



INTEROFFICE MEMORANDUM

DATE: June 1, 2005

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

FROM: Councilmember DE LA FUENTE

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

OFFICE OF THE CITY CLERK
2005 JUN 24 PM 5:06

I would like to re-appoint/appoint MONICA MONTEVEGRO to the POC through July 31, 2006.

Please contact me/my staff with any questions regarding this matter at x5555.

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

MONICA MONTENEGRO

EDUCATION

BA in Chicano Studies, University of California, Berkeley, 1986
BA in Spanish, University of California, Berkeley, 1986

PROFESSIONAL EXPERIENCE

The primary goal of the East Bay Consortium of Educational Institutions, Inc. (EBC) and Cal-SOAP is to prepare an increased number of students from backgrounds and communities with historically low eligibility and college-going rates for admission into colleges by improving secondary college-preparatory programs. It does so by initiating, planning, and administering the combined efforts of a consortium of secondary and postsecondary institutions. The EBC operates under the auspices of the University of California, Berkeley and with the guidance of an eight member Board of Directors consisting of representatives of public and private secondary schools, 4-year colleges, community colleges and community agency.

2000-present Executive Director
East Bay Consortium of Educational Institutions, Inc., Oakland, CA

Duties and Responsibilities

1. Under the general direction of an twelve-member Board of Directors, shape the direction of the program, develop initiatives, implement them and evaluate outcomes.
2. Manage a staff of over 70, including five full time employees, 19 part-time credentialed secondary school teachers, 40-50 part-time college students.
3. Manage the budget, including ensure grant compliance, monitor expenditures, determine program expenditures, and prepare quarterly and annual reports.
4. Prepare quarterly and annual comprehensive and fiscal operations reports.
5. Support the Board of Directors in guiding the Consortium in its mission and achievement of its goals, and ensuring communication with the Board and Consortium members.
6. Maintain a comprehensive student information system.
7. Engage in fundraising.

1990 - 2000 Assistant Director
East Bay Consortium of Educational Institutions, Inc., Oakland, CA

Duties and Responsibilities

Under minimum supervision from the Executive Director, I had the following responsibilities:

1. Develop, plan, implement and evaluate all programs and services offered by EBC, including the Pre-Collegiate Academy, family math and family science, Saturday school, tutoring, mentoring, college advising, college information workshops, and student referrals.
2. Oversee the administrative details of programming such as negotiating with academic program teachers and staff, securing facilities and resources, and controlling the quality of services delivered to secondary school clients.

3. Communicate and negotiate with local school district personnel with regard to their commitments to EBC programs.
4. Supervise one full-time employee; hire, train, and supervise 13 part-time credentialed secondary school teachers, 13 part-time student teachers, 20 college students, 2-4 peer tutors and several program consultants.
5. Facilitate Education 97/197 class at UC Berkeley for EBC's college student staff.
6. Initiate, plan, and implement special events or programs aimed at disseminating information about college to secondary school students and their parents, including College Information Day at UC Berkeley and College Making It Happen events at various locations in the Bay Area.
7. Collaborate in the implementation of Counselor Community Connection Live TV shows in the district's station KDOL Channel 13.
8. Maintain a student information database, including records of student contacts and services provided to students and parents.
9. Edit and publish EBC's Resource Guide and other student publications including the Scholarship Directory, and translate materials for parents and students to Spanish.
10. Prepare annual final reports and funding reapplication to the State.
11. Represent EBC in campus and community meetings; on statewide committees, such as the Intersegmental Coordinating Committee's Task Force on Expanding Information Dissemination and Outreach, and on regional committees such as the East Bay College Connection Fair Committee at St. Mary's College. Coordinate program participation in special educational events.
12. Attend quarterly Cal-SOAP statewide Directors and Advisory Board meetings.
13. Recommend budget priorities, review all expenditures, determine program expenditures, prepare matching contribution reports, assist in the preparation of quarterly reports and other reporting procedures, and engage in fundraising.

1987-1989 Program Specialist II
East Bay Consortium of Educational Institutions, Inc., Oakland, CA.

Duties and Responsibilities

1. Coordinate program services to low-income and underrepresented students.
2. Plan and conduct informational meetings and workshops for students and parents.
3. Assist with program administration: data collection, reports to funding sources and budget management.
4. Maintain a student information database.

1985-1986 Assistant I / Tutor Coordinator
East Bay Consortium of Educational Institutions, Inc., Oakland, CA.

Duties and Responsibilities

1. Set up an after school tutoring program at Richmond High School.
2. Wrote proposals and received funding from the Community Projects Office at UC Berkeley to pay tutors' salaries, materials and transportation. Solicited donations from local merchants to purchase refreshments for parent meetings.

3. Organized and conducted district wide bilingual parent information nights at Richmond High School.
4. Designed and led college going process and financial aid workshops in English and Spanish for students and parents.

1984-1985 Volunteer Tutor
East Bay Consortium of Educational Institutions, Inc., Oakland, CA.

Duties and Responsibilities

1. Tutored students in after school tutoring program at St. Elizabeth High School.
2. Advised students about higher education opportunities available.

1981-1983 ESL Teacher Assistant/EOPS Recruiter
Contra Costa Community College, San Pablo, CA.

Duties and Responsibilities

1. Taught English as a Second Language to groups of 8 - 12 adults.
2. Recruited prospective students to enroll at Contra Costa Community College.
3. Advised students and parents about higher education opportunities available.

PROFESSIONAL AFFILIATIONS

- Advisory Board Member, SOAR Project (GEAR UP) 2002 - present
- Intersegmental Coordinating Committee's Task Force on Expanding Information Dissemination and Outreach, Sacramento, CA 1994 - present
- East Bay College Connection-Fair Committee Member, St. Mary's, CA 1992 - present
- California Association for Bilingual Education Member, Los Angeles, CA 1997 - present
- Marcus Foster Educational Institute Scholarship Committee, 1995 - present
- WACAC (Western Association for College Admission Counseling) Outreach Sub-Committee Member, St. Mary's, CA 1997 - present
- Education and Technology Expo '94 Planning Committee Member, Oakland, CA 1994 - 1996
- LatinoNet Key Partner, San Francisco, CA 1992 - 1996

AWARDS

- Eureka Communities Fellowship** - Two year fellowship for Executive Directors of nonprofit organizations. Provides 200 hours of professional development, including leadership skills, mini-sabbaticals, peer support and strategic planning guidance, 2000-2002.
- Distinguished Service Award**, Undergraduate Admission and Relations with Schools, University of California, Berkeley, 1996-1997
- Kennedy-King Scholarship**, Contra Costa Community College, awarded for community service and academic achievement, 1983

LANGUAGES

- Bilingual / Bicultural, English and Spanish

REFERENCES

A list of references is available upon request.

OAKLAND CITY COUNCIL

DRAFT

RESOLUTION No. _____ C.M.S.

RESOLUTION RE-APPOINTING MONICA MONTENEGRO AS THE DISTRICT FIVE REPRESENTATIVE 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 President De La Fuente, the following individuals are hereby appointed to the term set forth below:

Monica Montenegro, as Adult Representative for District 5 to serve the term beginning August 1, 2005 and ending July 31, 2006, to fill the position formerly held by herself.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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