



## INTEROFFICE MEMORANDUM

**DATE:** December 3, 2004

**TO:** LaTonda Simmons  
Boards and Commissions Management  
Office of the City Clerk

**FROM:** Councilmember Jean Quan

**SUBJECT:** Appointment to the Planning and Oversight Committee of the Oakland Fund for Children and Youth

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It has come to my attention that the seat for my youth appointee to the Planning and Oversight Committee (POC) of the Oakland Fund for Children and Youth is vacant.

I would like to appoint Leslie J. Situ to fill this seat on the POC through July 31, 2005.

Please contact Richard Cowan with any questions regarding this matter at x7041.

Cc: Touch Thouk, OFCY, DHS (150 Frank H. Ogawa Plaza, 4<sup>th</sup> Floor, Suite 4216)

## Leslie J. Situ

### SKILLS SUMMARY

Skill in mentoring children and counseling. Excellent in math through calculus. Able to work with children with diverse background. Fluent in English, Chinese (Cantonese, Mandarin, and Toishan), and French.

### EMPLOYMENT

**Teen Mentor** October 2003-Present  
**Partners for Achieving School Success (PASS!)**  
*Oakland, CA*

- Tutor children from grade 1-8 in all subjects.
- Create and maintain extracurricular activities for children when they are done with their homework.
- Attend biweekly meetings to obtain skills in mentor skills, college and job preparedness, and life skills.

**Student Worker** September 2003-Present  
**Skyline High School Cafeteria**  
*Oakland, CA*

- Serve hot and healthy food to high school students.
- Collect money at the cashier register and maintaining the line.

### Volunteer

**Junior Counselor** Summer 2001-Summer 2004  
**Hemophilia Foundation of Northern California (HFNC)**  
*Northern California*

- Provide support for counselors and staffs.
- Help Children with archery, rope course, swimming, arts and crafts, and fishing.
- Provide 24 hour per day supervision.

### EDUCATION

**Junior- Currently taking U.S. History A.P, Physic, French 3 HP, Leadership, English 3 HP**  
*Skyline High School, Oakland CA*  
**Concurrent Enrollment Student- Calculus I**  
*Laney College, Oakland CA*

**RESOLUTION APPOINTING LESLIE J. SITU AS A MEMBER OF THE CHILDREN’S FUND PLANNING AND OVERSIGHT COMMITTEE**

**WHEREAS**, Article XIII of the Oakland City Charter creates the Children’s Fund Planning and Oversight Committee, whose members are nominated by the Mayor and City Council and approved by the City Council; and

**WHEREAS**, Ordinance No. 76141 C.M.S. specifies that members of the Children’s Fund Planning and Oversight Committee are to serve one year terms, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

**RESOLVED**, that by the nomination of Councilmember Quan, the following individual is hereby appointed to the term set forth below:

Leslie J. Situ, as *youth* Representative for District 4 to the term beginning August 1, 2004 and ending July 31, 2005, to fill the position formerly held by Julia Weisner.

**IN COUNCIL, OAKLAND, CALIFORNIA,**

**PASSED BY THE FOLLOWING VOTE:**

**AYES-** BRUNNER, WAN, NADEL, QUAN, BROOKS, REID, CHANG, AND  
PRESIDENT DE LA FUENTE

**NOES-**

**ABSENT-**

**ABSTENTION-**

ATTEST:

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CEDA FLOYD  
City Clerk and Clerk of the Council  
of the City of Oakland, California