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OFFICE OF THE  
SECRETARY

MURIEL BOWSER  
MAYOR

OCT 17 2017

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 2214 of the District of Columbia School Reform Act of 1995, approved April 26, 1996 (110 Stat. 1321; D.C. Official Code § 38-1802.14), I am pleased to nominate the following person:

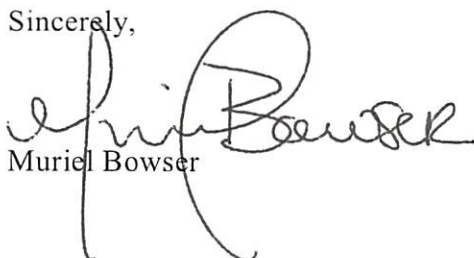
Ms. Naomi Shelton  
1101 3rd Street SW 102  
Washington, DC 20024  
(Ward 6)

for appointment as a public member of the Public Charter School Board, replacing Sara Mead, for a term to end February 24, 2021.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

  
Muriel Bowser



Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,  
which was referred to the Committee on \_\_\_\_\_.

To confirm the appointment of Ms. Naomi Shelton to the Public Charter School Board.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Public Charter School Board Naomi Shelton Confirmation Resolution of 2017".

Sec. 2. The Council of the District of Columbia confirms the appointment of:

Ms. Naomi Shelton  
1101 3rd Street SW 102  
Washington, DC 20024  
(Ward 6)

as a public member of the Public Charter School Board, pursuant to section 2214 of the District of Columbia School Reform Act of 1995, approved April 26, 1996 (110 Stat. 1321; D.C. Official Code § 38-1802.14), replacing Sara Mead, for a term to end February 24, 2021.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

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# NAOMI N. SHELTON

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## MANAGEMENT & OPERATIONS | PUBLIC ADMINISTRATION | PR & COMMUNICATIONS | STRATEGIC PLANNING

Dynamic and results-focused business professional with broad-based project management, public administration, crisis management, communications and general management and administration expertise. Eager to contribute advanced leadership and long-term planning experience toward optimizing the goals of a private or public-sector organization in a management role. Bold, analytical thinker with the ability to manage high-level clients and gain the cooperation of staff and peers. Effectively navigates complex political and business landscapes with poise and professionalism.

### *Additional capabilities include:*

*Logistics Management • Flexible, Adaptable, Quick Study • Policy Development and Execution  
Relationship Management Strategies • Media Relations • Develop and Manage Public Relations Campaigns  
Business Analysis/Process Improvement • Government Relations • Budget Planning and Management  
Organizational Design/Restructure*

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## PROFESSIONAL EXPERIENCE

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### UNCF, WASHINGTON, DC

Dec 2012 to Present

#### *Director, K-12 Advocacy*

- Manages the execution of the advocacy platform at the national and local levels; identify and recommend opportunities for UNCF to demonstrate leadership on African-American K-16 educational issues.
- Drives internal collaboration with UNCF departments to ensure that the organization delivers on the advocacy platform.
- Supports the management of strategic partnerships with non-profit organizations, civil rights organizations, and faith leaders at the national level, and provide support to local partnerships until engagement staff has been hired.
- Planned and executed the [2015 UNCF's An Evening of Stars® Education Summit](#), facilitated a 200+ attendee event with 5 panelists, and key stakeholders while managing donor expectations.

### BALTIMORE CITY SCHOOLS SYSTEM, BALTIMORE, MD

Apr to Oct 2011

#### *Project Manager (Contractor), Office of Human Capital*

- Provided high-level management and project oversight to the City Schools Central Office; provided active strategic planning during the development and implementation of a realignment project, communicated updates system-wide.
- Collaborated with internal partners to solidify the qualifications processes and manage external sourcing for newly created School Support Network positions; participated in all selection, vetting and verification of candidate documentation for 160 vacancies within the strict 2011/2012 school year timeline.

### GOVERNMENT OF THE DISTRICT OF COLUMBIA, WASHINGTON, DC

Jan 2007 to Jan 2011

#### EXECUTIVE OFFICE OF THE MAYOR

##### *Chief of Staff, Office of the Secretary of the District of Columbia*

2010

- Provided interim guidance and leadership for the Office of the Secretary; ensured the orderly transition of government functions through the closing of one mayoral administration, and the inauguration of the next; compiled transition materials, briefings, and operations.
- Championed realignment of internal business processes to increase productivity and outcomes; led restructure of Ceremonial Services Division, transitioned review processes to electronic systems, increasing overall efficiency.
- Managed activities and budget of \$2 million for five divisions and staff of 22; responsible for performance management and employee relations to maintain a cohesive, team driven and customer-centric focus for daily operations.

