

File No. 180766

Committee Item No. 9

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date July 25, 2018

Board of Supervisors Meeting

Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- Memorandum of Understanding (MOU)
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 - Ethics Commission
- Award Letter
- Application
- Form 700
- Vacancy Notice
- Information Sheet
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date July 19, 2018

Completed by: _____ Date _____



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions, Committees, & Task Forces

Name of Board, Commission, Committee, or Task Force: OECE CAC

Seat # or Category (If applicable): 7 District: Home Work-6

Name: Kathie Herrera-Autumn

Home Address: [Redacted] Pacific Avenue Zip: 94109

Home Phone: [Redacted] Occupation: Preschool Director

Work Phone: 415-834-0614 Employer: Catholic Charities Treasure Island Child Development Center

Business Address: 850 Avenue D San Francisco Zip: 94130

Business E-Mail: KAutumn@CatholicCharities SF.org Home E-Mail: [Redacted]

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes [X] No [] If No, where registered: _____

Resident of San Francisco [X] Yes [] No If No, place of residence: _____

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

I have built and managed the Catholic Charities Treasure Island Child Development Center since 2011, bringing high quality (QRIS Tier 5) childcare and preschool education to a very diverse, at risk population. I, myself, am a graduate of Head Start and come from many of the adverse conditions this population experiences, so I am better able to relate as well as use my Child Psychology and Child Development education to give these children a strong foundation and love of education. Our program is relationship based, focusing on the socio-emotional well-being of each child. We are the only program on Treasure Island for children 0-5. Our families and staff are Asian, White, Black, Uzbek, Hispanic, Russian, Pacific Islander and Native American. Our children are fostered, adopted, special needs, from LGBTQ and single parent families. 99% of our children live on Treasure Island and receive subsidized care.

Business and/or professional experience:

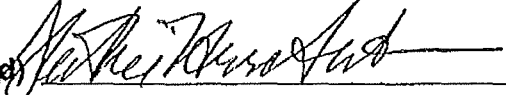
Please see attached resume

Civic Activities:

OECE CAC April 2015 - April 2018
Director Mentor 2012 - present
Mentor - SFUSD Life Learning Academy High School
Professional Growth Advisor May 2010 - present

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. *(Applications must be received 10 days before the scheduled hearing.)*

Date: 3/30/15 Applicant's Signature: (required) 

(Manually sign or type your complete name.
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

Please Note: Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

To Esteemed Committee,

March 24, 2018

I'm writing this letter to introduce myself to you and why I am reapplying for Seat 7 on the Mayor's Office of Early Care and Education's Citizen Advisory Panel. I can tell you that I am open to feedback, eager to learn, grow and improve and willing to do what's needed to effect change. I can also tell you that I am very committed, organized, honest, knowledgeable, self-motivated and communicative professional, as the other candidates will also tell you about themselves. Instead I want to tell you what sets me apart.

I grew up in a large family, raised by a single alcoholic mother in a housing project in New York. I was one of the fortunate ones to outgrow my childhood. I was the first in my family to go to 'nursery school' and the only sibling to graduate from college. I talk often of my memories at Head Start and how that led me into the field of Early Childhood Education. The smell of Ivory liquid dish soap will always bring me back to making bubbles in a dishpan with an old egg beater, and it makes me smile. My early love of education has kept me from following the substance abuse path my siblings have taken.

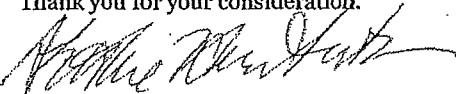
I believe whole-heartedly in social justice, supporting at-risk children and families, bridging the achievement gap etc, however, my advocacy work is performed for the children in my care without flash, pomp or glory. I am extremely modest and I don't necessarily need praise or accolades, because I believe it's a child's right to have high quality education and my job to make it happen. My internal motivation is strong and propels me to continue in the field. I have many gifts, insights, intellect and creative ideas to share and I continue to work to better myself as a way to bring more quality into the field, as well as the Child Development Center I manage. For the past 6 years I have been a Director Mentor for the California Early Childhood Mentor Program, a Mentor for the SFUSD Life Learning Academy Charter High School, a CLASS Reliable trained assessor, and recognized as a "hero" by the SF Inclusion Network for my team approach to inclusion.

I started as a teacher at the wealthiest preschool in San Francisco, but found myself at home when working with non-profit at risk programs, such as Catholic Charities Treasure Island Child Development Center. In the seven years I have been managing the center, I have turned the program around. With much hard work I have transformed a struggling center into a high quality infant, toddler and preschool serving nearly 100% subsidized children in an at-risk neighborhood in San Francisco. Teachers will tell you that I strongly believe and is often heard saying "kids before chores." I participate in trainings and workshops alongside my staff to support them and for my continued learning. I know that it is relationships and observation that leads to curriculum that creates high quality.

What also sets me apart from the other candidates, and I believe from many in this field, is that I can see what one calls, "the bigger picture." So often I see reactive responses that could have been avoided by being proactive, as I am. I have many ideas for improvement in this field from the education requirements of teachers to what children really need to succeed, which are strong relationships with teachers and caregivers in a safe, high quality environment. I am very decisive after weighing all the facts and a quick astute learner.

Friends and colleagues often say I am a visionary. I have many dreams and ideas for children and families, but need the support and position to make it happen. This is why I am reapplying for Seat 7 on the OECE Citizen's Advisory Panel. If selected you will experience true commitment, compassion and love for children and this field, as well as someone who truly champions children, families and teachers.

