**Vitae**

***Dr. Sara Gallo***

***2818 Stoneway Dr.***

***Houston, Texas 77082***

***832-729-5289***

**EDUCATION:** Ed. D. in Education. Administration and Supervision

University of Houston, 1981.

Areas of Specialization

Leadership

Organizational Change

Bilingual/ESL Education

Multicultural Education

M.A. Administration and Supervision

University of Houston, 1975.

B.A. Elementary Education

Florida State University, 1972.

**CERTIFICATIONS:**

Elementary Education, Texas

Bilingual/ESL Education, Texas

Supervision, Texas

Administration Mid-Management,

Professional Administrator

(Superintendent) Texas

**PROFESSIONAL**

**EXPERIENCE:**

**20013 – Present Coordinator Futures Academy**

**Program – HCC**

Responsible for providing registration and

orientation, instructional support, information on student

services, bridge academy activities, data collection and

coordination with HISD Futures Academy Staff for

students in a dual credit program

**2007-12 Instructional Coordinator - HISD**

Responsible of all Title I activities, assisted

Principals with Bilingual Education and Special Education

Programs

**2004 - 2007- Principal, Young Learners School –**

**HISD Charter School**

Responsible for the implementation and

supervision of the educational program for over 1800 hundred

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Pre school children in 34 sites; supervised 60 teachers, 5

paraprofessionals, 4 field supervisors and 4 attendance

specialists. Worked in collaboration with three of the four major

Head Start programs of Harris County and served as liaison to

external early childhood education organizations. Provided the

certified teacher effectively reducing the teacher- student ratio

to 8:1. The Texas Early Education Model was implemented.

After 2 years of implementation, Young Learners School

Received half of all the School Readiness Seals awarded by

the state in the Houston- Harris County area: 12 out of 24.

**2000- 2004 Manager, Alternative Certification Program - HISD**

Responsible for creating a multiple cycles

program in areas of great shortage such as, bilingual education

special education and mathematics. The program consisted of

four cycles per year. A cycle was launched every three months.

Supervised 11 specialists and three secretaries. 90% of our

interns passed the State certification exam (TExES) on the first

time it was taken.

**1998 – 2000- Manager, Leadership Academy - HISD**

Responsible for providing staff

development to principals and other administrators in the district.

Team member in the development of the district’s Principals’

Assessment Center. Certified as a principal assessor in the

following assessment instruments: **Developmental Assessment**

**Center and the Twenty-First Century Principal Assessment Center**.

***Program Coordinator for the Schools of Excellence Conference***,

which was attended by 16,000 professional employees.

**1988-1998 - Principal, C. E. Barrick Elementary - HISD**

Developed an instructional model which

contained the following elements: staff development

as its centerpiece, the use of manipulatives and colorful

models, the use of cooperative learning groups to address

the needs of the slow learning student, the use of lead

teachers to train coach and model instruction for other

teachers, provide curriculum alignment, stay abreast of

educational research and plan for instruction collaborative-

ly with classroom teachers. **The lead teacher concept:**

**An innovation I funded through Title I beginning-**

**in the1994-95 academic year well before the district’s**

**own initiatives on curriculum alignment and lead teachers**

**began in 1996-97 and 1997- 98 respectively.) At Barrick**

**Elementary, the lead teachers were full time lead teachers**

**and formed the leadership team together with the**

**administration. The lead teachers were selected because**

**they had obtained scores in the 90s for three years in a row.**

I sponsored two research projects conducted by faculty

members at the school: one for a master’s thesis and

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one for a doctoral dissertation. The new knowledge from

these research projects was integrated into the school

improvement plan (SIP). 1997-99.

**The result of these efforts yielded the following academic**

**gains as we grew between 7-9 percentage points yearly**.

1989-90 TEAMS Test scores rose 17% across all three

subjects tested.

1990- 91 the TAAS Test was administered for the first time.

1992-93 TAAS Recognized School. This was the first time the

state implemented an accountability plan.

