

**Shawn Crouch**  
**Composer, Conductor and Music Educator**

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July 18, 2013

This section has been censored for the privacy of the recipient.

Dear [REDACTED],

I am delighted to write this letter of support for music educator Caroline Biggs. From 2009-2013 I served as the John S. and James L Knight Founding Director of Seraphic Fire's Miami Choral Academy (MCA). Seraphic Fire's Miami Choral Academy, in partnership with Miami-Dade County Public Schools, is a tuition-free afterschool program serving elementary students and their families in economically disadvantaged communities of Miami-Dade County.

Ms. Biggs was a MCA faculty member during the 2012-13 academic year and was responsible for the 3<sup>rd</sup> grade curriculum development and implementation at two of our MCA afterschool programs. I was continually amazed at the ease at which she conveyed difficult subjects to her young students, and continually challenged them in their musical development. Even with her high expectations of her students and rigorous curriculum, each lesson was always fun and engaging for her third graders. I often brought visitors to the Choral Academy to her class to observe what I considered to be the ideal MCA faculty member.

Caroline is a wonderful leader. MCA is a multi-ethnic environment and Caroline proved to be a fantastic problem solver and caring role model when working with our challenging population of inner city students and parents. Caroline is a team player. I have been able to count on her to jump in whenever something is needed, to cover classes when asked, or lead an ensemble at a moments notice. At our monthly faculty meetings Caroline often presented her lesson plans with other MCA teachers and gave them powerful classroom tools to use in their musicianship classes. She also communicated with ease to the MCA parent community, often acting as a liaison between myself and her student's parents. Caroline believes in adding her talents to better the organization as a whole. The Miami Choral Academy has become a more efficient organization this past year in large part because of her contributions.

On a personal note, I have seen Caroline truly the change the lives of our students. She is a gifted teacher.

This section has been censored for the privacy of the recipient.

[REDACTED] I promise that she will bring the highest quality of creativity and community engagement to your organization.

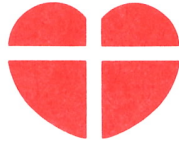
Please do not hesitate to contact me if you have any questions. I can be reached by email at: [Shawn@ShawnCrouchMusic.com](mailto:Shawn@ShawnCrouchMusic.com) or by phone at 917-371-6993.

Sincerely,



Shawn Crouch

## Catholic Parish of Saint John Neumann



01 July 2014

To all concerned:

I am pleased to submit this letter of recommendation on behalf of Caroline M. Biggs. I have personally known Caroline for nearly thirty years, and I have directly observed her performance in various career settings, and collaborated directly with her in numerous professional artistic capacities.

Her talents and skills serve a wide range of professional settings. She is successful as an able administrative assistant in the corporate arena; she is a music educator of the highest order; she is experienced in fields of special education and healthcare; she is a vocal consultant for choral ensembles, a sought-after private voice instructor, and an accomplished performer whose range embraces operatic aria, classical art song, gospel, popular song, and musical theater.

Her general qualities include forthrightness, stamina and determination, integrity, interest in learning, collaborative skills, empathy, and adherence to the highest personal and professional standards.

Whether answering the challenge of vocal and dramatic performance, consultation, classroom instruction, care-giving, or corporate goals, Caroline brings personal commitment, meticulous preparation and enthusiasm to her work. She is an extraordinary member of any team who regularly exceeds expectations.

Add to all these things a love of life, a ready sense of humor and a most attractive personal presentation, and you have an exceptional human being who will be a credit to any professional endeavor.

I am, most sincerely,



Gregory D. Sandler, Director of Music, St. John Neumann Catholic Church  
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# the church of SAINT LOUIS

7270 S W 120th Street, Miami, Florida 33156. (305) 238-7562

July 21, 1987

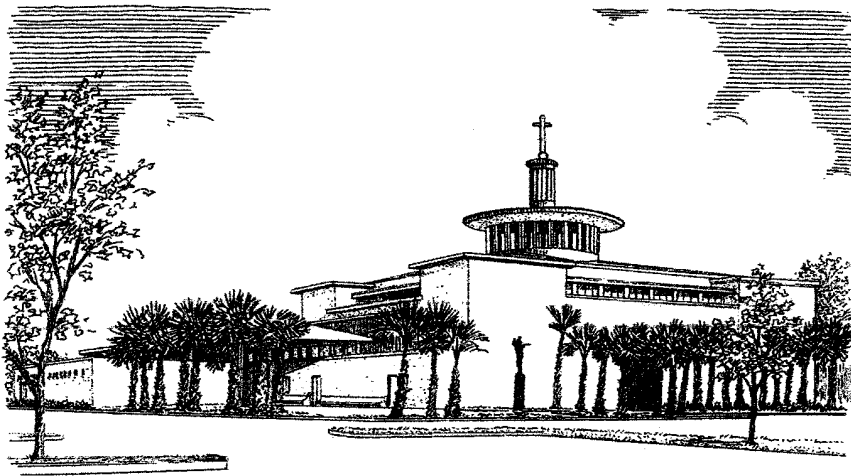
Dear Caroline,

My belated but deep thanks for your presence here for the concert which I enjoyed very much. I continually hope that your talent grows and grows and that the most wonderful part about it is an internal peace that lets you know that you can use God's gifts as He wants them used.

Please keep me in your prayers as I do and will you.

In Jesus

A handwritten signature in cursive script, which appears to read "Fr. James". The signature is written in dark ink and is positioned below the typed name "Fr. James".



St. John Neumann Church Miami, Florida

18 June 2001

Dear Caroline:

Accept a belated THANKS! for your participation in the wonderful Festival Choir concert at St. Mary's on 27 May. The concert was a worthy and fitting conclusion to this year's Cathedral Arts Series, and your personal contributions were of an immeasurable worth! You lend your great gift so beautifully, and help spread not only the particular joy of St. John Neumann, but of the Gospel itself. We all also appreciate it whenever you sing in the weekend liturgies; just tell Greg to see if he can schedule you much more often!!

In the spirit of the risen Christ,

*Father Lane* *g.t*