Thank you for your consideration.



Kathie Q. Herrera-Autumn

Kathie Q. Herrera-Autumn

██████████ Pacific Avenue
San Francisco, CA 94109
██████████

Objective

To return to Seat 7 of the Office of Early Care and Education Citizen Advisory Committee, so that I am able to use my leadership skills and experience as a Preschool Director to improve Early Childhood Programs for all children 0 – 5 in San Francisco.

Professional Experience

Program Director (2017-present), Program Manager (2011-2017)

Catholic Charities CYO Treasure Island Child Development Center
850 Avenue D, San Francisco, CA 94130

July 2011 -present

Site Supervisor

Friends of St. Francis Childcare
55 Belcher Street, San Francisco, CA 94114

Nov 2009- June 2011

Program Coordinator: Full Service & Back Up Care Programs

Bright Horizons 2nd Street
303 Second Street, San Francisco, CA 94103

May 2008 – Aug 2009

Lead Teacher

Marin Day Schools, UCSF/ Laurel Heights Campus
3333 California Street, San Francisco, CA 94118

June 2007 – May 2008

Teacher

Temple Emanu-El Preschool, San Francisco, CA 94118

Aug. 2002- May 2007

Professional Nanny

San Francisco and Bay Area

1985-2003

Job Responsibilities

Provide a safe and nurturing place for all children, oversee and evaluate Infant, Toddler and Preschool programs, CDE and licensing compliance, measure program performance, work with diverse staff, ensures that high quality respectful interactions with children are practiced at every level, ensure a dynamic curriculum is implemented, ensure safe classrooms, Fiscal management, implement strategic plan initiatives, manage time usage and recording of reporting staff to include training, disciplining, scheduling, performance management of staff, develop and update policies, program philosophy and other related materials. Plan annual staff development trainings schedules and topics, train staff in the use of Desired Results Developmental Profiles, Creative Curriculum, Preschool For All, maintain all necessary program records, timely reporting as required by funders, monitor local, state and federal legislation and budgets affecting children, coordinate therapist and other consultants, train staff to write/document objective developmental descriptions, evaluates staff annually, responsible for implementation of an environment that encourages exploration, self-expression and intellectual development which includes music, movement, art, science, math and literacy.

BARBRA L. BLENDER

1276 33rd AVENUE SAN FRANCISCO CA 94122 415.567.9133

3/17/2018

Barbra L. Blender
1276 33rd Avenue San Francisco CA 94122 415.567.9133

San Francisco Board of Supervisors
Office of Early Care and Education
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca. 94102-4689

Dear Esteemed Panel,

I am writing this letter of recommendation on behalf of Kathie Autumn to renominate her to continue her position on the board of the Office of Early Care and Education Citizen Advisory Committee, San Francisco. I feel qualified to write this letter since I have worked closely with Kathie and her staff from two different programs, for the past 8 years as their educational coach. Throughout this time, I have witnessed Kathie's focused leadership turn the program around. She has transformed a struggling center into a high quality infant, toddler and preschool serving nearly 100% subsidized children in an at-risk neighborhood in San Francisco and served on your board the past three year's in an effort to take her lessons learned to the wider community and governing powers.

Kathie's leadership is unparalleled since she by no means has an "easy" program to operate. Most of the families are on subsidies of multiple sources, experience homelessness, violence, substance abuse and/or poverty. Treasure Island has become a saving grace for many due to Kathie's steady hand. She guides the families and staff with ease and stays rooted to what's "best for children," giving the kids in her care a solid start in life despite the challenges they face. She has always shown tremendous skill at using logic, reason and paying attention to the greater good when making decisions.

With her staff, she has implemented professional development in the form of consistent coaching, paid training and one closed day per month in order to provide time for reflection and deep conceptual understanding through their own professional learning community. She has also brought in resources such as the public health nurse, inclusion specialists and mental health specialists. She also regularly meets with various community members to help them understand the needs and issues of the families she serves. Lastly, she herself has sought out and taken various trainings such as Leadership and Equity, Administrator's Academy and Teaching Pyramid not to mention apply and maintain herself as an esteemed Director Mentor for California Early Childhood Mentor Program in order to refine her skills and model for her team the importance of reflection and growth.

With families, she has started regular parent education, social evenings and newsletters to help engage them in the education of their children. She has the wisdom and life experience of someone

March 26, 2018

To Whom It May Concern:

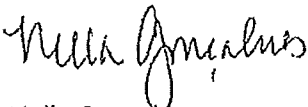
The purpose of this letter is to provide Kathie Autumn a recommendation for re-election to the Office of Early Care and Education Citizens' Advisory Committee. I have had the pleasure of knowing Kathie Autumn in her professional role for the last 8 years. I first met Kathie when we were both enrolled in the Early Childhood Administrator's Academy. I was so impressed by Kathie's skills and knowledge, that I hired her as the Program Manager, then promoted her to the Program Director at the Treasure Island Child Development Center (TICDC) with Catholic Charities SF.

In the past 8-years, Kathie has propelled the TICDC from a center struggling to meet basic standards to one of the most recognized Centers in San Francisco. As previously mentioned in my first letter of recommendation, Kathie has achieved many milestones in her career that continue to make her a qualified candidate to sit on the Office of Early Care and Education Citizen's Advisory Committee. She continues to serve as a Director Mentor for the California Early Childhood Mentor Program as well as a mentor for high school students interested early childhood education at the Life Learning Academy on Treasure Island.