1993-94 TAAS Recognized Rank and Title I Commended

School. The HISD Safety Award. Outstanding Volunteers in

Public Schools Program Award.

1994-95 TAAS Recognized Rank and Title I Honored School

Award. School Score: 79%.

1995-96 TAAS Recognized Rank, Title I Distinguished

School Award, HISD Exemplary School Award,

Four Star Rating from the research office of the Greater

Houston Partnership.

1996-97 TAAS Exemplary Rank, Title I Distinguished School

Award, HISD Exemplary School Award, Four Star Rating from

Texas Monthly Magazine, Texas Nominee for the National

Schools of Excellence Award.

1997-98 TAAS Recognized Rank, Title I Distinguished School

Award, HISD Exemplary School Award. School Score: 89%.

Student Attendance rose from 93% to 97.3%

The school’s Developmental Maintenance Bilingual

Education Program was cited for excellence by the Office

of Bilingual Education and Minority Languages in the

United States Department of Education.

Certified as a teacher interviewer on the Haberman Star

Teacher Instrument.

Maintained business partnerships with Fiesta Inc.,

Auchans Inc. Fencemaster, TeleCheck and the

Barrick Family and Friends.

**1985-1988 - Dean of Instruction,**

**McReynolds Middle School - HISD**

Supervised the instructional program in

grades 6-8. Had major responsibility for staff development,

acquisition of instructional materials, grade level meetings

and department meetings (vertical and horizontal planning)

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and test preparation. Purchased Math manipulatives for

each grade level.

Realigned the Math curriculum to allow more time for the

teaching of TEAMS objectives.

With a group of teachers integrated content area instruction

in the computer lab.

Involved Social Studies and Science teachers in preparing

students for the TEAMS Test by extracting content

area vocabulary that might appear on the test and working

with the teachers to cover that vocabulary in their lessons.

Designed a substitute kit to diminish the loss of instructional

time and discipline problems whenever a teacher was absent.

Supervised the writing of six 6 IMPACT grants. Three grants

were funded.

Established a program to recognize honor roll students.

the first year the number of honorees doubled

Reactivated the Parent Teacher Association (PTA)

after a fifteen year hiatus. (To raise scores, I needed the

help of the parents.)

Chaired the Language Proficiency Assessment Committee

(LPAC) and was the LPAC representative to the Admissions,

Review and Dismissal (ARD) Committee to assist

with the implementation of coordinated services for English

proficient (LEP) students who also qualified for special

education services.

Chaired the committee which revised and updated the

teacher handbook.

In 1997-98 the student achievement gains on the TEAMS

Test were as follows: 19% in Reading, 20% in Math, and

21% in Writing. This was the first time that the school

passed all areas of the test. The school's ranking in the

state rose from the first to the third quartile

**1980-1985 - Assistant Director Bilingual Education**

**Program – HISD**

Planned and implemented all aspects of

staff development and capacity building in all areas of bi-

lingual educationand served as liaison tolocal universities

and regional education service centers throughout the state.

Supervised the development of model lessons in English-

as - a - Second Language (ESL)

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Provided staff development for teachers and administrators

in all areas of bilingual/ESL program implementation.

Supervised the implementation of the Spanish Criterion

Referenced Tests (CRT) in grades 1-6.

Assisted with the piloting of a variety of research projects

involving universities as well as publishing companies

Conducted numerous in-service sessions in the schools

on how to organize and implement the Language Proficiency

Assessment Committee (LPAC).

Worked with local universities to provide and fund courses

for bilingual and ESL endorsements for teachers.

Worked with the pupil data department on the design of the

first bilingual report card.

Represented the Bilingual Department in various district-

wide committees and as a speaker in the community.

**1978 - 1980 Title VII Doctoral Fellow at the University of**

**Houston**

**P**articipated in all the traditional

activities of a doctoral student in residency.

Administrative Intern under Robert B. Jones at B.C. Elmore

Middle School in the North Forest Independent School

District. Provided training and preparation of teaching

materials for the teachers implementing an individualized

reading program.

