

File No. 150903

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date September 24, 2015

Board of Supervisors Meeting

Date _____

Cmte Board

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

OTHER

(Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|--------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resume |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Alisa Somera

Date September 18, 2015

Completed by: _____

Date _____

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

MEMORANDUM

Date: September 10, 2015
To: Honorable Members, Board of Supervisors
From: *AC*/Angela Calvillo, Clerk of the Board
Subject: APPOINTMENT BY THE MAYOR

The Mayor has submitted the following initial appointment to the **Children, Youth, and Their Families Oversight and Advisory Committee**:

- **Linda Martley-Jordan**, seat 6, for a two-year term yet to be determined.

Pursuant to Administrative Code, Section 2A.233(d), a Supervisor may request a public hearing on the appointment to this Committee by notifying the Clerk in writing. Upon receipt of such notice, the Clerk shall refer the appointment to the Rules Committee so that it may be considered.

Please notify me in writing by **5:00 p.m., Thursday, September 17, 2015**, if you wish this appointment to be scheduled.

(Attachments)

OFFICE OF THE MAYOR
SAN FRANCISCO



Orig. Rules Clerk,
Boss, COB, Leg. Dep,
Dep. City Atty, Page,
EDWIN M. LEE
MAYOR
ac
FK

Notice of Appointment

September 8, 2015

San Francisco Board of Supervisors
City Hall, Room 244
1 Carlton B. Goodlett Place
San Francisco, California 94102

Handwritten notes and stamps on the right side of the page, including a large handwritten 'B' and vertical text that is partially illegible.

Honorable Board of Supervisors:

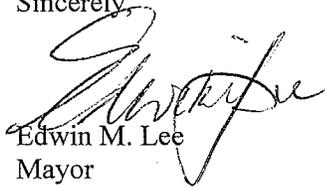
Pursuant to Section 16.108 of the Charter of the City and County of San Francisco, I hereby make the following appointment:

Linda Martley-Jordan, to Seat 6 of the Children, Youth and Families Oversight and Advisory Committee, for a term ending September 8, 2017

I am confident that Linda Martley-Jordan will serve our community well. Attached are her qualifications to serve, which demonstrate how this appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any questions related to this appointment, please contact my Director of Appointments, Nicole Elliott, at (415) 554-7940.

Sincerely,


Edwin M. Lee
Mayor

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

September 8, 2015

Angela Calvillo
Clerk of the Board, Board of Supervisors
San Francisco City Hall
1 Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Ms. Calvillo,

Pursuant to Section 16.108 of the Charter of the City and County of San Francisco, I hereby make the following appointment:

Linda Martley-Jordan, to Seat 6 of the Children, Youth and Families Oversight and Advisory Committee, for a term ending September 8, 2017

I am confident that Linda Martley-Jordan will serve our community well. Attached are her qualifications to serve, which demonstrate how this appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any questions related to this appointment, please contact my Director of Appointments, Nicole Elliott, at (415) 554-7940.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edwin M. Lee".

Edwin M. Lee
Mayor

Linda Martley-Jordan

Community Resource Specialist – African American Student/Parent Achievement Coordinator

EMPLOYMENT

Parent Community Coordinator SFUSD, San Francisco, Ca.

2009- Current

Connect African American students with existing site structures at Mission High School

- Conduct beginning-of-year orientation of newly incoming students & families grades 10-12 with special focus on African American population, introducing them to the school community, orientation opportunities, and available resources
- Act as liaison with the school site African American Parent Advisory Council (AAPAC) to optimize parent voice
- Meet with teachers and staff during CPT to support student academic and personal goals
- Coach teachers and staff in Culturally Relevant Pedagogy using strategies and protocols from Critical Friends Groups, Courageous Conversations About Race, and SF-CESS
- Connect students to available community services and opportunities for academic engagement and/or support
- Attend IEPs /504's for students so parents can proactively monitor student achievement during monthly and/or annual meetings
- Connect African American students with specific Historical Black College Universities and scholarship opportunities
- Impact college attendance and persistence by informing students of their post-secondary options including meeting with students and families to complete FAFSA application processes and coordinate post-secondary financial literacy workshops
- Maintain connections with San Francisco State University, UC Berkeley, SF City College Black Student Unions, NAACP Youth Council, Mission Graduates, 100 College Prep Institute, PACT Inc. Magic Zone, College Track and Bayview-Hunter Point Foundation and other CBOs

