA  
290 E. HERNING AVE.  
WASILLA, AK 99654-7091  
PHONE: (907) 373-9090  
FAX: (907) 373-9092  
www.cityofwasilla.com  
clerk@ci.wasilla.ak.us

*re-appoint*  
*[Signature]*

APPLICATION FOR APPOINTMENT TO COMMISSIONS

Position applying for select one or more of the following:

- Airport Advisory Commission (no residency requirement)
- Planning Commission (City of Wasilla residents only)
- Parks and Recreation Commission (City of Wasilla residents only)
- Historical Preservation Commission – select position applying for:
  - Resident of City
  - Member of Wasilla-Knik Historical Society
  - Professional Archeologist
  - Recommended by Knik Tribal Council
  - Professional Historian
  - Architectural Historian/Architect

NAME: David L. Tuttle

MAILING ADDRESS: 1764 W. Lake Lucille Drive

RESIDENCE ADDRESS: Same

HOME PHONE: 907-376-4739 WORK PHONE: 907-376-5588

CELL PHONE: 907-354-8400 E-MAIL: tuttle@alaskan.net

OCCUPATION: Insurance Sales

EMPLOYER: Self - Dave Tuttle Insurance

- Do you reside within Wasilla City limits? Yes  or No  If so, for how long? 15 years
- Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? Dave Tuttle Insurance 1764 W. Lake Lucille Drive Wasilla
- Does your schedule permit you to regularly attend required meetings: Yes  or  No
- Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: NO
- Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: NO
- Please provide a **one-page resume** to include education and experience that would enhance your commission membership.

Return completed application to the Office of the City Clerk.

Please provide a brief statement describing your experience and involvement in City government that would qualify you for this position.

Planning Commission applicant, provide a statement describing your experience with Wasilla Municipal Code, land use regulations, and due process that would qualify you for this position. (Use a separate sheet if necessary.)

Historical Preservation Commission applicant, provide statement describing your experience in reference to the position on the Commission you are applying for. (Use a separate sheet if necessary.)

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I understand that this is a voluntary, appointed position to be confirmed by the Wasilla City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.12 of the Wasilla Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as Commissioner requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant: David R. Jutte Date: 10/29/2009

Date Received:  
(date stamp below)

**FOR OFFICE USE ONLY**

**RECEIVED**  
**OCT 29 2009**  
**OFFICE OF THE CITY CLERK**  
**CITY OF WASILLA**

Registered voter of the City:  yes  no  
Resume Attached:  yes  
PC: APOC Financial Disclosure Statement (check one):  Attached  On File  
Date of Council Approval: \_\_\_\_\_ AM No: \_\_\_\_\_  
Date Applicant Notified: \_\_\_\_\_

**Return completed application to the Office of the City Clerk.**

To Whom It May Concern:

I am Dave Tuttle with Dave Tuttle Insurance. I have been in Alaska since 1953 and in the Valley since 1984.

I have been involved with the City of Wasilla Parks and Recreation Commission since 1990 having chaired that Commission for the last several years.

I have been a participant in most all of the local action groups with the emphasis on directing the growth and enhancement of quality of life that we are all striving for.

I have been active with several boards and councils through out the area. I was a member of the Wasilla Sports complex steering committee along with the complex design efforts.

I coached Little League for five years in addition was the Cub Master for two years with Pack 358.

I believe that with hard work and dedication to the city of Wasilla I can assist in making our quality of life better for all.

I would like to continue with the Parks and Recreation Commission to help bring that sense of ownership and stewardship to the residents.

Wasilla is growing very rapidly and believe I can work toward a more involved community through my time with the Parks and Recreation Committee.



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clerk@ci.wasilla.ak.us

*Appoint*

APPLICATION FOR APPOINTMENT AS AN ADMINISTRATIVE HEARING OFFICER

An administrative hearing officer shall be an attorney duly licensed to practice law in the state of Alaska, or have training and experience in arbitration, mediation, contract law, and Title 7 and/or 16 of the Wasilla Municipal Code. An administrative hearing officer shall hold no other appointed or elected office or position with the City.