Acquired experience with research design, statistical

packages, data processing and data analysis.

Completed my doctoral research.

**1976 -1978 - Assistant Director Bilingual Education**

**Program – HISD**

In this capacity, and along with others in the district

I performed duties that established the bilingual education

program in HISD.

Produced and directed a series of videotapes in subject

areas specific to bilingual education in grades K-12. These

training tapes were developed as a part of a federally

funded demonstration project. These tapes were disseminated

nationally. There were 50 tapes in the collection.

Designed, developed and implemented the state's bilingual

education 30 hour institutes which led to teacher certification

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in bilingual education. At that time, universities did not offer

certification in bilingual education. There were 18 staff

members under my supervision.

**1973 – 1975 Bilingual Program Teacher Strategist at**

**Briscoe Elementary School – HISD**

Became a founder of bilingual education in

HISD and in the state of Texas.

Taught half time and assisted teachers in the classroom

half time. Assisted bilingual teachers with the grouping of students

by language proficiency and ability.

Wrote with another teacher strategist the Spanish Reading

and Language Arts Scope and Sequence for the district.

Developed with another teacher strategist an English pro-

ficiency test for assessing students in bilingual classrooms.

At that time there were no language assessment instruments

in the market.

Co-authored the following curriculum bulletins for the district:

The Port Houston Bilingual-Multicultural Magnet School

Program, Spanish Reading, and Spanish Language Arts.

Selected to participate in the Houston ISD/University of

Houston Administrators' Program leading to a masters

degree in administration and supervision.

**1972 - 73 Bilingual Education Teacher at Crawford**

**Elementary - HISD**

Member of the Faculty Advisory Committee (FAC).

Chairperson of the 5 de mayo program.

Wrote with another teacher the annotations to the

English-as-a Second Language curriculum.

Selected as one of seven bilingual teachers to

participate in the Plan A (Special Education) training pro-

gram to individualize instruction in the classroom.

Participated in curriculum writing to translate

modify and assemble the Mathematics Clusters of the

Plan A Program (special education) for the bilingual

classrooms.

Wrote a proposal for local funds to purchase addition-

al teaching supplies and classroom furniture to team

teach in grades 3 and 4. The proposal was funded.

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**RELATED**

**PROFESSIONAL**

**EXPERIENCE:**

Member of the Advisory Board of the Alternative

Certification Department (ACP). 1990 - 98.

Member of the test adoption committee for the

Metropolitan Assessment Test (MAT6) in 1989 and

for the Stanford 8 and 9 and the Aprenda tests in

1995-96

Selected to be a member of the American Leadership

Forum (ALF). This is a year-long program for leaders in all

walks of life. It was founded by Leon Jaworski. 1991.

Member of the district's Student Code of Conduct

Committee. 1990.

Member Steering Committee for the National Association

of Bilingual Education (NABE) Conference; held in Houston,

Texas. 1990.

Appointed to the pilot scoring panel for the Texas Master

Teacher Examination (TMTE) by the Texas Education

Agency (TEA). 1989 - 1990.

Selected to attend the Principals' Institute at Harvard.

1989.

Appointed to the review panel for the Examination of the

Certification of Educators in Texas (ExCET) of the TEA.

1987- 89.

Trainer for the district’s Instructional Leadership Training

(ILT) Program 1987 - 88.

Appointed adjunct faculty at the University of Houston Clear

Lake in the areas of Bilingual/ESL Education. 1983 - 89.

Member of the Title VII Advisory Committee at the

University of Houston Clear Lake 1983 - 88.

Member of search committees for assistant professors at the

University of Houston Clear Lake. 1985 - 87.

Member of a dissertation committee at the College of

Education at the University of Houston - University Park:

"Utilizing Cognitive Reading Strategies to improve

the English Reading of Spanish Speaking Students" by

Yolanda N. Padron. 1985.

Member Program Committee for the fall conference of the

Texas Association for Bilingual Education (TABE). 1984.

