

File No. 150394

Committee Item No. 8

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date April 23, 2015

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input 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 checked="" 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

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Completed by: Alisa Somera Date April 17, 2015

Completed by: _____ Date _____

1 [Appointments, Office of Early Care and Education Citizens' Advisory Committee - Meredith
2 Osborn, Carla Bryant, Yohana Quiroz, September Jarrett, and Lygia Stebbing]

3 **Motion approving/rejecting the Mayor's appointments of Carla Bryant and September**
4 **Jarrett, terms ending May 1, 2017, and Meredith Osborn, Yohana Quiroz, and Lygia**
5 **Stebbing, terms ending May 1, 2018, to the Office of Early Care and Education Citizens'**
6 **Advisory Committee.**

7
8 WHEREAS, Pursuant to Administrative Code, Section 5.122(a), the Mayor has
9 submitted a communication notifying the Board of Supervisors of the following appointments
10 to the Office of Early Care and Education Citizens' Advisory Committee, received by the Clerk
11 of the Board on April 8, 2015:

12 Meredith Osborn, seat 1, term ending May 1, 2018

13 Carla Bryant, seat 2, term ending May 1, 2017

14 Yohana Quiroz, seat 3, term ending May 1, 2018

15 September Jarrett, seat 4, term ending May 1, 2017

16 Lygia Stebbing, seat 5, term ending May 1, 2018; and

17 WHEREAS, Under Administrative Code, Section 5.122(a), the Board of Supervisors
18 has the authority to reject the appointment by a two-thirds vote (eight votes) within thirty days
19 following transmittal of the Mayor's Notice of Appointment, and the failure of the Board to
20 reject the appointment by two-thirds vote within the thirty day time period shall result in the
21 appointee continuing to serve as appointed; now, therefore, be it

22 **MOVED, That the Board of Supervisors hereby approves/rejects the Mayor's**
23 **appointments of Carla Bryant and September Jarrett, terms ending May 1, 2017, and**
24 **Meredith Osborn, Yohana Quiroz, and Lygia Stebbing, terms ending May 1, 2018, to the**
25 **Office of Early Care and Education Citizens' Advisory Committee.**

Member, Board of Supervisors
District 11



RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

City and County of San Francisco
2015 APR 14 AM 11:08

BJ


BOS 11, COB,

Rules, Leg
Dep,

Citygath,
Mayoral
Contact

JOHN AVALOS

Memorandum

To: Angela Calvillo, Clerk of the Board
From: John Avalos 
Date: April 14, 2015
RE: Request to schedule a Rules Committee hearing

We would like to request the following Mayoral appointment to be scheduled for a Rules Committee hearing on April 23, 2015:

Debbie Mesloh to the Commission on the Status of Women, term ending November 18, 2018

We would like to request the following Mayoral appointments to the Office of Early Care and Education Citizens Advisory Committee be scheduled for a Rules Committee hearing on April 23, 2015:

Meredith Osborn (seat 1), term ending May 1, 2018
Carla Bryant (seat 2), term ending May 1, 2017
Yohana Quiroz (seat 3), term ending May 1, 2018
September Jarrett (seat 4), term ending May 1, 2017
Lygia Stebbing (seat 5), term ending May 1, 2018

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: April 10, 2015
To: Honorable Members, Board of Supervisors
From: *ace* Angela Calvillo, Clerk of the Board
Subject: APPOINTMENTS BY THE MAYOR

The Mayor has submitted the following new appointments to the **Office of Early Care and Education Citizens' Advisory Committee**:

- **Meredith Osborn** (seat 1), term ending May 1, 2018
- **Carla Bryant** (seat 2), term ending May 1, 2017
- **Yohana Quiroz** (seat 3), term ending May 1, 2018
- **September Jarrett** (seat 4), term ending May 1, 2017
- **Lygia Stebbing** (seat 5), term ending May 1, 2018

Under the Board's Rules of Order, a Supervisor may request a hearing on an appointment by notifying the Clerk in writing.

Upon receipt of such request for a hearing, the Clerk shall refer the appointment to the Rules Committee so that the Board may consider the appointment and act within 30 days of the appointment as provided in Administrative Code, Section 5.122(a).