Kathie's commitment to the field of early childhood education runs deep and this makes her the perfect candidate. She keeps abreast of the latest trends in early childhood education and she works hard to ensure that she educates those around her of the best practices in early childhood education. She is a great advocate for children, parents and staff as a leader in the early childhood education field. Her re-election to this committee allows her to continue to promote the work and vision the existing committee has set forth.

I continue to be excited to recommend Kathie Autumn for re-election to the Office of Early Care and Education Citizens Advisory Committee. Please feel free to contact me should you have any further questions.

Sincerely,



Nella Goncalves
Deputy Director
Beyond Emancipation
510-667-7685

March 30, 2018

San Francisco Board of Supervisors
Office of Early Care and Education
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689

To Whom It May Concern,

I am writing this letter of recommendation for Kathie Autumn to nominate her re-election for Seat 7 on the Citizen's Advisory Committee of the Office of Early Care, San Francisco. As a Lead Teacher who has been working with Kathie for two and a half years, I am continuously learning from her about how to be a strong teacher as well as a strong leader. Since I have been working with Kathie, I have attended numerous trainings that are applicable inside and outside of the classroom. Two of these include finding more creative and effective ways to work with children with dual languages, and the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). These have been incredibly insightful and I use the information I've learned on a daily basis. Yet, the most impactful and helpful training was about equity because many of the families we serve have experienced hardships such as homelessness, poverty, and/or abuse. She has opened up many doors that allow my growth to benefit the families we serve on Treasure Island. Kathie is an open-minded, diligent, passionate activist. She has always spoken up for what is right, especially when it comes to the well-being of children and their families. She is incredibly brave to openly share her just opinions, while always remaining personable and professional.

Kathie accepts everyone, regardless of the background they come from. She does everything in her power to help the at-risk families in our community. This is a heavy responsibility that Kathie carries out flawlessly. She is beneficial to have in many aspects of life because of how inspirational, knowledgeable, hard-working, dedicated, and genuine she is. Kathie always has the best interest of others in mind, which leads to her helpful and loving actions. While working with Kathie, I have seen that she hires teachers who are new to the field. In doing this, amazing teachers are being created and molded while being given an opportunity for experience. Teachers are learning incredible skills that greatly benefit the children in their classrooms.

March 29, 2018
San Francisco Board of Supervisors
Office of Early Care and Education
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, Ca. 94102-4689

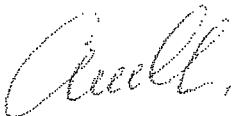
To Whom It May Concern,

I am pleased to write this recommendation letter for Kathie Herrera-Autumn to nominate her for Seat 7 on the Citizen's Advisory Panel of the Office of Early Education, San Francisco.

I have known Kathie since April 2015, when my son started to attend the Catholic Charities Treasure Island Child Development Center, where Kathie is the Program Director. Kathie is an exceptional person. She is a very responsible person and trustworthy professional as well. Everything she does and the program she runs impress me so much as they advocate for the kids and the parents. I have never met a person like Kathie who has a big heart, immense patience and gigantic kindness for all kids in the center. Her interpersonal skills are outstanding. Her ability to communicate with children and families is supportive and generous. Ms. Kathie is an intelligent and empathic woman, who is able to fulfill the needs of each and every single child and family in the center.

I am so gratfull that my kids are attending the center where we have Kathie who has creared positive and supportive atmosphere that advocates for kids and families. I am very lucky that my kids are attending such an awesome center .

Sincerely,



Malika Aslanova

Program Assistant

Catholic Charities

Treasure Island Child Development Center



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions, Committees, & Task Forces

Name of Board, Commission, Committee, or Task Force: OECE Citizens Advisory Committee

Seat # or Category (If applicable): #7 District: 9

Name: Yohana I. Quiroz

Home Address: [Redacted] Lowell Avenue Richmond CA Zip: 94804

Home Phone: [Redacted] Occupation: Chief Operations Officer

Work Phone: (415) 474-7310 Employer: Felton| FSA

Business Address: 2730 Bryant Street San Francisco CA Zip: 94110

Business E-Mail: yquiroz@felton.org Home E-Mail: [Redacted]

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes No If No, where registered: Richmond

Resident of San Francisco Yes No If No, place of residence: Richmond

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

Business and/or professional experience:

For the past 2 years, I have been the Chief Operations Officer of the Children, Youth, Families and Transitional Age Youth services and responsible for overseeing and leading successful interdisciplinary & integrated programs for children, youth and their families to include: Felton's ECE programs, providing early childhood education and early intervention services for 350 infants, toddlers and preschool children ages birth to six years old. Mental Health services, providing case management, individual and family therapy for children & youth 4-21 yrs old. Family Support services, providing case management and wrap around services, including family support, workforce development, nutrition/ health and parenting classes for pregnant and parenting teens up to the age of 24 yrs. In this role, I am responsible for the overall fiscal and programmatic management of the division, managing a budget of approximately \$9.5 million dollars of local, state, federal and private funding and supervision of approximately 145 employees. In addition, I am also responsible for driving a fiscally and operationally sound division, professional development, program development, operational effectiveness, quality assurance, strategic planning, succession planning and establishing and strengthening community partnerships.

Civic Activities:

[Empty box for Civic Activities]

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. *(Applications must be received 10 days before the scheduled hearing.)*

Date: 4/15/2018 Applicant's Signature: (required) Yohana Quiroz

(Manually sign or type your complete name.
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

Please Note: Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

FOR OFFICE USE ONLY:
Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

YOHANA I. QUIROZ

"Education is the most powerful weapon which you can use to change the world."