Design new structures to enhance African American academic achievement

- Facilitator and advisor for cross-grade level collaboration and intra-school student-student mentorships
- Serve as Black Student Union advisor and facilitate mentoring relationships with local higher education institutions community organizations and businesses including organizing student leadership opportunities and workshops for members of the BSU
- Promote lecture series of prominent African American professionals, artists and history makers for all students and families in collaboration with the Social Studies Department at MHS
- Provide specific support of future first-generation college students through Advisory class Grades 10-12
- Organize Rising 9th Grade Summer Program in collaboration with teachers and staff at MHS
- Collaborate with CBO's, AAPAC and SFUSD to conduct desired parent workshops
- Institute and Chair citywide college fair with more than 34 HBCU for San Francisco students
- Assist students in creating a "Student Teaching Work Sample" for students (K-5) at Cobb Elementary, the BSU, "Ujima Literacy Project"

Assess African American student progress for continuous improvement

- Analyze Data to identify individuals for various academic resources, tutorial services and/or credit retrieval summer programs
- Track grade progressions of African-African Student to proactively provide academic assistance and supports
- Monitor student academics, behavior, attendance and facilitate appropriate interventions in conjunction with faculty
- Developed and maintain CEP (Constant Engagement Process) of high expectations, cultural/academic/career exposure and experiences for African American students and families
- Identify and monitor CASHEE scores of students from 10th grade onward for CASHEE support to insure 100% student pass-rate by 12th grade in collaboration with counselors and teachers

Attendance Liaison SFUSD, San Francisco, Ca.

2005- 2009

Analyze and monitor daily attendance of Malcolm X and DeAvila elementary school students, with emphasis on preventive interventions with families of truant students.

Organizer in Training SEIU International, Oakland, Ca.

2004-2005

Develop and carry out organizing campaign plans for Licensed Family Child Care Providers in Alameda County. Identify, recruit, and develop members into leaders.

Segment Producer/Editor KRON/BAY-TV, San Francisco, CA

1994 - 2000

Edit tapes, record daily feeds, conduct trouble shooting on video equipment. Supervise and assign stories to three associate editors for the Bay TV Morning Show.

Linda Martley-Jordan Community Resource Specialist – African American Student/Parent Achievement Coordinator

ADVISORY COUNSEL & MEMBERSHIPS

- NAACP - Youth Council
- Black Women Organized for Political Action - Youth Action Coordinator (BWOPA)
- San Francisco Alliance of Black School Educators - HBCU Chair (SFABSE)
- African American Shakespeare - Education Committee
- My Brother/Sisters Keepers – Advisor (San Francisco Chapter)
- Phi Theta Kappa Honor Society
- National Council of Negro Women (San Francisco Chapter)
- Teachers 4 Social Justice
- The Black Teacher Project

TECHNICAL SKILLS

Videotape Editing – Analog and Digital Conference Center Audio/Visual Equipment
MS Office, Adobe Photoshop 6, Final Cut Pro Professional Video Camera Equipment

VOLUNTEER EXPERIENCE

Nov. 2003 - Aug. 2004	Reader at the Rose Resnick Lighthouse for the Blind
Sept. 2000 - Dec. 2000	Teacher Assistant in Speech Classes, Laney College,
Oct. 2000 - June 2000	Tutor, Presidio Middle School, SFUSD

EDUCATION

Fall 2001 – May 2004	University of California, Berkeley African American Studies Emphasis: Social Science
Jan. 2000 - May 2001	AA Degree, African American Studies, Laney College AA Degree, Social Science, Laney College AA Degree, General Studies, Laney College

ACCOLADES

- Certificate of Honor from SF District Attorney
- California Legislator Assembly Certificate of Recognition: Foster Care
- City and County of San Francisco Foster Youth Services Award
- Youth Support Award from National Sorority of Phi Delta Kappa
- SFUSD Board of Education Rave Award for Special Service

