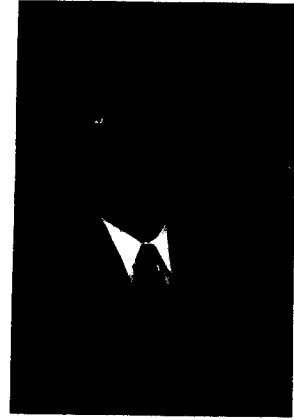


Received - 10.28.08 - Sandy Blair  
4:00pm

106 Crest Drive  
Chapel Hill, NC 27516

Chapel Hill Town Council  
Town of Chapel Hill  
405 Martin Luther King, Jr. Boulevard  
Chapel Hill, NC 27514



Dear Council:

I would like to submit an application for the open seat on the Chapel Hill Council. I have enclosed my resume that highlights my name, address, education and key employment over the last thirty years.

I was born in Chapel Hill to Mr. and Mrs. Clarence Merritt, who were descendents of the Merritt-Nunn families residing in the Chapel Hill and surrounding Orange county. My education began in the Chapel Hill City Schools.

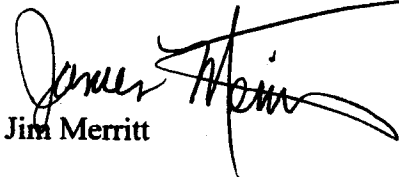
My post-secondary education was completed in several higher education universities and technical institutions, which prepared me with the fundamentals dealing with all phases of comprehensive institutional planning. These skills have been used, made operational and enhanced through 30 years of hands-on educational planning. I held several administrative positions in several educational environments.

I am applying for this seat to help my home town move ahead with the expansion project to evaluate policies related to a \$16.5 million library expansion. As a former assistant principal, I am very familiar with economic/budget, spatial, utilization, bond financing, architectural, technological and temporary accommodation issues that relate to building a new or renovated library. With the economy in major crisis, I am also aware of a need to reevaluate the impact on a reasonable timetable.

As a former guidance counselor with a bachelor's degree in sociology and a master's degree in counseling, I can help guide the Council on accommodations related to town events for holidays, University, regular community, partygoers, small business owners, and other activities. These activities help make Chapel Hill the special unique college town that it is and a place where we all enjoy living.

For further information, please contact me at 919-929-8825 or 919-923-5756 or [jimmerritt@nc.rr.com](mailto:jimmerritt@nc.rr.com). Thank you in advance for your consideration.

Sincerely yours,

  
Jim Merritt

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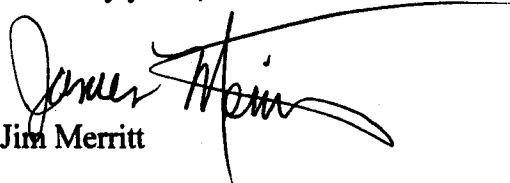
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Sincerely yours,



Jim Merritt

# ■ JAMES IRVING MERRITT ■

106 Crest Drive

Chapel Hill, North Carolina 27516

(919) 929 - 8825

## OBJECTIVE

To obtain a position through which to make a positive contribution to the employing organizations mission. A position in the area of administration or counseling is preferred.

## WORK EXPERIENCE

Retirement - July 2004  
October 1996

### Assistant Principal - Page Middle School, Gloucester County PS, Virginia

Responsible for coordinating and supervising the schools transportation, in-school suspension and detention operations. Responsible for the daily supervision of all personnel in the transportation program. Share responsibility for administering student discipline and ensuring that school policies and procedures related to student discipline align with county policy. Conduct conferences with parents/guardians of students concerning student discipline, attendance and achievement. Hold conferences with students referred with the violation of the right and responsibilities handbook. Responsible for evaluating the teachers on annual and continuing contracts. Conduct conferences with teachers to discuss performance and personal and professional goals. Share responsibility for overseeing monthly departmental meeting. Responsible for securing substitutes in the absence of regular teachers. Share responsibility for supervising after-school tutoring, athletic events, and social activity. Serve as a member of the school improvement team.