Please notify me in writing by **5:00 p.m., Thursday, April 16, 2015**, if you wish any of these appointments to be scheduled for a hearing.

(Attachments)

Somera, Alisa (BOS)

From: Wheaton, Nicole (MYR)
Sent: Thursday, April 09, 2015 5:09 PM
Subject: RE: Mayor's OECE CAC Appointments

Alisa,

Thanks for the email and apologies for the delay. Yes, their terms are effective May 1 per the leg (although looking back, the language is a bit confusion as it states that the Mayor must nominate by April 1 and the Mayor's appointments take effect immediately, under section 5.122).

And yes, Carla's term should end in 2017.

Thanks for the clarifying email and let me know if you have any questions.

Nicole A. Elliott
Legislative Director
Commission & Board Liaison
Office of Mayor Edwin M. Lee
(415) 554-7940

From: Somera, Alisa (BOS)
Sent: Thursday, April 09, 2015 9:02 AM
To: Wheaton, Nicole (MYR)
Subject: Mayor's OECE CAC Appointments

Good Morning Nicole,

I received the Mayor's notice of appointments to the OECE CAC, but I have the following corrections (per Administrative Code, Section 5.123(a):

- All terms commence on May 1, 2015, so the terms ending should also be a May 1st date
- Carla Bryant (seat 2) term expiration should be May 1, **2017**

Can you please confirm and I'll make a note of the changes? Thanks.

Alisa Somera

Assistant Clerk
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
415.554.4447 direct | 415.554.5163 fax
alisa.somera@sfgov.org

Click [HERE](#) to complete a Board of Supervisors Customer Service Satisfaction form.

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***Disclosures:** Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone*

OFFICE OF THE MAYOR  
SAN FRANCISCO



Leg Clerks, COB, Leg DD  
City atty, Parks clerk  
EDWIN M. LEE C page  
MAYOR AC File

April 8, 2015

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

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2015 APR -8 PM 4:53  
-348

Dear Ms. Calvillo,

Pursuant to the San Francisco Charter section 3.100(18), I hereby make the following nominations:

Meredith Osborn, to Seat 1 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

Carla Bryant, to Seat 2 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

Yohana Quiroz, to Seat 3 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018


September Jarrett, to Seat 4 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2017

Lygia Stebbing, to Seat 5 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

I am confident that Ms. Osborn, Ms. Bryant, Ms. Quiroz, Ms. Jarrett, and Ms. Stebbing, electors of the City and County, will serve our community well. Attached herein for your reference are their qualifications to serve.

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

Sincerely,

  
Edwin M. Lee  
Mayor

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

**Notice of Appointment**

April 8, 2015

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

Honorable Board of Supervisors:

Pursuant to the San Francisco Charter Section 3.100(18), I hereby make the following nominations:

Meredith Osborn, to Seat 1 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

Carla Bryant, to Seat 2 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

Yohana Quiroz, to Seat 3 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

September Jarrett, to Seat 4 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2017

Lygia Stebbing, to Seat 5 of the Office of Early Care and Education Citizens' Advisory Committee, for a term ending April 8, 2018

I am confident that Ms. Osborn, Ms. Bryant, Ms. Quiroz, Ms. Jarrett, and Ms. Stebbing, electors of the City and County, will serve our community well. Attached herein for your reference are their qualifications to serve.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Edwin M. Lee".  
Edwin M. Lee  
Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2015 APR -8 PM 4:52  
BY *2115*



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 Council

Seat # or Category (If applicable): Mayoral Appointment District: \_\_\_\_\_

Name: Meredith B. Osborn

Home Address: Irving Street, San Francisco, CA Zip: 94122

Home Phone: (617) [REDACTED] Occupation: Assistant U.S. Attorney

Work Phone: (415) 436-7200 Employer: Department of Justice

Business Address: 450 Golden Gate Ave., San Francisco, CA Zip: 94102

Business E-Mail: meredith.osborn@usdoj.gov Home E-Mail: meredith.osborn@ [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: \_\_\_\_\_