San Francisco
BOARD OF SUPERVISORS

Date Printed: September 14, 2015

Date Established: March 15, 2015

Active

**CHILDREN, YOUTH AND THEIR FAMILIES OVERSIGHT AND ADVISORY
COMMITTEE**

Contact and Address:

Emily Davis
1390 Market Street, Suite 900
Department of Children, Youth and Their Families
San Francisco, CA 94102

Phone: (415) 554-8991

Fax:

Email: emily.davis@sfgov.org

Authority:

Administrative Code, Sections 2A.233-2A.234, and Charter, Section 16.108-1 (Ordinance No. 15-15)

Board Qualifications:

The Children, Youth and Their Families Oversight and Advisory Committee (Oversight and Advisory Committee) was established pursuant to Charter, Section 16.108-1 (adopted by the voters as part of Proposition C at the November 2014 election), to review the governance and policies of the Department of Children, Youth and Their Families (DCYF), to monitor and participate in the administration of the Children and Youth Fund, and to take steps to ensure the Fund is administered in a manner accountable to the community.

The Oversight and Advisory Committee shall consist of eleven (11) members, as follows:

Appointed by the Mayor (effective 30 days after transmittal of the "Notice of Appointment" to the Board of Supervisors, who may hold a public hearing but cannot reject the appointment)

> Seat 1: A youth 19 years old or younger at the time of appointment for the term, recommended to the Mayor by the Youth Commission (this member is not subject to the elector requirement since they may be younger than 18 years old).

> Seat 2: A youth 19 years old or younger at the time of appointment for the term, recommended to the Mayor by the Youth Commission (this member is not subject to the elector requirement since they may be younger than 18 years old).

> Seat 3: A parent or guardian of a youth, which youth, at the time of the member's appointment for the term, is under the age of 18 years and enrolled in the San Francisco Unified

San Francisco
BOARD OF SUPERVISORS

School District. This member shall have demonstrated commitment to improving access to the quality of services for children, youth and families.

> Seat 4: A person with expertise or substantial experience working in services and programs for children ages 5 and younger.

> Seat 5: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or underserved.

> Seat 6: A person who has demonstrated commitment to improving access and quality of services for children, youth and families in communities that are low-income or underserved.

Appointed by the Board of Supervisors

> Seat 7: A person who is a disconnected transitional-aged youth, as that term is used in Charter, Section 16.108, 18 through 24 years of age at the time of appointment, and who is familiar with the issues and challenges faced by disconnected transitional-aged youth and with services, programs, and systems for them.

> Seat 8: A parent or guardian of a child, which child is enrolled in kindergarten through 8th grade at the time of the member's appointment for the term. This member shall be from a low-income community or have expertise or substantial experience working to promote the interests of communities of color and shall have demonstrated a commitment to improving access and quality of services for children, youth and families.

> Seat 9: A parent or guardian of a child, which child, at the time of the member's appointment for the term, is under the age of 5 years and enrolled in a publicly-subsidized or City-funded program. This member shall have demonstrated a commitment to improving access and quality of services for children, youth and families.

> Seat 10: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or underserved.

> Seat 11: A person who has demonstrated commitment to improving access to and quality of services for children, youth and families.

Exclusions: Current City employees who are at the department head or deputy department head level of authority, San Francisco Unified School District (SFUSD) employees who are at the Director or Assistant Superintendent level of authority or higher, and current employees or members of the board of directors for organizations where DCYF is the decision-maker for funding may not serve as members of the Oversight and Advisory Committee. A part-time intern with a DCYF-funded organization who is 24 years old or younger shall not be considered an employee of that organization.

The Mayor and Board of Supervisors shall appoint the initial members by July 1, 2015. The terms of the initial appointees shall commence on the first date of the meeting and no later than July 1, 2015. Members may not serve more than two consecutive two-year terms, except that the members initially appointed to seats 1, 3, 5, 7, 9, and 11 shall serve for a first term of three

San Francisco
BOARD OF SUPERVISORS

years. Serving more than half of a term shall count as serving a full term.

The Department of Children, Youth and Their Families shall provide staffing for the Oversight and Advisory Committee and the Youth Commission shall provide support to the members in seats 1, 2 and 7.

Reports: None

Sunset Date: None