KEY SKILLS

- Two decades of experience working with diverse, low income at risk clients with multiple barriers and abilities: **Infants, toddlers and preschool children (birth to six)**, including those with identified developmental delays and/or chronic medical conditions. **Youth**, including transitional age youth, pregnant/parenting teens and in foster care. **Families**, including low income, immigrant, monolingual and homeless populations.
- Proven track record of working collaboratively with diverse set of service providers, leading and managing staff and volunteers.
- Thorough knowledge of Title V, 17 and 22 Regulations, The Program Administration Scale (PAS), Environmental Rating Scales (ERS), Quality Rating and Improvement System (QRIS), CA Early Childhood Educator Core Competencies, Pedagogical Leadership, SCEFEL Teaching Pyramid, PITC Principles, CA Infant Toddler, Preschool Learning Foundations, Creative Curriculum, Desired Results Assessments, ASQ screening tools, Family Support Standards, and Positive Youth Development Models.
- Big network of community-based organizations in San Francisco including San Francisco Unified School District, First Five, DCYF, DPH, Coleman Advocates, Office of Early Care and Education, Human Service Agency and many Community Based Organizations.
- Culturally competent, Bilingual, Bi-literate and Bicultural Spanish/English.
- Excellent computer skills: Mastery of Microsoft Word, Excel, Publisher, PowerPoint, SharePoint, Google Docs, Prezi and the Internet.
- Self starter, highly service-minded, energetic, outgoing with excellent interpersonal skills.
- Committed to equity, social justice and advocacy
- Able to work well both independently and as part of a team.

EXPERIENCE

July, 2017- Present Felton Institute| Family Service Agency of S.F San Francisco, CA

Chief Operations Officer, Children, Youth, Family and Transitional Age Youth Services

Reporting to the CEO, as Chief Operations Officer, I am responsible for managing a \$9.8 million-dollar budget from private, local, state and federal funds. In this role, I am responsible for leading and designing the Children, Youth, Family and Transitional Age Youth services operational support systems to accomplish the mission of the organization as well as leading growth, operational strategy and innovation.

As a Senior Leader, I continue to foster an organizational culture and infrastructure with an equity and social justice framework that supports operational excellence, delivers high impact, quality client services and promotes optimal efficiencies.

Major Areas of Accountability:

- 1) Vision, Strategy, and Leadership
- 2) New Business Development, Proposal Development and Grant Management
- 3) Staff Management and Leadership Development
- 4) Contract Management, Budgeting, Fiscal and Administrative Operations
- 5) Metrics Development, Performance Management & Program Evaluation
- 6) Outreach, Community Partnerships & Advocacy

January 2017- Present San Francisco State University San Francisco, CA

Lecturer, EDvance PATH

- CAD 510 class, Leadership & Adult Supervision in ECE Programs

Division Director, Children Youth and Family Services

Responsible for leading successful multidisciplinary & integrated programs for children youth and their families to include: four early care and educations programs and early intervention services for children birth-six years old, case management, and individual and family therapy for children & youth 4-21 yrs old. Case management and wrap around services, including; family support, workforce development, nutrition/ health, child development and parenting classes for pregnant and parenting teens up to the age of 24 yrs.

- Responsible for driving success in professional development, program development, operational effectiveness, program management and growth, strategic planning, succession planning and establishing community partnerships.
- Fiscal management; prepare, manage and monitor the divisions annual revenue and expense budget of \$7.3 million dollars of federal, state, city and private funding.
- Oversee the management of eight programs and directly evaluate and supervise four Director level staff and oversee a staff of 140 teachers, clinicians, coordinators and program managers.
- Responsible for improving data collection through training and analysis of data to monitor individual program performance and contract earnings.
- Responsible for monitoring and evaluating standards of operations, quality assurance and evaluation processes for all programs.
- Responsible for ensuring funding was adequate and sustainable for all programming, seek new funding opportunities, and prepare proposals and budgets.
- Ensure that the programs effectively realize FSA's vision of improving the social, health and economic well being of low income at risk individuals in San Francisco.
- Maintain a thorough working knowledge of all quality standards, ensure that all staff is informed of quality standards, and that quality standards are implemented, and continually improved upon.
- Manage the overall strategic direction, responsible for leading strategic vision to shape the ongoing development and quality improvement efforts of the division.
- Oversee and develop diverse programs and collaborations, establish and maintain positive working relationship with funders and other state, local and federal partners.

Program Director- Family Developmental Center

Responsible for managing the daily operations of an infant toddler/preschool center that serves 150 children ages 2 weeks through 5 years old.

Responsible for the administration/supervision of the program and staff to include:

- Prepared, managed and monitored the annual revenue and expense budgets of \$3 million dollars. Prepared program planning, goals, objectives and action plans to include:
Parent satisfaction surveys, curriculum, parenting program, ITERS/ECERS assessments, and recommended/completed appropriate action plans to achieve program goals.
- Maintained a thorough working knowledge of all quality standards, ensured that all staff was informed of quality standards, and that quality standards were implemented, and continually improved upon.
- Renewed continued funding applications for all funding sources including: City, State and Federal contracts and private foundations to include: California Department of Education, Golden Gate Regional Center, and the Child Care Food Program.
- Oversaw compliance with Community Care Licensing and CA. Department of Education.
- Responsible for supervising 6 managers and 55 program staff.
- Responsible for developing a Staff Development training program and personnel management;
- Responsible for ensuring that all program systems were in compliance with requirements of funding sources including to include: enrollment, eligibility, attendance, and other reporting requirements.