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 grew up in San Francisco and attended public schools in the San Francisco Unified School District. As a child, I also attended two preschools in the city - the JCC and Pacific Primary. I am a full-time working mother and I take public transportation with my two daughters from our home in the Inner Sunset to their publicly funded daycare/preschool in the South of Market neighborhood (Yerba Buena Gardens Childcare Center). I have served on my children's childcare center's Parent Advisory Committee for two years, serving as president in the last year. This experience has made me acutely aware of the many challenges that working families face while trying to raise their children in the city. As the costs of childcare keep rising, the recognition of the importance of quality early childhood education is growing, locally and nationally. We appear to be on the verge of a pivotal moment as there is a growing consensus that universal quality early childhood education is not only possible and desirable, it is necessary for economic growth and to combat growing inequality. It is critically important that we seize this opportunity to make quality early childhood education affordable for all families. San Francisco has an opportunity to be a leader in this area, as it has in so many others. My family is committed to staying in San Francisco and dedicated to serving the community in our full-time jobs and our volunteer activities.



**Business and/or professional experience:**

Federal prosecutor handling criminal appeals on behalf of the United States government.  
One of the founding employees of the Consumer Financial Protection Bureau, a new federal agency created in the wake of the financial crisis. Worked for three years as an Enforcement Attorney at the Bureau, investigating and prosecuting violations of the Federal consumer financial laws. Helped recoup over \$2 million for American consumers from companies engaged in unlawful acts and practices.  
Worked for two years as a Deputy City Attorney in the San Francisco City Attorney's Office. Represented city and SFUSD employees in lawsuits arising out of their official duties.  
Worked for one year as an associate in a Boston law firm, representing clients under investigation by the U.S. Attorney's Office and in civil litigation.

**Civic Activities:**

Member, SFMTA Pedestrian Safety Advisory Committee, 2015 - present  
Executive Committee, San Francisco Bar Association Litigation Section, 2013 - 2014  
Member, California Bar Consumer Financial Services Committee, 2014  
President, Parent Advisory Committee for Yerba Buena Gardens Childcare Center, 2013 - 2014  
Fundraising Chair, Parent Advisory Committee for Yerba Buena Gardens Childcare Center, 2012-2013  
Member, Inner Sunset Neighbors, 2014 - present  
Member, Fair Oaks Community Coalition, 2007 - 2009  
Chair, San Francisco Youth Commission, 1997 - 1998

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: March 13 2015 Applicant's Signature: (required) Meredith Blagden Osborn

(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: \_\_\_\_\_

**Carla Bryant, Chief, Early Education Department, San Francisco Unified School District**

*Carla Bryant has over 30 years of national experience creating culturally competent policies, programs, and procedures for comprehensive early learning, P-3, elementary, family support and after school programs. As the Chief of the Early Education Department for San Francisco Unified School District (SFUSD), she is responsible for administrating 12 early education schools with prekindergarten (PK) through transitional kindergarten (TK) students, supporting 74 elementary schools in aligning curriculum and instruction in PK-3rd grades, and integrating community based PK and District practices with the assistance of City departments including First 5 San Francisco. Before coming to SFUSD, Carla was a strategic advisor for the City of Seattle, where she co-created Seattle Early Education Collaborative (SEEC). Bryant anticipates completing her PhD at the University of Washington in Special Education in the spring of 2015.*



Feb. 9. 2015 1:55PM

No. 0242 P. 1

Save Form

Print Form



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

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
FEB -9 PM 1:54  
AK

### 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: Lowell Avenue Richmond CA Zip: 94804

Home Phone: (415) [REDACTED] Occupation: Director, CYF Division

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: yquiroz510@ [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:

Since 1997, I've worked at Felton| Family Service Agency of San Francisco, the oldest private non-profit organization which was established in 1889. I was raised in SF's Mission District and I am a product of our SF public school district. I am currently a provider of the largest Infant Toddler inclusion program in SF. I have over 17 years of experience working with diverse, low income at risk clients with multiple challenges and abilities: Infants, toddlers and preschool children, including those with identified developmental delays and/or chronic medical conditions. Youth, including transitional age youth, pregnant/parenting teens, homeless and in foster care. Families, including low income, teen parents, immigrant, monolingual and homeless populations. I earned my B.A. degree in Child & Adolescent Development with an emphasis on Early Childhood Education from San Francisco State University and I am currently completing my M.A in Organization and Leadership in Education at the University of San Francisco. I believe I poses excellent leadership and organizational skills and the ability to interact and communicate effectively with children, youth and adults from different cultural and all socioeconomic backgrounds.