Applying for jurisdiction over (select one or more of the following):

- Appeals of a Planning Commission decisions pursuant to Title 16
- Appeals of a Classification/Forfeiture/Written Administrative Order pursuant to Title 7

NAME: John Wood

MAILING ADDRESS: P.O. Box 743 Willow AK 99688

RESIDENCE ADDRESS: N. Four Mile Rd Willow

HOME PHONE: 4950700 WORK PHONE: RETIRED

CELL PHONE: \_\_\_\_\_ E-MAIL: JMWOOD@GCI.NET

OCCUPATION: Retired Attorney

EMPLOYER: \_\_\_\_\_

- Do you reside within Wasilla City limits? Yes  or No  If so, for how long? IN ALASKA SINCE 1971 AND IN WILLOW SINCE 2001
- Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? No
- Does your schedule permit you to attend required hearings: Yes  or  No
- Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: No
- Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: No
- Please provide a **one-page resume** to include education and experience that would enhance your application..

Return completed application to the Office of the City Clerk.

Please provide a brief statement describing your experience and involvement in City government that would qualify you for this appointment.

Appeals from a Planning Commission Decision To be appointed as a hearing officer, a person must have knowledge of, or an ability to comprehend, for the purposes of the proposed hearing, Chapter 16.36 and general land use regulation, principles of due process, and some familiarity with the development of the City. Provide a statement describing your experience with the afore mentioned. (Use a separate sheet if necessary.)

Animal Care and Regulation Appeals To be appointed as a hearing officer, a person must have knowledge of Title 7, principles of due process, and animal treatment and behavior. Provide a statement describing your experience with the afore mentioned. (Use a separate sheet if necessary.)

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I understand that this is a voluntary, appointed position to be confirmed by the Wasilla City Council. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.76 of the Wasilla Municipal Code defining conflict of interest and ex parte contacts. I agree to comply with the code and understand that my tenure as Administrative Hearing Officer requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant: *[Handwritten Signature]* Date: 11/18/09

Date Received:  
(date stamp below)

**FOR OFFICE USE ONLY**

**RECEIVED**

NOV 20 2009

**OFFICE OF THE CITY CLERK  
CITY OF WASILLA**

Registered voter of the City: \_\_\_ yes \_\_\_ no

Resume Attached: \_\_\_ yes

PC: APOC Financial Disclosure Statement (check one): Attached On File

Date of Council Approval: \_\_\_\_\_ AM No.: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**Return completed application to the Office of the City Clerk.**

Resume of John Wood for Appointment as an  
Administrative Hearing Officer

While attending LSU Law School, I worked for the Louisiana Legislative Council and drafted legislation upon request of the individual members of the House and Senate and assisted staff of several of the standing and interim committees of the legislature.

I graduated from LSU Law School in 1971 and immediately relocated with my family to Anchorage. My first employment was as a Court Attorney and Standing Master for the Superior Court. In that capacity, I engaged in the normal duties expected of a Law Clerk but it was for all of the judges on the bench. The presiding judge also appointed me as a Standing Master, Acting Probate Master and Acting Juvenile Court Master during my employment with the court system. In those capacities, I presided over many uncontested general matters but also conducted many hearings which involved conflicting interests of multiple parties.

In 1973, I opened my own private practice and continued with the private practice of law through approximately 1995 at which time I closed the practice and allowed my license to go dormant. The last fifteen years of my practice focused almost entirely on transportation law in front of administrative agencies and real estate law preparing documents for numerous title agencies as well as representation of commercial real estate clients. I have not practiced law since that time except for one particularly serious case involving some close friends and involving their relationship with the foster care system. I specifically reactivated my license for that matter but have not maintained it since that time as I have no intention of resuming the practice of law.

I was elected three times to the Anchorage Assembly and was selected as its Chair during the term of Mayor Tom Fink. The Anchorage Assembly is the body to which appeals from the Planning and Zoning Commission were decided. I served on that body from 1981 to 1991 during the last economic downturn and was extremely active in re-writing many of the laws governing land use in the municipality. During that tenure, we had large areas of the city such as South Anchorage and the Eagle River/Chugiak undergo major zoning implementation.

I am currently the Chair of the Mat Su Animal Care And Regulation Board. This Board is charged with the responsibility of acting in an appellate capacity for appeals from Classifications 1 through 4 as well as having original jurisdiction on Classification 5 cases. We have handled many cases and I fully understand the importance of avoiding ex parte communication as well as affording due process to all parties involved.

I believe that I am fully qualified to hear cases arising from either Title 7 or Title 16 appeals and that my many years of experience in handling very similar matters will be of great benefit to Wasilla.

