



RIO District
School Board Member Application
Applications must be received no later than midnight on
Sunday, October 25, 2026

Name Jennifer (Jen) Ortuno

Home Address [REDACTED]

**You must be registered to vote in Albemarle County. You can determine this by checking
your voter card or by calling the Voter Registration Office at 434.972.4173.*

Phone [REDACTED] Cell Phone same

Email [REDACTED]

Do you currently have children/grandchildren in ACPS? ☒ Yes ☐ No

If no, have you had children/grandchildren in ACPS? ☐ Yes ☐ No

How long have you resided in Albemarle County 8 years

Have you previously served on the Albemarle County School Board or an Albemarle County Public Schools Committee or Council? ☒ Yes ☐ No

If so, please explain your previous committee/council work.

- Family Council AHS co-rep 2025-2026 school year, and current school year
- High School ELA Textbook Review committee led by Monica Cabarcas, Fall 2025
- Parent Teacher Organization VP Journey Middle School 2021-2022 - Worked successfully with another parent to bring back the PTO to Journey after Covid and served as Vice President. Worked with 2 other parents to bring back and organize the 8th grade dance for the first time since Covid.
- Naming Review Committee Journey Middle School (formerly Jack Jouett MS) Spring 2021 - Led by Hannah Peters
- Parent Teacher Organization Treasurer Woodbrook Elementary School 2019-2020 - Successfully guided PTO through budget challenges involving fundraising cancellations during Covid.

Please indicate why you are interested in serving on the School Board.

I am a strong advocate for public schools and believe that all children have a right to a quality public school education. While no division is perfect and we have had some challenges, I feel confident that I can serve the Rio District and the community at large by helping to navigate through this difficult time. I want to start rebuilding trust in the community and work to celebrate all of the good things already happening in the county schools. I look forward to supporting teachers, students, and administration, and encouraging a positive environment where educators can teach, students can learn, and everyone can THRIVE. I am up to date on current events and feel that I would be a great asset to the board and community.

Please indicate, where appropriate, areas in which you have experience or knowledge:

- | | |
|--|--|
| ☐ School Construction | ☐ Research |
| ☐ Education/Curriculum | ☐ Strategic Planning |
| ☒ Databases | ☒ Finance/Budget |
| ☒ Community Engagement | ☒ Nonprofit and Human Services |
| ☐ Public Administration | ☐ County Government |
| ☒ Policy Development | ☐ Statistics/Demographics |
| ☐ Governance | ☐ Other <input type="text"/> |

Please further describe the experience, education, and leadership skills you would bring to the School Board.

see attachment

Indicate if you are attaching additional information pertinent to this application.

- ☒ Attachments are provided
☐ No attachments were necessary

Signature __Jennifer L. Ortuno

__ Date 10/25/2026

Please be advised that, upon submission, this application and any supporting documents become public records and may be disclosed or published by Albemarle County Public Schools.

Applications may be submitted by email or delivered/mailed to:

M. Christine Thompson, Clerk of the Board
Albemarle County School Board
401 McIntire Road, Room 345
Charlottesville, VA 22902

Phone: 434-296-5820
cthompson@k12albemarle.org

I am applying for the Rio District School Board position. I am a strong candidate for this opening, bringing extensive experience in the nonprofit sector and a proven ability to contribute effectively in mission-driven environments. I love working in the non-profit field and desire to serve others, be a force of change in the community, and enjoy working with a team towards a common goal.

I am currently the Administrative Director at Camp Holiday Trails, a camp for children and teens with medical needs. I started as the Office Manager in November of 2022. Throughout my time at camp, in addition to my core responsibilities, I have expanded my role in the following ways:

- Stepped into a vacant role and successfully organized a 300+ person attendee fundraising event and celebration, called Hope Grows, in 2025.
- Completed a 1 year, 12 session leadership course called Live to Lead, taught by Jacki Bryant, LPC in 2024
- Took on the role of payroll manager - coordinating the onboarding and payment of a substantially larger summer workforce, including international staff
- Collaborated with the Philanthropy Team on mailings and reports, ensuring accuracy and editing content

My experience in theatre has been a defining part of my professional journey, providing me with a strong foundation in collaboration, leadership, and creative problem-solving. For 8 years, I was the Office Manager in the Juilliard School Costume Shop. I have worked as the Costume Shop Manager at Berkshire Theatre Festival, and as Wardrobe Supervisor at Coconut Grove Playhouse, Virginia Stage Company, and New Harmony Theatre. I also worked locally as a dresser for 1776, and Shear Madness at the Virginia Theatre Festival at University of Virginia.