**Business and/or professional experience:**

For the past 4 years, I have been the Children, Youth and Families Division Director and responsible for overseeing and leading successful interdisciplinary & integrated programs for children, youth and their families to include: Family & Hilltop Developmental Centers, providing early childhood education and early intervention services for infants, toddlers and preschool children ages birth to six years old. Full Circle Family Program, providing case management, individual and family therapy for children & youth 4-21 yrs old. The Teenage Pregnancy and Parenting Program and the Young Family Resource Center, 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 \$4.5 million dollars of local, state, federal and private funding and supervision of approximately 90 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:**

Since 2011 I've been an active member of the EDvance Workforce Development Advisory Committee. This summer, I went to volunteer 40 hours a week for eight weeks in the crèches (preschools) in the township of Vrygrond just outside of Cape Town, South Africa. Given my experience leading ECE programs, I was invited to support in the coordination of this program, modeling best practices, coaching and mentoring early childhood teachers. I am an active leader in the ECE community and the leadership roles (formal and informal) I hold/have held have had a profound effect on me and instilled in me a passion for leadership, community partnerships, social justice, change and innovation. My belief is that as leaders in education, we must be pedagogical and business leaders, visionaries, and entrepreneurs, and continue to develop the theories and skills needed to navigate the political, legal, organizational, economic, and interpersonal dynamics in which our field currently operates. I am constantly looking for opportunities to become an active agent for change through leadership, advocacy, implementing innovative practices and sharing the responsibility for our children's success in our communities.

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: 1/30/2015 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: \_\_\_\_\_

01/20/12

# SEPTEMBER J. JARRETT

Capistrano Avenue

San Francisco, CA 94112

ph. 415

septemberjarrett@

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## PROGRAM LEADERSHIP | COLLABORATION | SYSTEMS CHANGE | COMMUNITY DEVELOPMENT

Innovative leader with proven experience having effectively designed and implemented programs and policies that improve the resources and opportunities available to low-income, at-risk families and children. Exceptional ability to engage diverse groups and communities to reach mutually beneficial results. Experience working with consumers, service providers, and government, as well as national nonprofits. Demonstrated excellence using outcome-driven decision-making, community planning, capacity building, and evaluation to strengthen programs serving children, families and communities.

---

## PROFESSIONAL EXPERIENCE

### Mimi and Peter Haas Fund- San Francisco, CA

*Program Director* (June 2012 - present)

- Develop and implement early childhood funding strategies to improve the social and economic outcomes for San Francisco's most vulnerable families.
- Foster strong relationships with grantees, public sector partners, philanthropic and corporate colleagues.
- Research and recommend new philanthropic investments for Board of Trustees.

### Mayor's Office of Housing, City and County of San Francisco - San Francisco, CA

*Deputy Director, Interagency Planning* (May 2009 - 2012)

- Facilitated inter-departmental planning, design and implementation of high impact strategies to improve the social and economic outcomes for San Francisco's most vulnerable families.
- Lead human service design and delivery for HOPE SF, a \$6 billion public-private partnership seeking to rebuild 8 distressed public housing developments into thriving, mixed-income communities.
- Increased public housing resident access to human service opportunities by 12%.
- Raised funding, as part of a collaborative team, from public and private sources. Key member of team securing \$30.5 million federal Choice Neighborhoods Initiative grant, and contributor to Campaign for HOPE SF seeking to raise \$25 million over 5 years.

### Department of Children, Youth & Their Families - San Francisco, CA

*Director of Policy & Planning* (September 2005 - May 2009)

- Oversaw the development and implementation of policy agenda and grant strategy for innovative children's department.
- Lead community needs assessment, children's services allocation plan, and request for proposal development for \$55 million dollar grant making department. Analyzed grant requests and evaluated grantee performance.
- Primary author of policy and planning documents, public presentations, grant analysis and recommendations.
- Staffed Mayor Gavin Newsom's Policy Council on Children, Youth & Families, a public-private body focused on developing policy and programs for decreasing family flight.