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Member of the district's Elementary Guidelines Committee.

1984 - 85.

Member of the district's Career Ladder sub-committee on

Advanced Academic Training. (AAT). 1984 - 85.

Member of the district's Teacher of the Year selection

committee. 1983 - 84.

Member of the Graduate Redesign Team for the University

of Houston - University Park. 1982.

Member of the writing teams for proposals funded under

Title VII, The Elementary and Secondary Assistance Act

ESSA, The Migrant Education Act. 1975 - 80.

Awarded the Title VII Doctoral Fellowship from the Office of

Bilingual Education in the Department of Health, Education

and Welfare to work on a doctoral degree. 1979-80.

Trained English monolingual teachers in bilingual education

methods at Houston Baptist University. 1977.

Supervised interns in bilingual education from the University

of Houston, Texas; the University of Nebraska at Lincoln,

Nebraska and the University of Illinois in Macomb, Illinois.

1977-78.

Chairperson of the district's Bilingual Teacher Certification

Committee. This committee served as the

assessors of Spanish proficiency for teachers in bilingual

classrooms. 1975-78.

State textbook committee member for the bilingual reading

adoption. 1974-75.

Program Chairperson for the Texas Association for Bilingual

Education held in Kingsville, Texas. 1975.

Selected as one of 50 state trainers for Bilingual Education

under the state's first bilingual education legislation: Senate

Bill 121. 1974.

**PRESENTATIONS:**

**"**Teaching Mathematics in Spanish" at the 21st Annual

Conference for the Advancement of Mathematics Teaching;

held in Austin, Texas. 1974.

"Alternative Staffing Patterns for Bilingual and ESL Pro-

grams" at the Fifth Annual International Bilingual-Bicultural

Education Conference; held in San Antonio, Texas. 1974.

"Staff development for Bilingual Education Programs at the

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National Conference on research and Policy Implications

of the Office of Civil Rights Lau Task Force Reports; held

in Austin, Texas. 1974.

"The Six Components of the State Bilingual Program an

Administrative Perspective" at the Bilingual Education

Awareness Conference for Administrators and School

Board Members; held in Midland, Texas. 1977.

Paper entitled: "How to Organize for Bilingual Schooling:

Administrative Issues" at the 5th Annual Conference of the

Texas Association for Bilingual Education held in Houston,

Texas. 1979.

Dissertation Proposal entitled: "The Relationship Between

Leadership, Centralization, Staff Stability and the Degree of

Implementation of Bilingual-Bicultural Education Programs"

at the Bilingual Education Student Organization 3rd State

Conference at the University of Texas at Austin. 1980

"Test Taking Strategies" Videotape for HISD's Media

Library. 1986.

"Mastery Learning and the Texas Teachers' Appraisal

System (TTAS)".

Panelist at the HISD's Focus on Educational

Achievement Conference; held in Houston,

Texas.1987.

"Hispanic-Jewish Relations" panelist at the Jewish

Federation of Greater Houston's Political Awareness

Conference; held in Houston, Texas. 1987.

**CONSULTANCIES:**

Consultant in Translations for Rio Grande Associates on

the Federal Register and related educational documents.

The Transition Process form Spanish to English Literacy.

Spanish Reading and Spanish Language Arts, English-as-

a-Second Language (ESL) in the Content Areas.

The Role of the Leader in the Change Process.

Change as a Process in an Organization.

**PROFESSIONAL**

**ORGANIZATIONS:**

Houston Association for Bilingual Education

Texas Association for Bilingual Education

National Association for Bilingual Education

Houston Association for School Administration

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**CIVIC**

**ORGANIZATIONS:**

American Leadership Forum

Houston-Harris County American Red Cross

The Young Women’s' Christian Association (YWCA)

United Way of Houston

League of United Latin American Citizens (LULAC)

Houston Community College System

Member Hispanic Advisory Committee

**REFERENCES:**

Dr. Billy R. Reagan

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