



**CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION**

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Parks and Recreation Committee

Name: Candace M. Rutledge Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 7 years Registered to vote in Sitka? Yes No

Employer Business Name and your position: CMR Management & Consulting, owner

Organizations you belong to or participate in:

/

Explain your main reason for applying:

I enjoy working with the youth of Sitka and hope to add energy to the committee.

What experience or credentials will you bring to the board, commission, or committee membership?

See resume & letter of interest.

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** Yes No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 3/23/24 Applicant Signature: Candace M. Rutledge

Candace M. Rutledge



Jess Earnshaw
Deputy Clerk
100 Lincoln Street
Suite 306
Sitka, AK 99835
907-747-1826

Dear Jess Earnshaw and Whom it May Concern,

I have been coaching gymnastics for Sitka's Parks and Recreation Department for nearly a year and feel I can do further good in the community by filling an empty seat on the Parks and Recreation Committee.

I am originally from Georgia and have lived in San Diego and South Korea as well. I am well traveled having visited 17 countries and counting. I have been in Sitka for nearly seven years now and am happy to be settled in and call Sitka home. I believe that it is advantageous to bring in varied perspectives in order to creatively look at possibilities and problems alike so we may fully optimize everything that Sitka has to offer its community.

I have included my resume and focused on jobs and a volunteer position that educates and supports youth. Please reach out with any questions that you may have.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

A handwritten signature in cursive script that reads "Candace M. Rutledge".

Candace M. Rutledge

Candace Michelle Rutledge

Experience

Parks and Recreation Department: Sitka, AK May 2023-Present

I coach gymnastics for the community through the Parks and Recreation Department. I coach my students to reach their full potential physically while instilling the discipline necessary to develop and grow as gymnasts. Planning curriculum, training student-assistants provided from the public school system in Sitka, making recommendations about appropriate levels and class placement for students, recommending equipment to order and utilize, etc.

Sitka Gymnastics: Sitka, AK January 2018 - September 2020

Coaching students to reach their full potential physically while instilling the discipline necessary to develop and grow as gymnasts. Planning curriculum, running seasonal camps/workshops, supervising and coordinating performances, etc. are some of my responsibilities.

Girl Scouts: Sitka, AK 2020-2021

I was Troop Leader of Troop 4104 for one year, the troop became inactive due to Covid-19 and we did not reactivate when the pandemic subsided in intensity. During my time as a Girl Scout Troop Leader, I enjoyed helping to build my troop member's courage, confidence, and character.

VIPkid: Beijing, China December 2015-2020

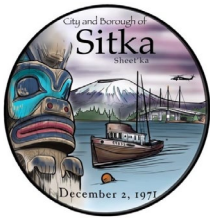
Instruct students one-on-one in a Skype-like classroom, using the American curriculum provided by the company. Encourage the students to enjoy learning English and using rich TPR to engage the students in the lessons. Provide assessments and feedback in order to give tips on where to improve and keep the parents and students aware of their progress.

Air Force Aviation and Science High School: Jinju, South Korea March 2015-February 2017

Teaching English as a second language to high school aged pupils as well as group tutoring sessions with my superiors and co-workers. Lesson and curriculum planning by semester, implementing a variety of technology and media forms to create a multi-dimensional learning experience. Active participation in school festivals, events, sporting competitions, and extracurricular activities. Open office hours, in addition to by appointment.

Kang Chelsu Academy: Yeosu, South Korea September 2012-December 2014

Teaching English as a second language to elementary and middle school aged students. Selection of student's books, workbooks, as well as making my own lesson plans. Working closely with my co-teacher to assess areas in which students need encouragement and growth. Writing monthly evaluations of each student's progress/performance.



PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES POULSON 1610 Sawmill Creek Road	907-623-8302 907-747-3219 w james.poulson1@gmail.com	8/30/18 11/12/19 11/8/22	11/22/19 11/12/22 11/8/25	Chair
BEN HUGHEY 501 Marine Street	907-738-1252 ben@sitkatrailworks.org	9/8/20 9/13/23	9/8/23 9/13/26	Vice Chair
BRANDON MARX PO Box 6171	907-747-1700 907-738-1392 marxlaw@sitkalawyer.com	5/28/19 7/27/21	6/12/21 7/27/24	
RICH KRUPA PO Box 3126	907-966-1956 907-747-3904 krupar@sitkaschools.org	6/11/19 6/14/22	6/11/22 6/14/25	
KATHERINE PRUSSIAN 302 Wachusetts	907-738-5379 kkprussian@yahoo.com	2/14/23	3/26/24	
STEVE BLACK PO Box 781	907-623-7709 digseac@gmail.com	9/13/23	9/13/26	
<i>KEVIN KNOX 324 Wachusetts St</i>	<i>907-738-4664 kevin@bluesteel.org</i>	<i>10/11/22</i>	<i>10/11/25</i>	<i>Resigned: 10/2/2023</i>
Connor Dunlap Building, Grounds, and parks Supervisor City and Borough of Sitka	907-747-4039 connor.dunlap@cityofsitka.org			Ex-Officio
Kevin Knox, Parks and Recreation Coordinator	907-747-4032 kevin.knox@cityofsitka.org			Staff
Kevin Mosher 100 Lincoln Street	907-752-0467 assemblymosher@cityofsitka.org			Assembly Liaison
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Alternate Assembly Liaison
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary

7 Members from public - 3-year terms
 Established by Ordinance 75-199 (2.56 SGC)
 Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

Revised: October 30, 2023