11/2003–10/2006

Family Service Agency of S.F

San Francisco, CA

Fiscal Manager/ Deputy Director- Family Developmental Center

Responsible for managing the daily operations of an infant toddler/preschool center that serves 135 children ages 2 weeks through 3.8 years old.

Responsible for the administration/supervision of the program and staff:

- Prepared, managed and monitored program annual revenue and expense budget
- Participated in program planning, goals, objectives and action plans to include: Parent satisfaction surveys, curriculum, Parenting Program, assessments, and recommended/completed appropriate action plans to achieve program goals.
- Renewed continued funding applications for California Department of Education, The Child Care Food Program.
- Responsible for staff training and personnel management.
- Attended local and state meetings in representation of the ECE Program to keep abreast of current issues/ news in the childcare field.
- Contributed to the implementation of the program vision/mission statements and care values
- Provided classroom staff information/resources to remain in educational pathway and maintain their teaching credentials in order to provide quality child care services and foster positive growth and development.
- Coordinated and lead Parent education and engagement activities
- Responsible for coordination of administrative HR and personnel procedures

5/1997–10/2003

Family Service Agency of S.F

San Francisco, CA

Program Assistant, Family Developmental Center

- Responsible for all personnel forms and reporting including time effort and evaluation schedules.
- Maintained expenditure records for different Cost Centers, generates purchase order and monitors utilization. Maintained student records for CDE and special needs funded programs.
- Performed Intake and Assessment for all incoming children, supports transition of children to pre-school and certifies families for Need & Eligibility. Supervises front desk reception and Administrative Assistant.
- Coordinated and oversaw production of monthly, quarterly and annual reports to funding agents as well as weekly census report to Director. Coordinates attendance reporting, implementation of Late Policy, training of staff and families regarding program policies and regulations. Monitors and collects client generated and voucher revenue both CDE and special needs funded programs.
- Recertified families on a schedule and maintained valid wait list. Maintained close ties with Accounting regarding reports and billing.

EDUCATION

University of San Francisco- San Francisco, California

Masters of Arts: Organization & Leadership in Education, Graduated: 12/2015

San Francisco State University- San Francisco, California

Bachelors of Arts: Child & Adolescent Development

Emphasis: Early Childhood Education, Graduated: 5/2014

City College of San Francisco- San Francisco, California

Associate of Arts: Child Development, Graduated: 12/2008

City College of San Francisco, San Francisco, California

Degree bearing units towards Business Administration - Focus: Accounting

Credentials/ Certifications

- California Commission on Teacher Credentialing: Program Director Permit
- Certified: Early Childhood Education Professional Growth Advisor , CCSF
- Certified: Standards of Quality for Family Strengthening & Support
- Certificate: Child Development Administration, CCSF
- Certificate: Child Development Professional Development and Advocacy, CCSF
- Certificate: Microcomputer Accounting, CCSF
- Certified: California Department of Education, DRDP (Desired Results Developmental Profile) Assessments
- Certificated: Program for Infant and Toddler Care, Partners for Quality, West Ed
- Trained: CSEFEL Teaching Pyramid, West Ed
- Certified: First Aid/ CPR
- Leadership Development Institute; Next Generation Leaders of Color, Compass Point
- The Non-Profit Management Institute for Senior Level Managers and Directors, Compass Point

PROFESSIONAL AFFILIATIONS/ VOLUNTEER/ ADVOCACY ACTIVITIES

1. Board Member, Holy Family Day Home, Child Development Program 9/2009- 5/2013
2. Member, The Creative Community Council 11/2011- 5/2012
3. Volunteer, first CAD Study Abroad Program in Cape Town, South Africa. 5/31/ 2014 - 7/25/ 2014.
4. Member, The Mission Promise Neighborhood Early Learning Group, March 2012- Present
5. Advisory Board Member, The Early Childhood Workforce Development Initiative, July 2012- Present
6. Member, Office of Early Care and Education, Citizens Advisory Committee , April 2015- Present
7. Chair, SF Office of Early Care and Education, Citizens Advisory Committee , July 2016- Present
8. Member, California Coalition for Equity in Early Care and Education, June 2015- Present
9. Member, Services Inventory Workgroup, Our Children, Our Families Council, October 2015-present
10. Member, National Association for the Education of Young Children (NAEYC) 2002-present
11. Member, California Association for the Education of Young Children (CAEYC) 2002-present
12. Member, National Association for Bilingual Education 2014- present



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions, Committees, & Task Forces

Name of Board, Commission, Committee, or Task Force: OECE Citizen's Advisory Committee

Seat # or Category (If applicable): CPAC Representative District: _____

Name: Sandee Blechman

Home Address: █ Fair Oaks Street, San Francisco Zip: 94110

Home Phone: █ Occupation: Executive Director

Work Phone: 415-276-2948 Employer: Children's Council

Business Address: 445 Church Street, San Francisco Zip: 94114

Business E-Mail: sandee@childrenscouncil.org Home E-Mail: █

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes No If No, where registered: _____

Resident of San Francisco Yes No If No, place of residence: _____

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

I have lived in San Francisco for 40 years (6 years in Glen Park, and 34 years in the Mission District) and raised my three children here. I currently live in the Mission District. I have worked in the city throughout my 40 years here, and have deep familiarity with the city, its neighborhoods and its communities through 40 years of personal and professional experiences.

