



**Dallas Central Appraisal District**

Date: October 28, 2021

To: Matthew Porter, Mayor, City of Wylie

From: W. Kenneth Nolan, Executive Director/Chief Appraiser

Re: Election of Suburban Cities' Representative to Dallas Central Appraisal District Board of Directors

In accordance with state law, the nomination process for persons to serve on the Dallas Central Appraisal District Board of Directors has been completed. By state law, your agency is required to vote by official ballot resolution, which is enclosed. **You must do so no later than December 17, 2021. If your entity chooses to abstain from voting, please notify me in writing.**

The nominees are as follows. Also included are the names of the nominating cities.

<b>Nominee</b>	<b>Entity(s) Nominating</b>
Mr. Michael Hurtt	Addison, Desoto, Duncanville, Farmers Branch, Richardson, & Seagoville
Ms. Shaunte L. Allen	Glenn Heights
Ms. Dianne Cartwright	Irving
Mr. Brett Franks	Sachse
Mr. Steve Nichols	Hutchins

**We have included nominee bios with this letter. If you have questions concerning the candidates please contact the entities who nominated them.**

Please act on this election process by official ballot resolution and return the ballot resolution to my office in the enclosed envelope by December 17, 2021. **The 1979 resolution adopted by the taxing units participating in Dallas Central Appraisal District, which governs board elections, requires that a candidate receive a majority of the votes in order to be elected to the Board of Directors. Therefore, it is imperative that your taxing unit cast its vote before the December 17, 2021 deadline.**

We appreciate your interest in this very important process and look forward to receiving your vote.

WKN/arg

Enclosure (Nominee Bio/Official Ballot Resolution/Return Envelope)

cc: Chris Holsted, City Manager  
Stephanie Storm, City Secretary  
Melissa Beard, Finance Director

Michael Hurtt came to Dallas, Texas from Casper, Wyoming in 1971. After graduating from Mortuary Science College, he settled in the DeSoto area. His funeral service background includes managing large volume and corporately owned funeral firms. Mr. Hurtt has worked and lectured for Pierce Chemical/Mortician Supply Company; which built and supplied funeral homes and owned three mortuary science colleges across the United States. Michael Hurtt and his wife, Marilyn have been residents of DeSoto since 1988 and are owners of the West/Hurtt Funeral Home in DeSoto. He has served on the Texas Funeral Directors Association, president of the North Texas Funeral Directors and Dallas County Funeral Directors Association. Before entering into public office, Michael Hurtt served the City as a member of the DeSoto Park Board, Strategy 2000, and the Charter Review Commission.

Michael Hurtt's commitment to community and civic service has resulted in many years of participation and leadership for numerous local, regional, and national organizations: Board of Directors for the Dallas Zoological Society, North Texas Commission, Medical Center of Lancaster Board of Trustees and select specialty, Canterbury Episcopal School, past president of the DeSoto Chamber, DeSoto Rotary and the Best Southwest Chambers, City Councilmember/Mayor Pro Tem from 1998 - 2001 and Mayor of DeSoto from 2001 to 2007, which is when DeSoto achieved the All-America City designation. He was president and vice-president of the DeSoto Economic Development Corporation. He also served on the advisory board for Methodist Charlton Hospital, and represents the 31 suburban cities for the Dallas Central Appraisal District. Other organizations include: Metroplex Mayors Association; Texas Municipal League; TEX-21- a subsidiary of River of Trade, Agile Port, and Trans Texas Corridor; R - the North Texas Commission as the representative for the Cities of DeSoto, Duncanville, Cedar Hill, and Lancaster; U.S. Conference of Mayors; National League of Cities.

Mr. Hurtt has served on the Dallas Central Appraisal District Board since 2008.

# SHAUNTÉ L. ALLEN

972-834-8917 ▪ [REDACTED]

## OBJECTIVE

Higher education professional with 15 years of experience creating and managing student success and retention programs. Committed to developing programs and initiatives that expand student leadership opportunities for individuals who will affect change in their communities.