Print Form



Office of the City Clerk

City of Wasilla  
290 E. Herning Ave.  
Wasilla, AK 99654-7091  
Phone: (907) 373-9090  
Fax: (907) 373-9092  
www.cityofwasilla.com  
clerk@ci.wasilla.ak.us

*[Handwritten signature]*

APPLICATION FOR APPOINTMENT AS AN ADMINISTRATIVE HEARING OFFICER

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Applying for jurisdiction over (select one or more of the following):

- Appeals of a Planning Commission decisions pursuant to Title 16
- Appeals of a Classification/Forfeiture/Written Administrative Order pursuant to Title 7

NAME: John L. Minnella

MAILING ADDRESS: 1010 N. Ross St., Ste. 100, Santa Ana, CA 92701-9300

RESIDENCE ADDRESS: 6682 S. Palamino Cir., Yorba Linda, CA 92886-6443

HOME PHONE: 714/695-6605 WORK PHONE: 714/543-9065

CELL PHONE: 714/574-5911 E-MAIL: minnellalaw@sbcglobal.net

OCCUPATION: attorney; mediator; business consultant

EMPLOYER: J.L. MINNELLA & ASSOCIATES

•Do you reside within Wasilla City limits? Yes  or No  If so, for how long? \_\_\_\_\_

•Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? NO

Does your schedule permit you to attend required hearings: Yes  or No

•Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: NO

•Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: NO

Please provide a **one-page resume** to include education and experience that would enhance your application.

**Return completed application to the Office of the City Clerk.**



Please provide a brief statement describing your experience and involvement in City government that would qualify you for this appointment.

Appeals from a Planning Commission Decision To be appointed as a hearing officer, a person must have knowledge of, or an ability to comprehend, for the purposes of the proposed hearing, Chapter 16.36 and general land use regulation, principles of due process, and some familiarity with the development of the City. Provide a statement describing your experience with the afore mentioned. (Use a separate sheet if necessary.)

Animal Care and Regulation Appeals To be appointed as a hearing officer, a person must have knowledge of Title 7, principles of due process, and animal treatment and behavior. Provide a statement describing your experience with the afore mentioned. (Use a separate sheet if necessary.)

Please see my resume attached.

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\_\_\_\_\_

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I have read Chapter 2.76 of the Wasilla Municipal Code defining conflict of interest and ex parte contacts. I agree to comply with the code and understand that my tenure as Administrative Hearing Officer requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant: John L. Myrbella Date: 11-19-2009

Date Received:  
(date stamp below)

**FOR OFFICE USE ONLY**

Registered voter of the City:  yes  no  
Resume Attached:  yes  
PC: APOC Financial Disclosure Statement (check one):  Attached  On File  
Date of Council Approval: \_\_\_\_\_ AM No.: \_\_\_\_\_  
Date Applicant Notified: \_\_\_\_\_

**RECEIVED**

**NOV 19 2009**

**OFFICE OF THE CITY CLERK  
CITY OF WASILLA**

**Return completed application to the Office of the City Clerk.**

**John L. Minnella**

B.A., J.D., LL.D.

1010 North Ross Street, Suite 100, Santa Ana, California 92701-9300

Telephone: 714/543-9005; Facsimile: 714/543-9006

Email: [minnellalaw@sbcglobal.com](mailto:minnellalaw@sbcglobal.com) or <mailto:drjminnella@yahoo.com>Website: <http://www.minnellalaw.com>**EDUCATION****Doctor of Laws ("LL.D."), 1993: National Autonomous University of Nicaragua, Leon.****Certificate, 1993: Management Institute for Colleges, Universities & Schools.**  
Institutional Management.**Certificate, 1981: California State University, Fullerton, CA.**  
Export Documentation.**Juris Doctor ("J.D."), 1975: Western State University College of Law, Fullerton, CA.****--, 1970-71: Stetson University College of Law, Gulfport, FL.****Mediation Program: The Institute for Conflict Management, Society of St. Vincent de Paul, Santa Ana, CA.**  
Completed comprehensive mediation training program.**Bachelor of Arts, 1970: Fairleigh Dickinson University, Sammartino College of Education, Rutherford, NJ.**  
Major in Secondary Education/Social Studies; History minor.**--, 1962-67: Rutgers University, Newark, NJ.**  
Major in History.**--, 1964: Indiana Institute of Technology, Ft. Wayne, IN.**  
Major in Civil Engineering.**--, 1961-63: American Banking Institute**

## PROFESSIONAL EXPERIENCE

### Private Practice

*Attorney*, 1993–Present: **J.L. Minnella & Assocs.**. International Migration matters.

