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CITY OF OAKLAND



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Office of the Mayor  
Honorable Ronald V. Dellums  
Mayor

(510) 238-3141  
FAX (510) 238-4731  
TDD (510) 238-3254

Letter of Appointment

October 20, 2009

The Honorable City Council  
One City Hall Plaza, Second Floor  
Oakland, CA 94612

Dear President Brunner and members of the City Council:

Pursuant to City Charter section 601, the Mayor has appointed the following person as member of the following Board or Commission, subject to City Council confirmation:

**Violence Prevention and Public Safety Oversight Committee**

**Qa'id T. Aqueel**, Mayoral appointment, recommended by Councilmember Kaplan (At-Large) to serve the term beginning March 26, 2009 and ending March 25, 2010 filling the seat previously held by Marcus Johnson.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Ronald V. Dellums". The signature is fluid and cursive.

Ronald V. Dellums  
Mayor

# QA'ID T. AQEEL

## EDUCATION

**California State University, Hayward** - *Master's Degree in Public Administration, June 2003*

Concentration in Public Management

**California State University, Hayward** - *Bachelor of Arts in Sociology, December 1996*

Concentration in Social Services with a Minor in Ethnic Studies

## WORK EXPERIENCE

### **Attend and Achieve Department—Oakland Unified School District (August 2008-Currently)**

#### *Community Coordinator Program Assistant*

- Preparing a wide range of reports and correspondence
- Assisting in the coordination of meetings, including the recording of minutes
- Facilitating Student Attendance Review Board Hearing for truant students
- Coordinating and planning truancy walk in targeted communities
- Providing support to improve schools with a high truancy rate
- Linking truant students into school and community base organization resources to ensure to their attendance and academics improve
- Conduct and coordinate home visits with those students who are truant
- Preparing District Attorney referrals for those parents and students who were not in compliance with California Law Education Code Section 48260.5 and breeching the Student Attendance Review Board Contract

### **Havenscourt Small Schools —Oakland, Ca (January 2006- June 2008)**

#### *Community Coordinator Program Assistant*

- Managed staff developed databases, data entry and preparing monthly reports.
- Supported a process of linking the school-community to resources and people who can provide needed expertise, and in bringing information about best practice.
- Managed collaborative support process to build and/or sustain school-community partnerships.
- Assisted in the coordination of meetings, including the recording of minutes.
- Prepared a wide range of reports and correspondence.
- Completed other duties of a facilitator as required.

### **James Ford Elementary -- Richmond, CA (March 2005- January 2006)**

#### *Graduate Tutor*

- Assessed students' academic needs.
- Created and implemented strategies that ensured students' academics success.
- Communicated with administrators, teachers, and parents about students' academic progress.
- Served as a conflict mediator and a mentor with students and family.

### **Making-Waves-- Richmond, CA (August 2004- August 2005)**

#### *Administrative Lead Tutor*

- Outreached- shadowed students, met with teachers and administrators, advised parents of student needs.
- Coordinated individualized student education plans.
- Problem solved with students, staff, parents and tutors.

- Maintained filing systems, supply inventory.
- Ensured that appropriate materials and information were available for tutor job performance.
- Communicated with staff, parents and students to receive and document information related to program and student progress.
- Compiled student evaluation information on a regular basis.
- Tracked and ordered supplies as needed.
- Kept accurate tutor timesheets.
- Reviewed students' homework and tracked the progress of each student.
- Assessed the students' academic strengths, weaknesses, and remedial needs; documented the assessments; made recommendations as needed.
- Planned, assigned and coordinated the work of the tutors.
- Enforced rules, guidelines and norms to ensure that students are orderly and on task.
- Coached and assisted in the development and evaluation of tutors; participated in tutor training.
- Worked as a team-player to coordinate and execute fundraising events.

### **Westlake Middle School – Oakland, CA (October 2000 - August 2004)**

#### *Community Liaison*

- Designed and implemented Life Skills course for at-risk students; curriculum addresses self-esteem, cultural awareness, gang violence, conflict resolution, anger management, and job preparedness.
- Provided consultation to students who displayed at-risk behavior.
- Coordinated academically and culturally enriching field trips.
- Provided case management to at-risk students.
- Coordinated annual Black History Month assembly for 700 person student body; booked entertainment, coached student performers, and judged oratorical contest .
- Recruited guest speakers for Westlake staff development workshops.
- Conducted home-visits for students with excessive absences.
- Give updated reports at Student Success Team meeting as it relates to students on my caseload.