## EDUCATION

[Master of Education](#) ▪ Secondary Education  
[Bachelor of Arts](#) ▪ Literary Studies

Texas A&M - Commerce, Mesquite, TX  
University of Texas at Dallas, Richardson, TX

## HIGHLIGHTS

- Adept in public speaking and presentations
- Lead employee training and development
- Knowledgeable of Instructional Design
- Excellent leadership and interpersonal skills
- Background in journalism & marketing
- Provide administrative support/clerical assistance
- Event planning for education and community
- Proficient in MS Office, Adobe CS, Premier, Captivate

## PRESENTATIONS

<a href="#">Study Skills</a>	Oct 2018
TRIO Workshop, Tyler Junior College, Tyler, TX	
<a href="#">Study Skills</a>	Nov 2017
TRIO Workshop, Tyler Junior College, Tyler, TX	
<a href="#">Supplemental Instruction</a>	April 2016
Faculty Training, Borough of Manhattan Community College, New York, NY	
<a href="#">Developmental Education Course Redesign (DIRW, NCBO)</a>	May 2014
Advisor Training, Cedar Valley College, Lancaster, TX	
<a href="#">Connecting to the Core</a>	Oct 2013
Developmental Education Summit, Mountain View College, Dallas, TX	
<a href="#">Developmental Education Course Redesign (DIRW, NCBO)</a>	June 2013
Advisor Training, Cedar Valley College, Lancaster, TX	
<a href="#">Note-Taking 101</a>	Mar 2012
TRIO Student Workshop, Cedar Valley College, Lancaster, TX	
<a href="#">Decision-Making and Problem-Solving</a>	Mar 2011
Office of Student Life Workshop, Cedar Valley College, Lancaster, TX	
<a href="#">Get the Idea? Finding Main Ideas</a>	Oct 2009
TRIO Student Workshop, Cedar Valley College, Lancaster, TX	
<a href="#">Blueprint for Success</a>	Mar 2009
Urban League Panel Discussion, University of Texas at Dallas, Richardson, TX	
<a href="#">Test Preparation</a>	Oct 2008
TRIO Student Workshop, Cedar Valley College, Lancaster, TX	

## AWARDS

<a href="#">Academic Distinction</a> ▪ Who's Who in Community Colleges Higher Education	2019
<a href="#">Torchbearer</a> ▪ Texas State Conference of NAACP	2018
<a href="#">Most Innovative Learning Community</a> ▪ Cedar Valley Community College	2011
<a href="#">Excellence in Teaching</a> ▪ Who's Who Among America's Teachers	2007

## PROFESSIONAL EXPERIENCE

### Professor, TSI Integrated Reading and Writing

Tyler Junior College, Tyler, TX

Aug 2017 - Present

*Presented study skills workshops and counseled at-risk, first-generation TRIO students one-on-one and in small groups to ensure academic success. Evaluated student goals and identified areas needing improvement.*

- Assisted in course evaluations, curricula development, and selection of instructional materials.
- Taught 5 - 6 courses to improve students' critical reading, writing, and thinking skills to college-level proficiency. Utilized a digital teaching and learning environment that helped general education and disability students to study more efficiently while mastering student learning outcomes. Utilized Canvas as the LMS.
- Service: NADE Conference, Texas Community Colleges Conference, Institutional Inservice and Training, TRIO Counselor and Tutor, Student Club Chaperone, Greece Studies Chaperone

### Lecturer, Critical Reading and Critical Thinking

Borough of Manhattan Community College, New York, NY

Aug 2014 - Aug 2016

*Trained faculty to develop a Supplemental Instruction program tailored to their individual courses. Conducted needs assessments and created instructional material that included goals and learning outcomes.*

- Chaired the Assessment Committee to identify appropriate instruments to assess student learning outcomes; administered assessments to classes; interpreted data; used feedback to recommend improvements for effective teaching and learning methods. Served on the Reading Committee to align diagnostic assessments to student learning outcomes; coordinated tutorial services for classroom support.
- Taught 2 - 3 courses to improve students' critical reading skills to college-level proficiency. Developed lessons that support differentiated instruction and diverse learning styles for general education and disability students. Incorporated instructional technology to enhance teaching and learning. Utilized Canvas as the LMS.
- Service: Institutional Inservice and Training, Supplemental Instructor Program, Assessment Committee, Reading Committee, Early Alert Committee, Debate Club Chaperone

### Department Chair, Developmental Reading

Cedar Valley Community College, Lancaster, TX

Aug 2011 - May 2014

*Recruited, trained, and supervised full and part-time instructors. Identified faculty development needs to achieve departmental goals. Coordinated faculty work schedules. Approved/denied timesheets and semester contracts. Maintained departmental budget and analyzed data to determine costs and benefits of various resources.*

- Developed new course offerings and training workshops, created new syllabi, developed and revised curricula, selected books and software. Established literacy goals and student learning outcomes to align with the Texas Success Initiative (TSI) plan. Wrote grant proposals. Managed the Closing the Gap grant with Lancaster ISD to identify low-income students who would not have enrolled in college without post-secondary intervention.
- Created assessment policies, rubrics, and cut-scores. Evaluated students for accurate course placement and appropriate academic services. Made recommendations for course remediation or acceleration. Evaluated programs, tracked data for reporting, and created action plans.