### **Independent Consultant – San Francisco, CA**

(September 2002 – 2005)

Provided management, leadership, strategic and analytic services to nonprofit and public organizations serving children and families. Products included:

- Conducted cost modeling and program design for San Francisco Preschool for All, a universal preschool program for four-year-olds and their families.
- Prepared human service funding recommendations for local and national foundations.
- Developed executive transition plan for Coleman Advocates for Children & Youth.
- Designed organizational capacity building program for 15 publicly-funded child care centers.
- Developed courses and training on child care lending for National Community Capital Association, an association of community development financial institutions.

### **Low Income Investment Fund – San Francisco, CA**

*Director, Child Care Facilities Fund* (January 1997- 2002)

- Forged new child care line of business for national community development intermediary to provide technical assistance and financial products to improve the quality and expand the supply of child care serving families in high need areas.
- Set strategic direction, developed business plan, raised public and private funding exceeding \$20 million, designed programs, evaluated results, supervised 5 person staff and conducted policy advocacy at local, state and federal levels.
- Formed and worked with Advisory Boards in three key regions.
- Lead creation and implementation of award winning San Francisco public/private partnership resulting in more than 2,000 new child care spaces in licensed child care centers and family child care homes over three years.

### **Other Professional Positions**

#### **Office of Housing and Neighborhood Development – Oakland, CA**

*Program Assistant* (November 1993 - May 1994)

#### **Community Development Research Center – New York, NY**

*Research Assistant* (September 1991 - June 1993)

#### **Community Housing Partnership – San Francisco, CA**

*Program Development Assistant* (September 1990- August 1991)

#### **Coalition on Homelessness – San Francisco, CA**

*Intern/Staff Person* (September 1990 - August 1991)

### **EDUCATION**

#### **New School for Social Research, New York, NY**

*Graduate School of Management and Urban Policy*

- M.S., Urban Policy Analysis and Management; With Honors, May 1993
- Teaching Assistant: Community Development & Real Estate Development

#### **San Francisco State University, San Francisco, CA**

*Urban Studies*

- B.A., Cum Laude, August 1991

## SELECTED WRITINGS

- *Community Needs Assessment*, Lead Writer, Department of Children, Youth & Their Families, 2009.
- *Children's Services Allocation Plan 2007 - 2010*, Lead Writer, Department of Children, Youth & Their Families, 2007.
- *Considerations for Child Care Providers Partnering with Housing Developers in California*, Lead Writer, Building Child Care Collaborative, 2002
- *Child Care Facility Development and Financing: Barriers and Recommendations: A Report to the California State Legislature*, Lead Writer, Building Child Care Collaborative, 2001
- *Financing Child Care: Challenges and Opportunities*, Community Investments, Federal Reserve Bank of San Francisco, Fall 1998

## COMMUNITY ACTIVITIES

- San Francisco Child Care Planning and Advisory Council, *Officer*, 1999 - 2003, 2014 - present
- Homeless Prenatal Program, *Secretary Board of Directors*, 2013 - present
- St. Martin De Porres House of Hospitality, *Secretary Board of Directors*, 2007 - present
- St. Martin De Porres House of Hospitality, *Volunteer Crew Chief*, 1987 - present
- The Laurel School, *Secretary, Board of Directors*, 2011 - 2014
- First Five San Francisco, *Commissioner/Secretary*, 2006 - 2009
- Miraloma Elementary PTA, *Grounds Committee Co-Chair*, 2004 - 2009
- Gates and Bridges Preschool, *Secretary*, 2006 - 2008
- Support for Families of Children with Disabilities, *Secretary*, 2004- 2005.
- Northern California Community Loan Fund, *Loan Committee Member* 2003 - 2005
- San Francisco Council of Parent Participation Nursery Schools, *Secretary*, 2003-2004.
- National Children's Facilities Network, *Officer*, 2000- 2002
- Caduceus Outreach Services, *Co-Founder and Board Member*, 1995 - 2002
- Mission Bay Citizen's Advisory Committee, *Member*, 1999 - 2002
- Coalition on Homelessness, *Board Member*, 1993 - 1998
- Community Housing Partnership Services Committee, *Member*, 1993 -1998