*Legal Consultant/Of Counsel*, 1995–Present: **Minnella Romano & Assocs.**. Consultant to attorneys worldwide on the laws and legal procedures of Nicaragua, Cambodia, Jamaica, California and USA, especially regarding asylum and refugee matters, migration, deportation, business and investment, litigation strategy and tactics, and election law.

*Mediator*, 2005–Present: **Minnella Romano & Assocs.**. Private Mediator for legal and other disputes.

*Board Chairman/President/CEO/Dean*, 1989–1999: **ILA Polytechnic Institute**, Orange & Anaheim, CA. Developed and oversaw all aspects and operations of private, post-secondary vocational educational institution. Developed curricula, secured licenses, negotiated contracts with government and insurers, managed faculty and staff, supervised finances.

*Partner*, 1995–99: **Minnella, Mendieta & Assocs.**, Managua & Diriamba, Nicaragua.

*Law Clerk*, 1975–1980: **Niven Law Corp.**, Orange, CA. Under attorney supervision, interviewed clients, prepared complex litigation and legal documents, performed complex legal research.

### Teaching

*Instructor*, 1996–1999: ILA Polytechnic Institute, Orange, CA. Developed and taught program for Immigration, Bankruptcy, Civil Litigation, Criminal and Divorce law paralegal students.

*Instructor*, 1987–89: Extension Division, University of California at Irvine, CA. Developed and taught Immigration Law and Legal Research programs.

*Teacher (Substitute)*, 1972–73: Los Angeles Unified School District. Taught public high school & junior high school classes at such schools as Manual Arts, Belmont, Venice, Crenshaw, Hollywood, and Berendo.

### Public Service

*Election Supervisor*, Los Angeles & Orange Counties, California, 2002–Present. Volunteer precinct supervisor of elections staff for primary and general elections.

*Candidate, Area 7 Trustee*, So. Orange County Community College District Governing Bd., Nov. 2000 election. Placed third.

**Founder & Managing Director**, 1974-80: Immigration Law Project of The Gary Center, La Habra, CA. Founded and directed non-profit community clinic program. Reported to Center's Board of Directors and implemented policies adopted.

**Military Service**, 1964-70. US Army/NJ Army Reserve National Guard. Officer Candidate/Non-Commissioned Officer/CBR Specialist/Tank Crewman.

### Other

**Special Advisor**, 1994-97. Consulate General of Nicaragua, Los Angeles. Provided professional advice and services to Consul General Luis Mauricio Chamorro.

**President**, 1985-89. Minnella Specialty Books. Organized & developed small specialty mail order book distribution company.

**Law Librarian**, 1971-72: Western State University College of Law, Fullerton, CA. Organized & developed university's first real law library.

**Editor**, 1972-75: Western State University "Dictum" Newspaper. Overall management of weekly university legal newspaper. Assigned staff positions & news coverage reporting. Supervised headlines & article composition. Operated within budget. Supervised printing & distribution.

**Editor**, 1973-74 Western State University Campus Directory. Overall development & production of first free, 32-page, annual university campus directory publication done entirely within very limited budget.

**Publisher & Editor**, 1969-70: Fairleigh Dickinson University Campus Handbook, "Campus Key, 1969-70". Overall development & production of extensive, free, 76-page university campus handbook publication within very limited budget.

**News Editor**, 1967-70: Fairleigh Dickinson University "Bulletin" Newspaper. Managed news gathering & writing of weekly university newspaper. Assigned staff positions & news coverage reporting. Supervised headlines & article composition. Operated within budget. Worked under direct faculty supervision of the late, distinguished & esteemed New York Times editor and journalist, Martin Gansberg.

**Associate Editor**, 1968-69: Fairleigh Dickinson University Rutherford Campus "Student Handbook". Assisted editor-in-chief with overall development & production of extensive, free, 48-page university campus handbook publication within very limited budget.

