

# Michele Fee

## Operations Manager



### Degree(s):

BS, graduated summa cum laude from Dickinson State University with a major in Education

### Certifications:

- State of Florida Department of Education  
Professional Educator's Certificate, Educational Media Specialist, grades PK - 12

**Total Years at CCS:** 8

**Total Years Experience:** 18

### Areas of Strength, Experience and Expertise:

#### Memberships & Affiliations

Florida Independent Schools Business Officers (FISBO)  
Broward County Non-Public School Association (BCNPSA)

#### Leadership

14 Years as an Office Manager  
11 Years as a private business owner  
Summer Camp Director  
Developer, Kids Club Program  
Chair, Children's Medical Charities Fundraiser  
Presenter, University of Alaska - Anchorage

#### Training

Employment Law, Fisher & Phillips, LLP  
Administrator's Conference, Florida Council of Independent Schools  
FISBO Conference  
School Liability Seminar, Fisher & Phillips, LLP  
Crisis Management in Schools, Dr. Andrew Edelman  
Education & Legislative Updates, BCNPSA  
Emergency Preparedness, Dr. Joe Maleta, Chief of Security Broward County Schools  
Independent School Management, Financial Sustainability & Strategic Long-Range Planning  
CPR Certified  
EPI Pen  
Bloodborne Pathogens  
Automated External Defibrillator (AED)

#### Scholarship Recipient

Senster Florence Anderson Memorial Academic Scholarship  
David Huether Memorial Art Scholarship  
James Randall Athletic Scholarship  
Tim Sige Memorial Athletic Scholarship