## Lygia Marie Stebbing

■ Aztec Street, San Francisco, CA 94110 ♦ (415) ■ ■ lygias@ ■ ■

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### PROFESSIONAL EXPERIENCE

#### Director

2011- Present

##### **EDvance San Francisco, San Francisco State University ♦ San Francisco, California**

- ♦ Oversee the City of San Francisco's Professional Development Initiative for early childhood educators, including the development of five pathways serving over 260 students annually in order to maintain diversity and increase educational levels of the early childhood workforce
- ♦ Manage a team of four full-time staff and 10 part-time staff
- ♦ Develop, oversee and evaluate community-based workshops to increase college access among underserved populations, working closely with community partners and faculty from various disciplines
- ♦ Facilitate on-going community wide meetings with City funders and stakeholders to inform City and Statewide strategies on workforce development strategies and to respond to community needs
- ♦ Coordinate course sequencing, writing-in-the -discipline and evaluation work groups to strengthen academic outcomes for students
- ♦ Partner with San Francisco's Human Services Agency to develop and implement California's Early Childhood Registry pilot

#### Lecturer

2003 – Present

##### **San Francisco State University ♦ San Francisco, California**

- ♦ Teach writing-intensive courses designed to increase student's knowledge of social justice and child development topics
- ♦ Designed the "Jumpstart as a Course" service-learning model and rolled out its replication to over 30 university programs nationwide
- ♦ Create and instruct curriculum, which contextualizes critical issues in education with required general education courses (math, writing, critical thinking, communication)
- ♦ Co-lead a strategic plan to sequence curriculum within the Child Development Department to scaffold students' academic and professional competencies

#### Director

2009 – Present

##### **Metro Academies of Child and Adolescent Development SFSU/CCSF ♦ San Francisco, California**

- ♦ Oversee the implementation and design of programs at both City College of San Francisco (CCSF) and at San Francisco State University (SFSU) aimed at strengthening academic skills while boosting college completion rates among first-generation college students
- ♦ Provide case management and manage academic standing in Salesforce database for 80 students annually
- ♦ Design and implement a performance measurement system based upon program goals and needs assessment

#### Bay Area Director/Regional Program Lead

2006 - 2009

##### **Jumpstart for Young Children, Inc. ♦ San Francisco, California**

- ♦ Led integration of high-quality Jumpstart program model to meet specific community needs and engaged 800 college students to serve 3,500 under-privileged children in San Francisco, Los Angeles and Fresno
  - Supported 12 universities' program implementation, managed 10 university site staff, and achieved highest scores for quality programming in the national network
  - Developed and executed early childhood education and management trainings to address the needs of a variety of Jumpstart and external audiences
  - Designed program enhancements to increase impact while decreasing overhead, including Jumpstart's new Older Adult Corps pilot, which builds off of the traditional college student model to engage baby boomers
- ♦ Launched San Francisco's first-ever Early Literacy Initiative in partnership with city government to serve 6,000 low-income Bayview and Visitacion Valley children and families via 94 events in its initial year
  - Created programming, developed strategic plan, managed five full time staff, and facilitated community collaborations to effectively exceed all first-year program goals
  - Stewarded funding relationships via in-person meetings, grant development and reporting for city stakeholders including San Francisco's Department of Children, Youth, and Their Families, Mayor's Office of Community Development, Communities of Opportunity, First 5 San Francisco, and the Mimi and Peter Haas Foundation
  - Developed targeted collaborations with national and community-based organizations including the San Francisco Public Library, Raising a Reader, Family Ambassadors, KQED, Bring Me a Book Foundation, Bayview Mobilization in our Communities (BMAGIC), and others
  - Led implementation of Jumpstart's curriculum pilot, embedding complementary take-home library component and family workshops as part of the model