## COMMUNITY LEADERSHIP

### Memberships and Activities

Member, *American Legion Post 132* (Orange, CA)  
 Member, *Knights of Columbus*, Council 4922  
 Member, 1993 to present, *Bar of Attorneys of Nicaragua*  
 Member, 1993 to present, *Association of Democratic Jurists of Nicaragua*  
 Member & Former Historian, *Epsilon Nu Delta Fraternity*  
 Founder & Former Director, Immigration Law Project, *The Gary Center, Inc.*  
 Founder & Former President, *Nicaragua-USA Chamber of Commerce*  
 Former Member, 1959-, *Congress on Racial Equality/CORE*  
 Former Youth Commissioner, 1976-79, *City of Fullerton, California*  
 Former Member, *Southern California Rehabilitation Exchange*  
 Former Member, *Occupational Bilingual Rehabilitation Assocs.*, Orange County Chapter  
 Former Board Director & Secretary, 1976-80, *Legal Aid Society of Orange County*  
 Former Board Director & Secretary, 1993-94, *Family Service of Orange County*  
 Former Member, *National Federal of Independent Business*  
 Former Board Director, V. Pres. & Secretary, *Minority Business County of Orange County*  
 Former Special Deputy Sheriff, 1962-83, *Passaic County, NJ*  
 Former Member, *Amalgamated Meat Cutters & Butcher Workmen of No. America/AFL-CIO*  
 Former Member, *Culinary Workers & Bartenders Union/AFL-CIO*  
 Former Member, *Taxi Drivers' Union/AFL-CIO*  
 Former Board Director, *Laotian-American Chamber of Commerce*  
 Former Member, *Calif. Assoc. of Rehabilitation Professionals*  
 Former Member, *Calif. Hotel & Motel Assoc.*  
 Former Member, *American Hotel & Motel Assoc.*  
 Former Member, 1960-62, *Doremus (American Legion) Post 55 Drum & Bugle Corps*, Hackensack, NJ  
 Former Member, No. Caldwell (NJ) Community Orchestra

### Honors

Recipient, *Cold War Service Recognition Certificate*, US Secretary of Defense, 2000  
 Recipient, *Ronald Reagan Republican Gold Medal*, 2004  
 Honorary Chairman (California), *US House [of Representatives] Majority Trust*, 2004  
 Recipient, *2003 Businessman of the Year*, Business Advisory Council: National Republican Congressional Committee  
 Recipient, *National Leadership Award*, Business Advisory Council: National Republican Congressional Committee, 2002  
 Appointee for California, *Presidential Business Commission*, 2002  
 Appointee, *Honorary Chairman*, Business Advisory Council: National Republican Congressional Committee, 2002

Nominee, *2002 Businessman of the Year*, Business Advisory Council: National Republican Congressional Committee  
 Recipient, *Presidential Commendation*, Office of the President of Nicaragua, 1996  
 Recipient, *Certificate of Appreciation*, City Council, Fullerton, CA, 1978  
 Recipient, *Walter Greacen Memorial/Poorfellow of the Year Award*, 1968-69, Epsilon Nu Delta Fraternity  
 Recipient, *Proclamation of City of Orange, California*  
 Honoree, *Who's Who in the West*, 14<sup>th</sup> ed.  
 Honoree, *Who's Who Among Students in American Universities & Colleges*, 42<sup>nd</sup> ed.  
 Service Honoree, The Gary Center, Inc.  
 Recipient, *Certificate of Appreciation, Orange County Legal Education Program*  
 Recipient, *Corpus Juris Secundum Award for Significant Legal Scholarship (Administrative Law)*, West Publishing Company  
 Elected, *9<sup>th</sup> Circuit Governor*, Law Student Division, American Bar Association, 1974-75  
*Executive Editor & Publications Editor*, Western State University Law Review  
*President*, Student Bar Assoc., Western State University College of Law  
*President*, Senior Class, Western State University College of Law  
*Justice*, Moot Court Competition, Western State University College of Law  
*Justice*, Student Court, Fairleigh Dickinson University  
 Recipient, *Honorable Discharge*, USA Armed Forces, 1970

### CERTIFICATIONS AND LICENSURES

*Attorney*, Supreme Court of Justice of Nicaragua  
*Holder*, Law Qualifying Certificate, State of New Jersey  
*Holder*, California State Community Colleges Life Teaching Credential (Law).  
*Authorization Service Certificate* (Administrator & Instructor), California State Board of Private Postsecondary & Vocational Education  
*Provisional Secondary School Teaching Certificate*, State of California.  
*Secondary School Teacher (Social Studies) Certificate*, New Jersey State Dept. of Education

### FOREIGN LANGUAGES

Spanish.

### FOREIGN TRAVEL

Nicaragua, Guatemala, Costa Rica, Jamaica, Mexico, Canada, Denmark, Germany, Taiwan, Cambodia, Thailand, Japan, Guam, Northern Mariana Islands, Caroline Islands, Marshall Islands.