### **Westlake Middle School – Oakland, CA (October 2000 - August 2004)**

#### *21<sup>st</sup> Century After-School Program Coordinator Assistant*

- Provided administrative oversight of Eagle Village After School Program serving 400 students per week.
- Provided structure and guidance to students with disciplinary issues.
- Implemented after school flag football program for forty students.
- Implemented academic tutorial program to help youth master subject standards and increase their grade point averages.
- Recruited tutors and workshop facilitators to enrich students' academic skills and social life skills.
- Monitored and tracked student attendance to ensure program outcome success to sustain funding.

### **Westlake Middle School -- Oakland, CA (August 2003 - August 2004)**

#### *Student Attendance Review Team Coordinator*

- Coordinated program to improve students' attendance.
- Conducted daily outreach to parents and guardians through phone calls and letters.
- Convened meetings with parents and guardians to address student absenteeism and develop positive attendance contracts.
- Worked in conjunction with school Dropout Prevention Specialist to provide positive incentives for excellent attendance.
- Produced monthly school-wide attendance reports.
- Served as liaison between school site and school district.

### **Ujima Family Services – San Jose, CA (June 1997 - September 2000)**

#### *Program Coordinator*

- Provided direct contact, consultation, and crisis intervention 24 hours per day for at-risk youth.
- Supervised after school academic tutorial program.

- Provided advocacy training for students and families regarding their rights as consumers of public education.
- Performed home and school-based case management to ensure students' at-risk behaviors were addressed.
- Coordinated diversity and anti-violence training for high school students; collaborated with community-based organizations, gang members, parents, and high school officials on gang and racial violence.
- Maintained detailed records and completed all required documentation of services provided to agency clients.
- Presented supervisor with updated reports as related to contract and agency goals.

### **Foothill Community College – Los Altos, CA (August 1996 June 1997)**

#### *Study Team Coordinator*

- Paired tutor and tutee based on available times and academic needs.
- Kept track of study team hours and tutors time sheet.
- Followed-up on miss study team meeting with tutor.
- Kept Director abreast of program daily progress.

### **VOLUNTEER EXPERIENCE**

#### **Dellums for Mayor, City of Oakland – Oakland, Ca (August 2005 – August 2006)**

##### *Co- Chair Youth for Dellums*

- Recruited more than 20 youth to become actively involved in the Dellums' campaign.
- Organized, scheduled and coordinated youth event for Mayor Dellums.
- Supervised youth to phone bank and precinct walk.
- Precinct walked and phone bank for the campaign.
- Coordinated voter registration drives.
- Assisted in Ron Dellums' petition drive that gather 10,000 signatures from Oakland residents to encourage him to run for Office.
- Fund raised money for the Dellums' campaign.
- Recruited volunteers to phone bank, precinct walk, and raise money for the campaign.
- Coordinated space to have events for Mr. Dellums.
- Completed other tasks as assigned.

#### **Aimee Allison for City Council, 2006**

- Walked precincts, phone banked and did other tasks as necessary for the campaign.
- Recruited volunteers, coordinated voter registration drives.

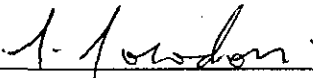
#### **Marion Juarez for City Council, 2008**

- Walked precincts, phone banked and did other tasks as necessary for the campaign.
- Recruited volunteers, coordinated voter registration drives.

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APPROVED FOR FORM AND LEGALITY

  
CITY ATTORNEY

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

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### RESOLUTION APPOINTING QA'ID AQUEEL AS A MEMBER OF THE VIOLENCE PREVENTION AND PUBLIC SAFETY COMMITTEE

**WHEREAS**, the Violence Prevention and Public Safety Act of 2004, also known as Measure Y, creates the Violence Prevention and Public Safety Oversight Committee; and

**WHEREAS**, the Violence Prevention and Public Safety Act of 2004 specifies that members of the Violence Prevention and Public Safety Oversight Committee are to be appointed one by each Member of the City Council and three members by the Mayor, to serve such terms as set by the City Council by Ordinance;

**WHEREAS**, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; now therefore, be it

**RESOLVED**, that by the appointment of the Mayor, the following individuals are hereby confirmed to the term set forth below:

**Qa'id T. Aqueel**, recommended by Councilmember Kaplan (At-Large) to serve the term beginning March 26, 2009 and ending March 25, 2010 filling the seat previously held by Marcus Johnson.

**IN COUNCIL, OAKLAND, CALIFORNIA,**

**PASSED BY THE FOLLOWING VOTE:**

**AYES-** KERNIGHAN, NADEL, QUAN, DE LA FUENTE, BROOKS, REID, KAPLAN, AND PRESIDENT  
BRUNNER

**NOES-**

**ABSENT-**

**ABSTENTION-**

**ATTEST:**

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LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California