

December 27, 2022

Clarke County Board of Education
595 Prince Ave
Athens, GA 30601

To the Clarke County Board of Education,

I understand that the board is in search of filling the vacant position for Clarke County BOE District 2 following the resignation of Kirrena Gallagher. I am submitting this letter of interest as per the statement released on the Clarke County BOE website.

I am a 2012 graduate from Cedar Shoals High School. Although I do not have biological children currently in the school system; I have three younger siblings attending Clarke County schools; I also work with youth in the local community mainly on the East side of Athens. I have always inspired to serve as a member of the Clarke County school board, and I believe that the time is now to pursuit that dream.

Taking on one of the most important responsibilities--helping to plan the education of our city's youth--is not something I take lightly. These are critical times for public education fraught with challenges. In addition to meeting the minimum requirements to hold this seat, I feel I can bring many other valuable attributes to this position, such as: working with other board members to create a shared vision for work and learning; build strategic partnerships; sustain the city's progress through continuous improvement; adopt and maintain current policies in written format; maintain strong ethical standards; and objectively seek answers to questions and challenges as they arise.

I had the opportunity to attend the greatest HBCU Paine College, Augusta, GA. I earned a Bachelor of Science degree in Psychology. I'm currently employed with Georgia Vocational Rehabilitation Agency as an Pre-Employment specialist. In addition to current employment, I also lead a Girl Scout troop, member of Order of Eastern Stars, and volunteer with East Athens Development Corporation. I believe with the many leadership attributes that I obtain; I would make a great member to represent District 2 on the Clarke County School board. Thank you for your time and consideration. I look forward to your decision about this exciting opportunity.

Sincerely,
Claudia Butts

CLAUDIA BUTTS

SKILLS

- Paperwork processing
- Public assistance programs
- Documentation skills
- Caseload management
- Treatment plans knowledge
- Microsoft Office
- Active listening
- Organization

EXPERIENCE

07/22 to Current

Pre-Employment Specialist

Georgia Vocational Rehabilitation Agency- Gainesville, GA

- Coordinate referrals for students to obtain services
- Create daily lesson plans
- Assist students with obtaining employment
- Assist with students enrolling in post-secondary education
- Collaborates with parents to assist in finding community resources

04/2021 to 07/2022

Economic Support Specialist

Department of Family and Children Services – Athens, GA

- Determines eligibility for Family Medicaid or Food Stamps.
- Processes applications and/or reviews and interim changes using appropriate criteria and policies consistently and according to established guidelines.
- Records and evaluates personal and financial data obtained from individuals.
- Keys in a high volume of data using standard office hardware and software.
- Schedules appointments daily

06/2017 to 03/2021

Case Manager/Housing Case Manager

ADVANTAGE BEHAVIORAL HEALTH CARE SYSTEM – ATHENS, GA

- Assists clients in locating and utilizing community resources including legal, medical, financial assistance, and other referral services.
- Meets with clients/clients' families as needed to address issues and work on skills as listed in treatment plan goals.
- Transport the clients to appointments in a timely manner.
- Provides social and psychological support to clients and their families through listening and discussing problems and progress as necessary.
- Gathered community resources and coordinated referrals to obtain services.
- Communicated with housing managers and rental agencies on behalf of clients.
- Educated clients on lease and rental agreements.

01/2017 to 05/2017

CLARKE COUNTY SCHOOL DISTRICT – ATHENS, GA

Substitute Teacher

- Supervise students in classrooms, halls, cafeterias, schoolyards, and gymnasiums, or on field trips.
- Enforce administration policies and rules governing students.
- Provided Classroom management.
- Provide a safe and fun learning environment.
- Made sure all assignments are complete.

EDUCATION AND TRAINING

08/2012-05/2016

Psychology

PAINE COLLEGE – Augusta, GA

Expected in 05/2024

Master of Science: Mental Health Counseling

THOMAS UNIVERSITY – Thomasville, GA

Clinical Mental Health and Rehabilitation Counseling- CACREP accredited

INTERESTS

Community Service and Volunteer Experience

Founder, Sisters of Success

Director, East Athens Inner City Tennis Team

Troop Leader, Girl Scouts of America

Youth Director, Living Waters Christian Fellowship Church

District two School Board endorsement

I Tiffany S Taylor endorse Claudia Butts for district two school board member.

Claudia being born and raised in Athens. A product of the ACC school district she is the perfect example of a community leader. She graduated from Paine college majoring in Psychology. She has come back to Athens to work with the youth in district two. Partnering with community organizations to strengthen their capacity with the youth. She organized many different programs this past summer, also getting the youth involved with the recent elections and Runoffs. Claudia has restored confidence and academic ability in many teens and young adults. I have confidence in her serving on the school board to be the same driving force that she has already been within our community. She cares about the future of the youth in Athens-Clarke County.

Sincerely,

Tiffany S. Taylor



EAST ATHENS

DEVELOPMENT CORPORATION

January 04, 2023

Dr. LaKeisha Gantt, President
Clarke County Board of Education
595 Prince Avenue
Athens, Georgia 30601

Dear Dr. Gantt:

It's my pleasure to offer this letter of support on behalf of Ms. Claudia Butts who is applying to fill the vacant district 2 Clarke County Board of Education position.

I have known and observed Ms. Butts for a number of years. A product of the local school system, she is hardworking and dependable with a strong commitment to youth and families in our community. Ms. Butts is a Girl Scouts troop leader and a founder and coordinator of the East Athens Inner City Tennis Club. Sponsored by EADC in collaboration with the Clarke-Oconee Tennis Association, Aaron Heard Community Center and other supporters, the club provides youth rudimentary tennis instruction while strengthening team members' outlook, resolve, and work ethics.

She is involved in several other youth and community initiatives, including activities with her church. The core value of her undertakings is emphasis on education, teamwork, good sportsmanship, spiritual growth, and parental engagement.

Particularly impressive also has been her productive engagement with youth and families in Nellie-B and other high poverty, high minority communities. Ms. Butts is especially skilled in fostering positive relationships and furnishing vital supports.

It's my unequivocal pleasure to provide this letter of support on behalf of Ms. Claudia Butts. She would be an invaluable asset to the CCSD Board of Education. Thank you for your consideration; please let me know if you have questions or need additional information.

Kindly,

Fred O. Smith, Sr.
Executive Director