##### *Director, Office of Notary Commissions & Authentications, Office of the Secretary of the District of Columbia*

2008 to 2010

- Spearheaded total reorganization of customer service to introduce [online platforms](#) to improve outreach, client satisfaction and productivity by more than 75%; introduced first ever web-based searchable mapping program resulting in 100% increase in overall efficiency.
- Led transition from paper-based to digital record-keeping systems; implemented an automated certification and bi-monthly orientation and commissioning programs.
- Implemented new departmental policies and procedures; worked in conjunction with CFO to significantly improve revenue collection and recording processes.

##### *Special Assistant to the Chief of Staff of the Mayor of the District of Columbia*

2007 to 2008

- Represented the Mayor's Chief of Staff and served as key liaison with constituents, agency directors and colleagues within the Executive Office of the Mayor; provided issue management expertise on a variety of public and private issues.
- Managed a full range of special projects, research and reporting, and complex and discreet HR activities; implemented a variety of policies, plans and programs.

**FENTY FOR MAYOR TRANSITION, WASHINGTON, DC**

Nov 2006 to Dec 2007

*Transition Staff*

- Contributed project management, operational support and community outreach for this winning mayoral campaign.
- Provided coordination for hiring and orientation for 110 staff; worked with HR department to facilitate on-boarding processes for new team members.

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**ADDITIONAL EXPERIENCE**

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**FOR MARYLAND JOBS AND SCHOOLS (FOR QUESTION 7), MARYLAND**

Oct 2012 to Nov 2012

*Campaign Consultant*

- Provided strategic planning and event logistics management along with a diverse group of staff and volunteers for the referendum to expand gaming in the state of Maryland.

**KEPPLER SPEAKERS BUREAU, ARLINGTON, VA**

2005 to 2006

*Client Services/Event Coordinator*

- Led client relations, planning and logistics management strategies for this keynote speaker clearinghouse; developed trusting relationships with speakers and clients to evaluate and manage budgets.
- Coordinated scheduling and planning for highly solicited and well-known speakers; managed more than 45 appearances monthly.

**WESTIN RINEHART GROUP, WASHINGTON, DC**

2004 to 2005

*Senior Associate/Aide to Managing Director*

- Provided business support, public relations, event planning and outreach for this successful public affairs firm with a diverse base in the public, private and entertainment industries.
- Managed planning and execution of the annual NBA Wives Association event; selected venue, negotiated service contracts and developed event marketing materials.

**STEPHANIE SUMMERS-O'NEAL FOR U.S. CONGRESS, JACKSON, MS**

2003 to 2004

*Co-Campaign Manager/Press Secretary*

- Served as campaign spokesperson, evaluated and responded to media request, managed online content; garnered multiple community and major newspaper endorsements.
- Provided event planning, communications messaging and public appearance coordination, along with a diverse group of staff and volunteers.

**XENOPHON STRATEGIES, INC., WASHINGTON, DC**

2001 to 2003

*Deputy Associate*

- Provided specialized crisis communications, public relations and media relations for both private and public sector clients; effectively managed communication for numerous aviation, E. coli outbreak and corporate incidents.
- Maintained calm and composure in a high-pressure environment; fostered strong client relations, campaign management and internal infrastructure development for this start-up firm.

**WARD 6 DEMOCRATS EXECUTIVE BOARD, WASHINGTON, DC**

*Corresponding Secretary, 2013-2015*

**DC YOUNG DEMOCRATS EXECUTIVE BOARD, WASHINGTON, DC**

*President, 2013-2015*

*Vice President for Administration and Finance, 2012-2013*

**BROWN GIRLS LEAD, WASHINGTON, DC**

*Communications Manager*

*Mentor and Steering Committee Member*

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**EDUCATION**

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**TOUGALOO COLLEGE, TOUGALOO, MS - Bachelor of Arts in English**

2001



Executive Office of the Mayor - Office of Talent and Appointments  
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

## Naomi Shelton



Naomi Shelton is Director of K-12 Advocacy for the United Negro College Fund (UNCF) of Washington, DC.

Ms. Shelton is an experienced business professional with a wide range of skills, including broad-based project management, public administration, crisis management, communications, and business analysis. As Director of K-12 Advocacy for UNCF, she manages the execution of the foundation's advocacy platform at the national and local levels and served as planner and manager for the 2015 UNCF's "An Evening of Stars" Education Summit.

Before joining UNCF, Ms. Shelton worked as a project manager for the Office of Human Capital of the Baltimore City Schools System, where she was involved with vetting and verification of candidate documentation for vacancies within the school district. Additionally, Ms. Shelton has extensive District of Columbia government experience, having served as the Chief of Staff and Director of the Office of Notary Commissions and Authentications in the Office of the Secretary and Special Assistant to the Chief of Staff of the Mayor.

A Ward 6 resident, Ms. Shelton received a Bachelor of Arts in English from Tougaloo College.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

**To:** Alana Intrieri, Steve Walker  
**From:** Betsy Cavendish  
**Date:** October 12, 2017  
**Subject:** Legal sufficiency review of Resolution nominating Naomi Shelton to the Public Charter School Board.

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**This is to Certify** that this office has reviewed the above-referenced Resolution and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

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Elizabeth Cavendish