In addition to my professional accomplishments, my volunteer work has given me a lot of relevant experience in the fundraising and development field.

I have served on the Leadership Council at Peace Lutheran Church for six years and am currently the Council President. Most recently I led the congregation through a successful roof replacement. During my time on council, we worked together through some challenging post- covid budget and personnel changes and were able to complete the process of updating our constitution and bylaws. Recently we have held town halls and have been working towards updating our mission statement to best represent our community. It has been my privilege to serve on the council at Peace, where I am a member and have attended services since 2018.

Through my time in Charlottesville, I have served on Family Council as the Albemarle High School co-representative. Family Council is a group that works closely with the ACPS Office of Community Engagement and the Superintendent. I also served on the High School ELA Textbook Review Committee, Naming Review Committee for Journey Middle School, Vice President of PTO at Journey Middle School, and was the Treasurer of Woodbrook Elementary's PTO.

Thank you for your consideration,

Jennifer L. Ortuno

Jennifer L. Ortuno

A responsible professional that is skilled in leadership, organization, teamwork, planning, and communication. Excellent at building relationships with a diverse group of people and bound to a strong work ethic.

Professional Skills

- Problem Solving
 - Communication
 - Accessible and Friendly
 - MS Office
 - Planning and Organization
 - Conversational Spanish
 - Troubleshooting
 - Adaptability
 - File management
 - Record keeping
 - Multi-tasking
 - Types 75 wpm
- Advanced skills in budget management - tracking, planning, petty cash, credit card
 - Proven leadership skills with ability to take initiative and anticipate needs
 - Reliable and discreet with a keen attention to detail

Career Experience

Administrative Director (2025-Present) | Office Manager (2022-2025)

Camp Holiday Trails, Charlottesville, VA

November 2022-Present

Work in a team-based setting. Maintain accurate donor records in the database (Bloomerang) – entering donations and constituents, generating acknowledgements, mailing lists and running reports. Collaborate with the Philanthropy Team on fundraising initiatives. Provide supervision and work for office volunteers.

- Organized Hope Grows 2025 - annual fundraiser celebration
- Payroll management - track staff PTO, onboarding, process payroll through ADP.
- Live to Lead – successful completion of a yearlong leadership class taught by Jacki Bryant, LPC.
- Represent camp and its vision in the community, tabling events, and fundraisers, while upholding camp's mission and welcoming atmosphere.
- Serve as lead on IT & communications, creating and ensuring adherence to IT Policy

Office Manager

Techni-pak LLC, Ruckersville, VA

December 2020-November 2022

Managed the office for a small business with 21 employees. Tracked all vacation and personal time, processed biweekly payroll, submitted weekly temporary worker time, entered bills into Quickbooks, prepared bills for mailing, filed paperwork, maintained employee files. Maintained office supplies and break room inventory.

- Managed the rental returns program – oversee opening of boxes and entering of returns into the Hybris system by scanning and manual entry. Up to 700 boxes a day during busy periods.
- Worked with a new payroll company to successfully transition the entire payroll system.
- Facilitated communication between Spanish speaking workers and English speaking management.

Volunteer Work

Charlottesville, VA; New York City, NY

2013-Present

Extensive volunteer experience setting up, running, and taking down events, fundraisers, and contests.

- Church Leadership Council, Peace Lutheran Church, 2020-Present; served as VP 2025, President 2026
- Family Council, ACPS, AHS Co-Rep, Fall 2025 – Present
- High School ELA Textbook Review Committee, Fall 2025
- Parent Teacher Organization VP Journey Middle School 2021-2022
- Naming Review Committee Journey Middle School, Spring 2021
- Parent Teacher Organization Treasurer Woodbrook Elementary School, 2019-2020
- Girl Scout Leader, Virginia Skyline Council ,Troop 1065, 2019-2021
- Box Top Coordinator St. Stanislaus Kostka School, 2017-2018
- Box Top Coord. and PTO Event Leader St. Brigid School, 2014-2016

Costume Shop Office Manager

The Juilliard School, New York City, NY

2005-2013

Budget management for 26 shows yearly – reports, updates, breakdowns, and allocations of materials. Kept detailed records of all financial transactions and employee and intern time.

- Implemented a yearly school-wide food drive to benefit City Harvest.
- Production Department Outreach Coordinator 2006-2007.
- Documented all purchases through check requests, purchase orders, credit card, and petty cash.

Education

- **Bachelor of Fine Arts, Technical Theatre;** Longwood University, Farmville, VA
- **Live to Lead;** Leadership Class taught by Jacki Bryant, LPC
- **IT Training;** Microsoft Excel, Outlook, Powerpoint, Word; Juilliard IT Classes