Business and/or professional experience:

I have an MBA from Stanford and am a career-long non-profit executive with over 40 years experience. I have been CFO, COO and CEO and have worked at the San Francisco Art Institute, the Jewish Community Center of San Francisco, and Children's Council of San Francisco. For the past seven years, I've been Executive Director of Children's Council, providing leadership for the organization and working in collaboration with community partners to make quality early education a reality for all children in San Francisco. I also have also served on the Board of Directors and in other volunteer leadership capacities with a number of other San Francisco non-profit organizations.

Civic Activities:

Child Care Planning & Advisory Council (CPAC): Member 2011-2017; Chair, 2015-16; Chair, Policy & Legislation Committee, 2014, 2017 - present; Chair, Ad-Hoc Committee on the Reauthorization of Children's Fund and PEEF, 2013-14
DCYF Citizen's Advisory Committee 2014-15
OECE Citizen's Advisory Committee 2015-2018
Children's Fund Community Coalition Steering Committee 2012-2015
California Child Care Resource & Referral Network Board of Directors, 2017 to present

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made. (*Applications must be received 10 days before the scheduled hearing.*)

Date: 4/19/2018 Applicant's Signature: (required) Sandee L. Blechman

(Manually sign or type your complete name.
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

Please Note: Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

FOR OFFICE USE ONLY:
Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

SANDEE L. BLECHMAN

Fair Oaks Street, San Francisco, CA 94110

SUMMARY: Strategic and entrepreneurial executive, with experience in all facets of business administration and non-profit and social service management; has led three organizations through financial turnarounds and spearheaded development of one organization to national prominence in its field.

CAREER HISTORY

Children's Council of San Francisco

San Francisco, CA

Founded in 1973, Children's Council is at the heart of the San Francisco child care and early education community, helping families connect to child care that meets their needs and working with parents, child care providers, and community partners locally and statewide to make quality early care and education a reality for all San Francisco children. Children's Council's services reach an estimated 20,000 people per year. It has an annual budget of \$90 million (\$12 million operating budget and \$78 million in child care payments and provider income supports) and employs 110 staff.

Executive Director

2011-present

- Led organizational restructuring and secured financial resources to stabilize organization in the wake of 1/3 cut to state child care funding in 2010-2012
- Secured contracts with the City & County of San Francisco to help families connect with child care programs that meet their needs, administer child care subsidy services, support quality improvement efforts in early education programs, and build the supply of quality care
- Launched private fundraising program and grew private support to over \$500,000 in FY17-18
- Infused organizational culture with focus on quality, teamwork, client and community responsiveness, evaluation and leadership.
- Increased organizational visibility through strategic communications and outreach; developed brand concept, new visual identity, upgraded web site, and social media and new partnerships

Jewish Community Center of San Francisco

San Francisco, CA

The Jewish Community Center of San Francisco (JCCSF) is a major community institution providing a wide variety of cultural, educational, fitness and recreational programs for people of all ages and backgrounds. The JCCSF attracts 1.5 million visits per year by an estimated 50,000 different individuals, has 17,000 members, employs 500 people, has a \$29 million annual budget and has become renowned nationally and internationally as a leader in its field. The JCCSF is one of the largest providers of children's services in San Francisco, operating one of the largest preschools in SF with over 400 children at three locations, the Havurah Youth Center after-school childcare program which enrolls 120+ public school children, a large summer day camp serving children ages 2 and up, a large youth sports and recreation program, including sports leagues, aquatics, dance, art, gymnastics, and other specialty classes, a multi-faceted teen program and a parent education program.

Executive Director

2006-2009

- Led organizational growth from \$23 million to \$29 million annual budget with earned revenues from programs and operations accounting for \$22 million annually.
- Doubled operational fundraising from \$3.2 million in 2005-06 to \$6.7 million in 2007-08, including large multi-year grants from individuals and foundations and \$2.5 million for a special event; secured \$1 million endowment gift; launched planned giving program with \$2 million testamentary gift; launched *Showcase*, a new annual gala fundraising event
- Expanded preschool, after-school childcare, summer day camp, and recreation programs and developed new programs in response to market interest and increased demand resulting from reputation for programmatic excellence

- Launched new programs, including pioneering young adult program, community travel program, and innovative professional development program
- Secured lease for expansion of the JCCSF's Diller Family preschool and developed conceptual plans for new preschool site
- Developed plans and secured funding for building improvements and renovations, including renovation of the JCCSF Brotherhood Way preschool
- Increased outreach to and enrollment of lower income families in JCCSF programs through expansion and promotion of financial aid program
- Developed and implemented new defined contribution retirement plan to replace costly defined contribution plan; secured support from the staff union for this change
- Consulted to JCCs from across the country and overseas that are looking to the JCCSF as the model of the "new JCC" – a successful business enterprise, promoting Jewish life while attracting participation and support from the broader, diverse community