**Jumpstart Site Director****2002 -2006****San Francisco State University ♦ San Francisco, California**

- ♦ Directed all aspects of Jumpstart program implementation at San Francisco State University and City College of San Francisco Jumpstart Programs including managing three full-time staff
- ♦ Increased San Francisco program size from 40 college students serving 50 children to 160 college students serving 600 children, demonstrating cost-effective same site growth now replicated throughout the Jumpstart network
- ♦ Cultivated strong partnerships with teachers and administrators at 26 preschools in Bayview, Visitacion Valley, Mission and Richmond Districts
- ♦ Recruited, hired, trained, supervised and provided ongoing support (through classroom observations, formal evaluations, and consistent communication) for college student Corps Members and Team Leaders
- ♦ Administered all AmeriCorps and university compliance protocols including managing a \$350,000 budget and a \$200,000 federal work-study allotment
- ♦ Orchestrated "Jumpstart For A Day," an annual literacy event attended by over 1,000 children, parents and teachers, and assisted in additional planning for San Francisco's Week of the Young Child events
- ♦ Achieved highest assessment scores in Jumpstart's national network during the 2003-2004 and 2004-2005 school years

**Program Director****1998 - 1999****Oaxaca Street Children's Program ♦ Oaxaca, Mexico**

- ♦ Managed educational program to ensure that 250 street and indigenous children had the opportunity and the necessary health and support systems to attend school
- ♦ Led all aspects of program administration including managing 50 staff and volunteers, maintaining \$100,000 budget, cultivating donor sponsorships, and implementing organization's operational goals
- ♦ Implemented new programs to monitor children's academic progress, tutor children in need of extra help, and provide crucial after-school enrichment activities
- ♦ Managed all operations connected to individuals' school enrollment such as obtaining legal documentation, ensuring necessary health checks, purchasing books and uniforms, selecting appropriate schools, and paying tuition
- ♦ Formed formal and informal partnerships with Mexican nonprofit, governmental and social organizations to ensure execution of quality, non-duplicative services for this specific, select population
- ♦ Became a part of the local indigenous community via personal relationships with children, families and school directors, and by being the first volunteer to acquire conversational use of the indigenous language "Triqui"

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**EDUCATION****San Francisco State University****2009 - 2012****Doctorate in Educational Leadership**

- ♦ Recipient of Packard Fellowship aimed at examining the effects of implementing a P-3 Credential in California. This research was used to inform policy changes to California teacher credentialing
- ♦ Enrolled in rigorous course work while working full-time

**San Francisco State University****2002 -2006****Masters of Arts**

- ♦ Major in Education, Concentration Early Childhood Education, GPA: 3.9
- ♦ Completed Master's program while teaching a course and directing Jumpstart's largest university program

**Jumpstart Department of Education****2004 -2004****Trainer of Trainers**

- ♦ Selected from 100 nominees to be one of 10 participants in rigorous four-month training institute
- ♦ Received certification in training Jumpstart early childhood philosophies and best practices

**University of Delaware****1994 - 1998****Bachelor of Arts and Science**

- ♦ Major in International Relations, Minor in Economics, GPA: 3.6
- ♦ Participated in two academic semester-long study abroad sessions in Costa Rica and Spain

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**LANGUAGE SKILLS**

- ♦ Fluent in Spanish
  - ♦ Conversational use of "Triqui", a local Oaxacan indigenous language
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## COMPUTER SKILLS

- ◆ Microsoft Office, Mac Applications, Salesforce, E-tapestry fundraising software, and CMS government grant reporting software

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## VOLUNTEER WORK

### Tutor/ Mentor

2001 - 2002

#### *I Have a Dream Foundation ◆ San Francisco, California*

- ◆ Worked with at-risk children to improve reading and math skills in an after-school program
- ◆ Developed educational lectures to enhance children's academic performance

### Development Coordinator

2000

#### *Casa de la Mujer ◆ Oaxaca, Mexico*

- ◆ Fundraised for a Oaxacan women's rights organization aimed at providing scholarships for indigenous women
- ◆ Orchestrated a benefit concert with Lila Downs attended by over 1,000 people

### Bilingual Tutor

1997 - 1998

#### *Latin American Community Center ◆ Wilmington, Delaware*

- ◆ Worked as a bilingual tutor for underserved youth
  - ◆ Implemented and conducted active learning activities that enhanced children's academic progress
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San Francisco  
BOARD OF SUPERVISORS

Date Printed: April 17, 2015

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](mailto: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  
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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.