September 1996 -  
August 1989

### Guidance Counselor - Page Middle School, Gloucester County PS, Virginia

Responsible for the pre- and post-achievement testing of applicants, interpreting test results, designing remedial educational programs for "probationary" students and reviewing the progress of students accepted into the school. Related assignments include the coordination of curriculum development, the identification of training requirements for both the instructional and clerical staff and the adoption of processes, which result in improved management operations. These duties require knowledge of test and measurement, curricula development, counseling and guidance, and various vocational skills. Interpersonal skills are exhibited in contracts with students, faculty members, supervisors and the public.

August 1989 -  
June 1984

### Assistant for Counseling and Instruction - New Horizons VO-Tech

Responsible for assisting instructors in development of complete curriculum to meet objectives of the overall program. This involves total range of study, course outlines, selection of textbooks and audio-visual aids, methods of testing, and various alternative approaches to convey knowledge and skill development to trainees. Assist the principal in gathering data, evaluating material and reports in all phases of planning. Conduct semi-annual performance evaluations on all staff and faculty to assess their effectiveness as detailed by position descriptions and make their final recommendations for continued employment to the principal. Maintain budget control to ensure budget limitations are not exceeded while providing quality training for program participants. Responsible for procurement, custody, and maintenance of all materials and controlled equipment for the school.

## EDUCATION

Hampton University: Bachelor of Arts in Sociology;

Master of Arts in Guidance Counseling

Commonwealth of Virginia: Post Secondary Graduate Pupil Personnel Services

Commonwealth of Virginia: Post Graduate Professional License

## ACADEMIC ACUMEN

Secondary School Principal and Middle School Principal

Secondary School Counselor and Middle School Counselor

## AWARDS

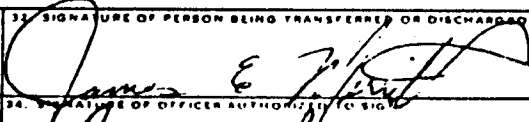

1979 Recognized as "Leading Educator of the Year" by Virginia Vocation Association

## PROFESSIONAL

*Affiliations:* National Association of Secondary School Principals  
Virginia Association of Secondary School Principals

## REFERENCES

Available upon request.