### Professor, Developmental Reading

Cedar Valley Community College, Lancaster, TX

Jan 2007 - May 2014

*Facilitated staff training for content-area reading and writing. Conducted student workshops to improve comprehension and study skills. Earned Distance Learning Certificate for online instruction. Worked as Volunteer Coordinator/Trainer for the district's literacy program; created registration forms, maps, and tasks lists.*

- Participated in professional development conferences for reading strategies and student retention.
- Taught 6 - 8 courses to improve students' critical reading skills to college-level proficiency. Developed lessons that supported differentiated instruction and diverse learning styles for regular education and disability students. Incorporated instructional technology such as iPads, LED Projectors, Doceri, Smart Clickers, and Microsoft applications to enhance teaching and learning. Utilized Blackboard as the LMS.
- Service: NADE Conference, Digital Conference, Institutional Inservice and Training, SACS Committee, TSI Committee, Learning Communities Committee, Dual-Credit Committee, Faculty/Staff Search Committee, Supplemental Instructor Program, Technology in the Classroom Program, Journey to Success/Early Alert Program, Halloween Contest Judge, Student Newspaper Club Sponsor, Hawaiian Field Studies Chaperone

**Cynthia Dianne Cartwright**  
**1706 Glenbrook Dr.**  
**Irving, Tx. 75061**  
**214-797-4700**

## **BIO**

### **Overview:**

Highly motivated, successful licensed realtor with varied real estate and community interests, volunteering on multiple projects through the years. Constantly improving career and personal growth with additional education both mandated by TREC and other interesting real estate related classes and seminars.

### **Career Highlights and Experience:**

#### ***Licensed Realtor with Ebby Halliday Realtors Inc. (April 2007 – Present)***

Vast knowledge of the real estate market regarding Buyers, Sellers and occasionally Tenants.  
Intentionally improving education opportunities to assist Buyers and Sellers.

#### ***Celanese Corporation (2003 - 2006)***

Executive Assistant and Administrative Contract Assistant for Procurement Department

#### ***Caltex Petroleum Corporation (1990-2000)***

International Tax Division, Executive Assistant to Corporate Tax Attorney & Director

#### ***Austin Commercial, Inc. (1984-1990)***

Administrative Assistant to Senior Project Manager, Williams Square Project;  
Executive Assistant to Sr. VP. Contracts

### **Education:**

NTSU Denton  
Northlake Community College  
Kaplan School of Real Estate  
Texas Real Estate Commission Education

### **Professional Development:**

Continuing Education Classes (TREC Approved)  
( <https://www.trec.texas.gov/apps/license-holder-search/>)  
Senior Real Estate Specialist Designation (SRES)  
Graduate Real Estate Institute Designation (GRI)  
Broker Price Opinion Resource Designation (BPOR)

### **Personal:**

Irving Hospital District Neighborhood Association, Board Member 4 years  
Market Value Analysis Steering Committee, City of Irving  
Zoning Board of Adjustments and Appeals, City of Irving, 2 separate terms  
Elder Presbyterian Church USA  
Various Volunteer positions

**Brett Franks**  
**City Council Place 1**  
**City of Sachse**

Councilman Brett Franks was elected to serve on the Sachse City Council in Place One in June 2012. He is an Orthopedic PA with the Sports Medicine Clinic of North Texas. Mr. Franks currently serves as the Council liaison to the Parks and Recreation Commission on which he held position prior to being elected to City Council. He is a former member of the Sachse Baseball Association and a former member of the Campus Improvement Team at Hudson Middle School. As a proud Army veteran, Mr. Franks also volunteers his time every year to organize the Annual Memorial Day Event. He and his family have lived in Sachse since 2000.

Councilman Franks is interested in representing the suburban cities because of the increasing concerns by residents regarding appraisals. The consistent escalation of property values in Dallas County, the lack of transparency of the appraisal process, and the role of the Board and its staff need to be addressed. He believes there is an opportunity for DCAD to provide this information and give better explanation to citizens about how the appeal process works. These changes would improve how DCAD serves the citizens in the District.

Stephen Nichols

219 S. Austin St

Hutchins, TX 75141

Life long resident of Dallas County

Graduate of Bryan Adams High School class of 1980

Licensed Master Plumber

Hutchins City council member Since 2014

Vice President of the Hutchins Economic Development Committee

President of the Hutchins Tax Increment Finance Committee

Deacon First Baptist Church Hutchins, TX.