November, 15, 2013

Ms. Betty Jean Grant, Chair
Erie County Legislature
C/O Robert M. Graber, Clerk of Legislature
4th Floor
Old County Hall
92 Franklin Street
Buffalo, NY 14202

Dear Chairwoman Betty Jean Grant:

I am writing this letter to notify you that I am interested in the position of Commissioner of the Erie County Water Authority.

I had worked as an English teacher at Lancaster Middle school from September 2004 until February 12 2009. The day of the Continental Flight 3407 Crash. Since then, I have been an activist and lobbyist for aviation safety and helped Bill HR5900 become a law in 2010. I have also been active in continuing the efforts to make sure the FAA maintains one level of safety for both regional and commercial airlines.

I have my Master's Degree in English Education. I know that my skills and experiences, as a teacher, mother, and lobbyist have prepared me to be a contributing member of the County of Erie. I am confident that my academic training and hands-on experience here at Lancaster Middle School and my efforts in Washington, D.C. would make me an excellent candidate for the position of Commissioner of the Erie County Water Authority.

The past four and a half years, I had the unique opportunity to work with local, state, and federal officials to pass the HR5900 Aviation Safety Bill as well as working to achieve and maintain "one level" of safety for both regional and commercial airlines.

I am looking forward to continuing to be an active member of Erie County and Western, NY and a proud employee of Erie County. Please feel free to contact me, at your convenience at (716) 392-0739.

Respectfully yours,

Robin J. Tolsma

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Enclosure: Resume

Robin J. Tolsma

45 Cedar Brook Drive ♦ Lancaster, New York 14086 ♦ (716) 392-0739
Robintolsma@yahoo.com

CERTIFICATION

New York State Permanent Certification in Elementary Education and English Education (7-9)
New York State Professional Certification in English Education (7-12)
Lobbyist and activist for Airline Safety regarding Flight 3407

EDUCATION

Bachelor of Science in Elementary Education and English Education (7-9), 5/03
Buffalo State College GPA 3.89/4.0; graduated Summa Cum Laude
Master of Science in English Education (7-12), 5/05
Buffalo State College GPA: 3.75/4.0; graduated Magna Cum Laude

TEACHING EXPERIENCE

LANCASTER MIDDLE SCHOOL, Lancaster, New York
Interim Substitute Teacher, September 2004 – February 12, 2009

- Prepared and taught lesson plans for five sections of seventh grade English classes, incorporating New York State Learning Standards and learning styles.
- Provided varied learning experiences and activities utilizing multiple intelligence approaches.
- Designed and administered testing and evaluation procedures.
- Incorporated technology into classroom research project using Proquest.
- Designed a student user friendly website.
- Proctored an after school homework helpers club.

FRANKLIN MIDDLE SCHOOL, Kenmore, New York
Interim Substitute Teacher, March – June 2004

- Planned and implemented lesson for five sections of seventh grade English classes.
- Evaluated each student's progress using performance-based assessment.
- Organized guest speaker to reinforce a lesson on the Civil War in literature unit.
- Discussed student performance with parents during parent-teacher conferences.
- Organized a major character-building project, which brought positive press to the school.

FRANKLIN MIDDLE SCHOOL, Kenmore, New York
Interim Substitute Teacher, May – June 2003

- Designed and implemented lesson plans for five sections of seventh grade English classes.
- Developed thematic units for the novels Lostman's River and Soldier's Heart.
- Designed and administered testing and evaluation procedures.
- Consulted with parents during parent-teacher conferences
- Designed and taught an after school enrichment program for seventh and eight grade students in calligraphy.

FRANKLIN MIDDLE SCHOOL, Kenmore, New York
Student Teacher, Spring 2003

- Planned and incorporated lesson plans for five sections of seventh grade English classes.
- Incorporated technology into classroom research project on the Florida Everglades in conjunction with the novel Lostman's River.
- Utilized PowerPoint to enhance learning through visualization.

WEST HERTEL ACADEMY, Buffalo, New York
Student Teacher, Spring 2003

- Designed and implemented lesson plans in all subject areas for fourth grade classes, according to the New York State Learning Standards.
- Created an interactive bulletin board on Black History Month.
- Prepared and introduced a cooperative lesson on European explorers.

WEST HERTEL ACADEMY, Buffalo, New York
Junior Participant, Summer 2002

- Prepared and taught lesson plans on Planetary Science as a pilot program for fourth grade students.
- Designed hands-on learning activities for lessons on the moon.
- Supervised students' research projects on the Solar System.

CHARLES R. DREW SCIENCE MAGNET SCHOOL, Buffalo, New York
Junior Participant, Spring 2002

- Developed a thematic unit with hands-on learning unit on the rainforest.
- Provided varied learning experiences and activities utilizing multiple intelligence approaches with regard to literature.
- Incorporated art and music into a science lesson on the rainforest.

RELATED EXPEREINCE

CENTRAL AVENEUE ELEMENTARY SCHOOL, Lancaster, New York
Parent Volunteer, September 1994 – 2002

- Developed and published the monthly school newspaper using Microsoft Home Publishing 2000.
- Organized an after school enrichment program for third and fourth grade students in calligraphy.
- Organized field trips, parent-child evenings, and holiday activities.
- Initiated and implemented the Parents as Reading Partners program.
- PTO President
- PTO Recording Secretary
- Lobbyist and activist involved in the passage of HR5900 Airline Safety Bill

COMPUTER SKILLS

Microsoft Word, Microsoft Office, Microsoft PowerPoint, Publisher, Microsoft Home Publisher 2000, Adobe Photoshop, Hallmark Publishing, Website Development and Design.

REFERENCES

Available upon request.

PORTFOLIO

Available upon request.