PERSONAL DATA	1. LAST NAME FIRST NAME MIDDLE NAME <b>MERRITT, JAMES ERVIN</b>		2. SERVICE NUMBER		3. SOCIAL SECURITY NUMBER			
	4. DEPARTMENT COMPONENT AND BRANCH OR CLASS <b>ARMY RA TC</b>			5a. GRADE RATE OR RANK <b>SP4 (T)</b>	6. PAY GRADE <b>E4</b>	7a. DAY <b>1</b>	7b. MONTH <b>SEP</b>	7c. YEAR <b>68</b>
	7. U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		8. PLACE OF BIRTH (City and State or Country) <b>DURHAM, NORTH CAROLINA</b>			9. DAY <b>26</b>	9. MONTH <b>FEB</b>	9. YEAR <b>44</b>
SELECTIVE SERVICE DATA	10a. SELECTIVE SERVICE NUMBER <b>31 69 44 49</b>		10b. SELECTIVE SERVICE LOCAL BOARD NUMBER CITY COUNTY STATE AND ZIP CODE <b>LB #69, HILLSBOROUGH, NORTH CAROLINA</b>			11. DATE REGISTERED DAY MONTH YEAR <b>8 MAY 67</b>		
	12a. TYPE OF TRANSFER OR DISCHARGE <b>TRANSFERRED TO USAR (I-16)</b>			12b. STATION OR INSTALLATION AT WHICH EFFECTED <b>FORT BRAGG, NORTH CAROLINA 28307</b>				
TRANSFER OR DISCHARGE DATA	13. REASON AND AUTHORITY <b>AR 635-200 SPN 201 ETS</b>			14. EFFECTIVE DATE <b>7</b>	15. MONTH <b>MAY</b>	16. YEAR <b>69</b>		
	17. LAST DUTY ASSIGNMENT AND MAJOR COMMAND <b>B BTRY 2/26TH ARTY (TUSA)</b>			18. CHARACTER OF SERVICE <b>HONORABLE</b>		19. TYPE OF CERTIFICATE ISSUED <b>NONE</b>		
	14. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED <b>TRANSFERRED TO USAR CON GP (ANL TNG) USAAC ST LOUIS, MISSOURI</b>			15. REENLISTMENT CODE <b>RE-3A</b>				
	16. TERMINAL DATE OF RESERVE/UMTS OBLIGATION DAY MONTH YEAR <b>7 MAY 73</b>		17. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY <input type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input type="checkbox"/> REENLISTED <input checked="" type="checkbox"/> OTHER <b>NA</b>		18. TERM OF SERVICE (Years)		19. DATE OF ENTRY DAY MONTH YEAR <b>NA NA</b>	
18. FOR REGULAR ENLISTMENTS		19. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SVC <b>PVT E1</b>		20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) <b>RALEIGH, NORTH CAROLINA</b>				
21. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code) <b>315 McDADE STREET CHAPEL HILL (ORANGE) NORTH CAROLINA 27514</b>		22. STATEMENT OF SERVICE						
23a. SPECIALTY NUMBER & TITLE <b>64A10 LT VEH DRIVER</b>		23b. RELATED CIVILIAN OCCUPATION AND DOT NUMBER <b>NA</b>		24. CREDITABLE BASIC PAY PURPOSES		25. TOTAL ACTIVE SERVICE		
				11. NET SERVICE THIS PERIOD		YEARS	MONTHS	DAYS
				12. OTHER SERVICE		<b>2</b>	<b>0</b>	<b>0</b>
				13. TOTAL (Line (11) plus Line (12))		<b>0</b>	<b>0</b>	<b>0</b>
				14. FOREIGN AND/OR SEA SERVICE <b>USARPAC</b>		<b>2</b>	<b>0</b>	<b>0</b>
				15. TOTAL ACTIVE SERVICE		<b>1</b>	<b>0</b>	<b>0</b>
24. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED <b>NATIONAL DEFENSE SERVICE MEDAL VIETNAM SERVICE MEDAL VIETNAM CAMPAIGN MEDAL W/60 DEVICE PURPLE HEART</b>								
25. EDUCATION AND TRAINING COMPLETED <b>BASIC TRAINING CODE OF CONDUCT</b>								
VA AND EMP. SERVICE DATA	26a. NON-PAY PERIODS TIME LOST (Preceding Two Years) <b>NONE</b>		26b. DAYS ACCRUED LEAVE PAID <b>26</b>		27. INSURANCE IN FORCE (NLI or UNLI) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		28. AMOUNT OF ALLOTMENT <b>NA</b>	
	28. VA CLAIM NUMBER <b>NA</b>		29. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE <input checked="" type="checkbox"/> \$10,000 <input type="checkbox"/> \$5,000 <input type="checkbox"/> NONE					
REMARKS	30. REMARKS <b>BLOOD GROUP: O I-5a: PFC (P) E3 APTD 8 NOV 67 COLLEGE (120 SH) TABLE 2 -5 AR 601-210 APPLIES</b>							
	31. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County, State and ZIP Code) <b>I-21</b>				32. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED 			
AUTHENTICATION	33. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER <b>DAVID P. LEARY, 1LT AGC, ASST ADJ</b>			34. SIGNATURE OF OFFICER AUTHORIZING THIS SIGN 				

# Mr. Merritt



Mr. James Merritt, our assistant principal, is a native of Chapel Hill, North Carolina, where he attended public schools. He graduated from Hampton Institute in 1971. He taught at New Horizons Technical School from 1971 until 1989 when he came to Gloucester Intermediate School as a Guidance Counselor. He served as counselor until 1996 when he became assistant principal at Page.

Mr. Merritt has one daughter and two grandchildren. They reside in Hampton.



As a strong disciplinarian, Mr. Merritt stays in close touch with guidance.