Chief Operating Officer

1997-2006

- Worked in close partnership with Executive Director and Board leadership to develop and implement building and business plans for new facility and \$85 million capital campaign to fund it
- Re-engineered the JCC business model; led program visioning and business planning for new facility
- Provided staff leadership for successful opening of new JCCSF facility; hired and mentored staff to implement new and expanded programs, including fitness & aquatics, arts & lectures, adult education, youth & teen programs, sports & recreation, and Jewish life
- Managed budget growth from \$7.5 million to \$23 million and staff growth from 110 to nearly 500.
- Led internal design team working with architects, contractors, and construction managers throughout the design, construction, furnishing and equipping of the new building and renovated preschool facility
- Managed development, purchase, and implementation of new technology and systems to support operations.
- Secured licensing for new and renovated preschool and childcare facilities
- Created and implemented transition plans, securing facilities and licensing for continuation of programs, including preschool, after-school, camp, recreation, and teen programs, during construction; worked with union to develop and implement severance package for staff of discontinued programs
- Successfully transitioned city-funded senior meals program during and after construction, working closely with San Francisco's Department of Aging and Adult Services and community partners
- Launched new commercial operations including restaurant, retail store, and parking garage.
- Created staff culture of enthusiastic engagement and commitment to goals of organization, shared values, and outstanding customer service
- Led development of strategic objectives as part of post-construction strategic planning process in 2005
- Developed program evaluation and participant feedback processes for fitness center, for all programs serving children and families, and for other programs as feasible
- Implemented staff training program for mandatory reporters in programs for families and children
- Worked closely with preschool leadership to develop and implement plans to strengthen professionalism of preschool staff and increase their compensation
- Launched annual fund program and annual fundraiser for preschool which together generated over \$500,000 per year to support preschool scholarships and professional development for preschool teachers.

Chief Financial and Administrative Officer

1995-1997

The JCCSF was newly incorporated as a stand-alone 501(c)3 organization after near bankruptcy led to the dissolution of its parent organization.

- Led financial turnaround of JCCSF which had previously lost \$1.5 million on an \$8 million budget
- Developed financial and operating systems for newly independent organization
- Worked closely with Board and Interim Executive Director to complete needs assessment and develop the strategy for institutional survival and future success -- a new facility and a capital campaign to fund it
- Created financial aid process for determining and administering financial aid packages for lower income families in preschool, after-school, and summer camp programs

- Increased enrollments in and net operating revenues from programs serving families and children, including preschool, after-school, summer camp, sports, and recreation programs
- Engendered improved staff morale, collegiality and teamwork
- Established excellent rapport with social services union that represented all teachers, teacher's aides, clerical staff and other employees; successfully negotiated collective bargaining agreements

San Francisco Art Institute
Vice President for Finance and Administration

San Francisco, CA
1985-1994

The San Francisco Art Institute is a venerated 130+-year-old fine arts college enrolling 700 students with a \$10.5 million budget that was experiencing significant financial difficulties and a leadership crisis.

- Led financial turnaround and restored financial stability by managing Institute to six consecutive years of surplus budgets after ten years of deficits.
- Led executive team in managing operations of Institute for year after resignation of president while Board conducted search for new CEO
- Managed financial operations, budgeting, human resources, systems, facilities, retail store and cafe operations, and technical and administrative services.
- Led development of strategic plans for Institute for 1987-90 and 1990-93
- Negotiated collective bargaining agreements with faculty and staff unions that restructured benefits, resolved job classification and job security issues, and in some years, included wage freezes.
- Developed and began implementation of facility master plan to address accessibility issues in historic facility

COMMUNITY SERVICE

- **Child Care Planning and Advisory Council (CPAC)** – Member, 2011-2017; Chair, 2015-2016; 1st Vice Chair 2013-14; Chair, Policy & Legislation Committee, 2014, 2017-2018; Chair, Ad Hoc Committee on the Reauthorization of Children's Fund and PEEF 2013-14
- **Department of Children, Youth & Their Families (DCYF) Citizen's Advisory Committee** – 2014-15
- **Children's Fund Community Coalition Steering Committee** – 2012-2015
- **Office of Early Care and Education, Citizen's Advisory Group** – 2015-2018
- **California Child Care Resource & Referral Network Board of Directors** – 2017 to present

VOLUNTEER LEADERSHIP

San Francisco Jewish Film Festival - Board of Trustees **2010-present**

- Vice Chair, 2013-2015; Treasurer, 2011-2012; 2016-2017; Development Committee Chair, 2013-2015

San Francisco Day School - Board of Trustees **1993-2002**

- Board President, 1999-2001; Treasurer, Finance Committee Chair, 1995-1999; Strategic Planning Committee, 1995-96
- **Annual Fund Chair** **1992-1995**

Jewish Vocational Service - Board of Directors **1991-1997**

- Officer, Executive Committee, 1992-1997; Chair, Strategic Planning Committee, 1994-95

EDUCATION

Stanford University, Graduate School of Business - MBA, 1977

Yale University - B.A. in History, Cum Laude, 1974

ADDITIONAL

Languages: Conversational Spanish; some French and Hebrew

Interests: Travel, golf, hiking, books, films, daily *NY Times* puzzles, Scrabble

International Experience: Volunteer ESL teacher, Durango, Mexico, 1972

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

VACANCY NOTICE

OFFICE OF EARLY CARE AND EDUCATION CITIZENS' ADVISORY COMMITTEE

Replaces All Previous Notices

NOTICE IS HEREBY GIVEN of the following seat information and term expirations (**in bold**), appointed by the Board of Supervisors:

Seat 6, Patricia Marie Sullivan, term expiring May 1, 2019, must be a family child care provider, for a two-year term.

Seat 7, succeeding Kathie Herrera-Autumn, term expiring May 1, 2018, must be a provider of early care and education at a community-based childcare center in San Francisco, but this member cannot be a San Francisco Unified School District provider, for a two-year term ending May 1, 2020.

Seat 8, Candace Wong, term expiring May 1, 2019, must be a family support provider, a provider or educator who works with children with special needs, a community member with expertise in early education, a member of the mental health community specializing in early care, a member of philanthropic organization, or a member of the business community with an interest in early care and education issues, for a two-year term.

