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2013 JUL 17 PM 2:27

Letter of Nomination

July 30, 2013

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

Dear President Kernighan and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following person as a member of the following Board or Commission, subject to the City Council's confirmation:

LIBRARY ADVISORY COMMISSION

Sharon Cravanas Mayoral appointment to serve the term beginning November 17, 2012 and ending September 16, 2015, filling the seat previously held by Charles Sanchez.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

July 4, 2013

Ms. Hatzune Aguilar Sanchez
Community Services Manager
Office of the Mayor of Oakland

Dear Ms. Aguilar,

Please accept this letter and resume as my application for a seat on the Library Advisory Commission - representing District 7.

I am very excited about having the opportunity to serve on the Commission because I am an advocate for library services and realize the benefits they provide to Oakland residents. As an educator, I know that, away from school, many of my students can only get access to a computer at their public library. As an African American, I realize the importance of the libraries in providing literacy assistance and other educational services to local communities.

I sincerely hope that my years as an educator and the fact that I am a native "Oaklander" and a product of OUSD will convince you of my interest and ability to serve on the Library Advisory Commission.

Sincerely,

Sharon Cravanas

Sharon Cravanas

- **2008 – present**

Assistant Principal for College Counseling
And Diversity
KIPP King Collegiate High School

Created the college counseling program and provide support to the Principal as a member of the administrative staff.

Duties include overseeing college admissions guidance program; supervising counselors; training faculty; counseling students, families and school staff in all aspects of college admissions and financial aid process.

I have also created and directed the faculty diversity focus group which has surveyed the school and created diversity proposals and initiatives regarding curriculum and hiring. My role is to keep issues of equity in the minds of all who work with our students. Through staff meetings, professional development suggestions and many individual conversations, I provide guidance to staff. I also support the Assistant Principal for Student Success in student conduct issues with students and parents of color.

- **2007 – 2008**

Manager of College Access and Support
KIPP Foundation

i provided professional development and technical assistance on college admissions guidance practices for all KIPP communities by developing overarching strategy, materials, and practices in college placement and college-level support for all KIPP students and alums, whether enrolled in KIPP high schools or elsewhere.

- **2006-2007 (school closed)**

Director of College Counseling
High Tech High – Bayshore

Created and implemented college counseling program.

- **2004 – 2006**

Director of Early College Program and Coordinator of College Counseling
East Palo Alto High/Stanford University

East Palo Alto High was a new Stanford University Corporation Charter School. I helped create the college advising program for the high school. Also, on behalf of the high school, I coordinated the Early College Program which provides academic services from Canada College and Stanford University.

- **1988 – 2004 – Director of College Counseling and Director of Diversity
Head-Royce School, Oakland, CA**

In addition to being the first administrator of color, I was the first Director of College Counseling and the first Director of Diversity at Head Royce. In addition to creating and overseeing the college guidance department and activities, I created a faculty diversity committee; coordinated the school's Multicultural Assessment Plan (MAP) study;

worked with the Office of Admission to enhance recruitment efforts; and coordinated schoolwide efforts toward a more inclusive community. I also served on the NAIS Diversity Committee and facilitated diversity training programs in Oregon, Washington, Rhode Island, Maryland and California

- **2001 – 2002
Instructor
University of California, Berkeley Extension, College and Career Planning Certificate Program
Berkeley, CA**

During the summers of 2001 and 2002, I taught the summer introductory class to adults college counselors in-training..

- **1980 - 1988
Director of Transfer and Minority Admissions/Associate Director of Admission
Mills College, Oakland, CA**

- Recruited students. Traveled extensively, representing the college at high school visits and college fairs.
- Supervised new admissions officers and support staff.
- Coordinated travel schedules for 6 admissions professionals.
- Coordinated admission committee meetings; overseeing admissions process.
- Assisted in the creation of the Mary Atkins program, which serves non-traditional aged students. Increased the number of transfer applicants by approximately 45%. Worked closely with transfer counselors at several California community colleges.

- **2003 - ongoing**
Educational Consultant
Cravanas and Associates
College Board
GEAR-UP

in addition to providing private college counseling services, I conduct workshops for educators and students. For College Board, I trained counselors for guiding students to college. I was the only certified consultant for the Irvine Foundation/College Board Counselor Workshops in Northern California.

For GEAR-UP, I facilitated workshops for middle school administrators – helping them to create a college-going culture for their students. I have also conducted "How to Prepare for College" sessions for first generations students for Edna Brewer Middle School, Making Waves Academy, Coro Northern California Scholars, A Better Chance, Bay Area Links, and Lionel Wilson Prep Academy.

2008 – Ongoing
Scholarship Program Reader for the following agencies:
Gates Millennium Scholarship
East Bay Education Fund
Bezos Family Foundation Scholarship

Professional memberships (recent or current)

The College Board

National Association of College Admissions Counselors (NACAC). Trained college admissions officers in NACAC summer programs – 1985-1988. Served on two NACAC national committees – Professional Education Committee and Conference Planning Committee.

Western Association of College Admissions Counselors

National Association of Independent Schools (NAIS). Served on National Committee on Diversity.

Education - B.A. English – Mills College
M.A. Education Leadership – St. Mary's College of California
References available on request.

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APPROVED FOR OAKLAND LEGALITY
DRAFT

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF
SHARON CRAVANAS AS A MEMBER OF THE LIBRARY ADVISORY COMMISSION**

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; and

WHEREAS, Ordinance No. 8064 C.M.S., adopted November 13, 1969 and amended by Ordinance No. 11730 C.M.S., adopted July 26, 1994, establishes the Library Advisory Commission to advise and make recommendations on the operation and future development of the library system and to act as a liaison between the Library Department and the Mayor and City Council; and

WHEREAS, the Library Advisory Commission consists of fifteen (15) members serving not more than two consecutive three year terms; and

WHEREAS, the Honorable Mayor Jean Quan as appointed Sharon Cravanas to serve a three year term subject to confirmation by the City Council; now therefore be it

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of Sharon Cravanas to the Library Advisory Commission for a three year term beginning November 17, 2012 and ending November 16, 2015, filling the seat previously held by Charles Sanchez.

IN COUNCIL, OAKLAND, CALIFORNIA,
PASSED BY THE FOLLOWING VOTE:

AYES - KALB, PRESIDENT KERNIGHAN, GIBSON MCELHANEY, SCHAAF, GALLO,
BROOKS, REID AND KAPLAN

NOES-

ABSENT-

ABSTENTIONS-

ATTEST:

LATONDA SIMMONS
City Clerk