



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS**

Thank you for your interest in serving as a member of the Workforce Development Board (WDB) of Solano County. Please complete this application as well as the supplemental application and return them to the WDB's Corporate Affairs Unit located at 500 Chandbourne Road, Suite A, Fairfield, CA 94534.

**Name:** Tiffany Donahue

**Company/Agency:** Vacaville Unified School District/Vacaville Adult School

**Title:** Adult Education Coordinator

**Business Address:** 100 McClellan Street  
Vacaville, CA 95687

**Business Phone #:** 707/453-6018

**Business Fax #:** 707/453-6959

**Home or Cell Phone #:** 707/416-5075

**Email Address:** tiffanyd@vacavilleusd.org

**County Supervisory District:** Solano

**Length of Residence/  
Business in Solano County :**      **Years:** 4      **Months:**

### Previous Commission or Committee Membership

Commission/Committee	Office Held (if applicable)	Length of Participation
Solano Adult Education Consortium	Vacaville Voting Member	3

### Educational Background

Institution	Major	Degree Yes No		Year
Western Illinois University	B.S. Elementary Education	x		1999
Walden University	M.S. Psychology	x		2011
Sonoma State University	Educational Specialist Credential			2006
Sonoma State University	Administrative Services Credential			2008

### Work/Volunteer Experience

Organization	City/State	Position	Year
Fairfield-Suisun Unified School District	Fairfield CA	Special Education Teacher	2000-2002
Vacaville Unified School District	Vacaville Ca	Special Education Teacher	2002-2016
Vacaville Unified School District	Vacaville CA	Adult Education Coordinator	2016+

### Certification

I certify that the information on this application and the attached application supplement is true and correct, and I authorize the verification of the information in the application in the event I am a finalist for membership appointment. I understand that the information may be made public in accordance with Federal, State and local laws. I further understand and agree, if appointed, to complete any and all required Conflict of Interest and/or Disclosure Statements required by law.

**Tiffany Donahue**  
Digitally signed by Tiffany Donahue  
Date: 2019.08.06 12:48:05 -07'00'

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**Applicant Signature**

**8/6/2019**

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**Date**



WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY

SUPPLEMENTAL APPLICATION

Name: Tiffany Donahue

Date: 8/7/2019

I. Please provide the information requested below relating to the representative category of membership nomination you are seeking on the Workforce Development Board of Solano County.

1. ☐ Business (Private Sector/Non-Governmental)
2. ☐ Community Based Organization
3. ☐ Economic/Business Development Agency
4. ☒ Education (Please check the appropriate box)  
☒ Adult School ☐ Community College
5. ☐ Governmental Entity
6. ☐ Labor Organization
7. ☐ State Certified Apprenticeship Program
8. ☐ Wagner Peyser Program
9. ☐ Title I Rehabilitation Act Program
10. ☐ Youth Employment/Education Provider

II. If you checked **box 1**, please answer each of the following questions:

- A. Name of Business: \_\_\_\_\_
- B. Are you the Chief Executive or Owner? ☐ Yes ☐ No
- C. Are you the Chief Operating Office? ☐ Yes ☐ No
- D. Do you have substantial policy making or hiring authority? ☐ Yes ☐ No
- E. Number of employees at the Solano Business? \_\_\_\_\_
- F. Is the business minority-owned or operated? ☐ Yes ☐ No
- G. Please check the box indicating which *Chamber of Commerce* is nominating you. (**Attach the nomination letter**)
- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Benicia          | <input type="checkbox"/> Dixon     | <input type="checkbox"/> Vallejo              |
| <input type="checkbox"/> Fairfield/Suisun | <input type="checkbox"/> Rio Vista | <input checked="" type="checkbox"/> Vacaville |

III. If you checked **box 2 through box 10**, please complete the following:

- A. Name of the organization which nominated you. This organization may also be your employer. (**Attach the nomination letter**)

Organization Name: Vacaville Unified School District

- B. Do you have optimum policy making authority with your organization, agency or entity? ☒ Yes ☐ No

Tiffany Donahue Digitally signed by Tiffany Donahue  
Date: 2019.08.07 15:59:13 -07'00'  
Applicant Signature

8/7/2019  
Date

July 17, 2019

Heather Henry, President/Executive Director  
Workforce Development Board of Solano County  
500 Chadbourne Road  
Fairfield, CA 94534

Dear Ms. Henry:

It is with pleasure I write this letter of recommendation for Tiffany Donahue. Tiffany has been the Coordinator for Vacaville Adult School for the past several years. I recommend her highly for a position on the Board of the Solano Adult Education Consortium.

Tiffany has done an excellent job as the leader of the Vacaville Adult School. She has grown the school in both number of students and programs/classes offered. In the time she's been the coordinator, the school has increased the number of students participating by 15% and decreased the students dropping out by 14%. More students are successful than ever before. She has also added vocational education courses in addition to the mainstays of high school diploma courses and English as a second language course.

In addition to creating and marketing the courses to our community, Tiffany has developed budgets related to state and federal programs, and developed and submitted the forms, grants and reports related to Adult Education. She has managed the day-to-day activities such as registration, marketing, discipline, hiring and staff support.

Tiffany has been integral to the success of the Vacaville Adult School and I highly recommend her for a position on the Solano Adult Education Consortium. Please contact me if you need additional information about Tiffany's abilities.

Sincerely,



Jane Shamieh  
Superintendent  
Vacaville Unified School District