Seat 9, Sandee Blechman, term expiring May 1, 2018, must be a representative of the Childcare Planning and Advisory Council and nominated to the Board of Supervisors, for a two-year term ending May 1, 2020.

Reports: The Advisory Committee worked with the Office of Early Care and Education to develop a strategic plan and proposal that addressed the expansion of quality universal early care in San Francisco.

Sunset Date: None.

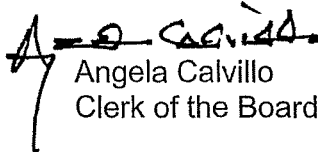
Additional information relating to the Office of Early Care and Education Citizens' Advisory Committee may be obtained by reviewing Administrative Code, Sections 2A.310 and 5.120, at <http://www.sfbos.org/sfmunicodes> or by visiting the Advisory Committee's website at <http://sfoece.org/>.

Interested persons may obtain an application from the Board of Supervisors website at http://www.sfbos.org/vacancy_application or from the Rules Committee Clerk, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689. Completed applications should be submitted to the Clerk of the Board. All applicants must be residents of San Francisco, unless otherwise stated.

Next Steps: Applicants who meet minimum qualifications will be contacted by the Rules Committee Clerk once the Rules Committee Chair determines the date of the hearing. Members of the Rules Committee will consider the appointment(s) at the meeting and applicant(s) may be asked to state their qualifications. The appointment(s) of the individual(s) who are recommended by the Rules Committee will be forwarded to the Board of Supervisors for final approval.

Please Note: Depending upon the posting date, a vacancy may have already been filled. To determine if a vacancy for this Committee is still available, or if you require additional information, please call the Rules Committee Clerk at (415) 554-5184.

Further Note: Additional seats on this body may be available through other appointing authorities, including the Mayor's Office


Angela Calvillo
Clerk of the Board

DATED/POSTED: February 27, 2018

San Francisco
BOARD OF SUPERVISORS

Date Printed: March 24, 2017

Date Established: January 18, 2015

Active

OFFICE OF EARLY CARE AND EDUCATION CITIZENS' ADVISORY COMMITTEE

Contact and Address:

Barbara Carlson
1650 Mission Street
Suite 312
San Francisco, CA 94103

Phone: (415) 355-3663

Fax:

Email: barbara.carlson@sfgov.org

Authority:

Administrative Code, Sections 2A.310 and 5.120 (Ordinance No. 261-14)

Board Qualifications:

The Office of Early Care and Education Citizens' Advisory Committee (Advisory Committee) was established to make recommendations to the Office of Early Care and Education (OECE) regarding their mission of providing early education for children ages zero to five in San Francisco and other City departments involved in early education initiatives. The Advisory Committee shall also advise the OECE on developing a strategic plan and a proposal for expanding high-quality early education in San Francisco, and offer expertise in the areas of policy, planning, collaboration, and strategic partnerships. The OECE shall provide staffing to the Advisory Committee, including information requests.

The Advisory Committee shall consist of a total of nine (9) members who shall be appointed by April 1, 2015.

The Mayor shall nominate five (5) members, effective immediately unless rejected by a two-thirds vote of the Board of Supervisors within 30 days following transmittal of the Mayor's notice of appointment to the Clerk of the Board of Supervisors, as follows:

> Seat 1: Must be a parent or guardian of a child who is enrolled in a facility that provides early care and education services, which includes child care, early care, preschool, infant and toddlers care.

> Seat 2: Must be a representative of the San Francisco Unified School District's Early Education Division, or any successor to that division, recommended by the Superintendent of Schools. If the Superintendent of Schools fails to make a recommendation by April 1, 2015, the

San Francisco
BOARD OF SUPERVISORS

Mayor ay nominate a person to hold this seat.

- > Seat 3: Must be an early care and education provider that serves infants and toddlers ages zero to three.
- > Seat 4: Must be a family support provider, a provider or educator who works with children with special needs, a community member with expertise in early education, a member of the mental health community specializing in early care, a member of a philanthropic organization, or a member of the business community with an interest in early care and education issues.
- > Seat 5: Must be a representative of an institution of higher education that specializes in early care and education.

The Board of Supervisors shall appoint four (4) members, as follows:

- > Seat 6: Must be a family child care provider.
- > Seat 7: Must be a provider of early care and education at a community-based childcare center in San Francisco, but this member cannot be a San Francisco Unified School District provider.
- > Seat 8: Must be a family support provider, a provider or educator who works with children with special needs, a community member with expertise in early education, a member of the mental health community specializing in early care, a member of philanthropic organization, or a member of the business community with an interest in early care and education issues.
- > Seat 9: Must be a representative of the Childcare Planning and Advisory Council recommended to the Board of Supervisors by the Childcare Planning and Advisory Council.

Members shall serve for two years, except that the members initially appointed to Seats 1, 3, 5, 7, and 9 shall serve for three years; thereafter, the members shall serve for two years. The terms of the initial appointees shall commence on May 1, 2015. No member shall serve more than two consecutive terms. Members serving more than half of an expired portion of a term shall count as serving a full term. The Advisory Committee shall meet at least four times a year and hold its first meeting by May 1, 2015.

Reports: The Advisory Committee shall work with the Office of Early care and Education to develop a strategic plan and proposal, to be submitted to the Board of Supervisors no later than January 1, 2016, that addresses the expansion of quality universal early care in San Francisco.

Sunset Date: None.

