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OFFICE OF THE CITY CLERK  
OAKLAND

2009 JUN 11 PM 8:04

**CITY OF OAKLAND**  
**AGENDA REPORT**

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: Department of Human Services  
DATE: June 23, 2009

RE: **Resolution Confirming The Appointment Of Rebecca Hawley-Cooper, Aisha Brown, And Alexandra J. Caraballo To The Head Start Advisory Panel To Fill Current Vacancies**

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**SUMMARY**

Head Start Staff, Policy Council and Advisory Panel request that the City Council approve a resolution confirming the appointments of Rebecca Hawley-Cooper, Aisha Brown and Alexandra J. Caraballo to the Head Start Advisory Panel to fill vacancies.

As the local grantee for the federal Head Start program, the City of Oakland is required to have an established policy group (Head Start Policy Council) and a governing body (City Council) that share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start federal legislation and policies.

In March 2002, the City Council approved a resolution confirming the creation of a Head Start Advisory Panel to assist the City Council in its governance role for the Head Start program. The role of the Advisory Panel is to provide advice and recommendations to the City Council in areas that require shared action by the City Council (as the governing body of Head Start) and the Head Start Policy Council. The Head Start Advisory Panel participates in the planning and review of matters related to the Head Start program and makes recommendations to the Life Enrichment Committee of the City Council for approval.

Three vacancies occurred when letters of resignation were received from Advisory Panel Members, Nancy Yamamoto, Project Supervisor, KQED Early Learning; Jeffrey Thomas, Consultant; and Julie Hadnot, Community and Government Relations, Kaiser Permanente. Staff and members of the Advisory Panel have actively recruited for replacements who would address the breadth and depth of the Head Start governance requirements. The membership criteria for the Advisory Panel (*see Attachment A*) describe the categories which current members fit, and were used in the decision-making process to select three new Head Start Advisory Panel

Item: \_\_\_\_\_  
Life Enrichment Committee  
June 23, 2009

Members: Rebecca Hawley-Cooper, Aisha Brown and Alexandra J. Caraballo. Rebecca Hawley-Cooper is the Early Childhood Program Manager for MOCHA (Museum of Children's Art) in Oakland; Aisha Brown is the Senior Legislative Aide/Field Representative for Supervisor Keith Carson, Alameda County; and Alexandra J. Caraballo is the Manager of Charitable Contributions at the Kaiser Foundation Health Plan (*see Attachments E, F and G*).

## **FISCAL IMPACT**

Approval of the proposed resolution will authorize the confirmation of three new Head Start Advisory Panel members, ensuring the efficient and continued operation of the Oakland Head Start Program. The Head Start Advisory Panel members serve on a voluntary basis. Funding to cover the cost of staff time to support the Head Start Advisory Panel is budgeted under the Department of Human Services Fund (2128), Head Start Organization (78231), Head Start Project (G358010). This Agenda Report has no fiscal impact on the City of Oakland.

## **BACKGROUND**

In March 2002, the City Council created the Head Start Advisory Panel to assist the Council in its role as the Head Start Governing Body. The Head Start Advisory Panel is responsible for overseeing, monitoring and reporting on the implementation of the Oakland Head Start program. Current Head Start Advisory Panel members are Krishen Laetsch, Program Officer, San Francisco Community Foundation; JoEllen Spencer, Finance Officer, Bananas Child Care Resource and Referral Agency; and Dr. Stacy Thompson, Acting Dean and Associate Professor in Child Development, Merritt College (*see Attachments B, C and D*).

The Head Start Advisory Panel has established written procedures and by-laws, which describe how and when governance activities will be performed. The Panel meets monthly, and members invest time and energy to assure proper oversight of the program. Panel members contribute a significant level of involvement in the development, operation, and oversight of the Head Start Program.

## **KEY ISSUES AND IMPACTS**

The Head Start Policy Council and Head Start Governing Body are federally mandated governance structures for all Head Start programs, ensuring the Head Start program is of the highest quality. The City of Oakland's Head Start Policy Council and Advisory Panel are committed to working together with staff, parents, City Council, and community members to ensure that a quality child development program is provided to children and families in Oakland.

## **PROGRAM DESCRIPTION**

Oakland Head Start continues to improve and expand upon services for children and families, and works collaboratively with community partners to ensure that comprehensive services are

provided. Together, Head Start and Early Head Start provide early childhood development services to a total of 1,574 low-income infant, toddler, and preschool-age children and families throughout Oakland. The City directly serves 1,061 preschool-age children in 18 Centers and eight Family Child Care homes, and the delegate agency (the Unity Council) serves an additional 313 Head Start and 200 Early Head Start children and their families.

## **SUSTAINABLE OPPORTUNITIES**

**Economic:** The Head Start program delivers comprehensive, high quality services to children and families in the City of Oakland. The Head Start Advisory Panel ensures the Head Start program has a method of providing advice and recommendations to the City Council on policy-making functions that are designated as responsibilities of the Governing Body (City Council) in Head Start regulations. This will ensure continued quality in the operation of the Oakland Head Start Program.

**Environmental:** There are no environmental benefits to the City from this report.

**Social Equity:** All of the Head Start Advisory Panel members reside or conduct business in the City of Oakland and are directly involved in at least one of the following interests: Public Education, Public Health, Family Services, Childcare/Child Development and Management and Administration.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

By federal regulation, Head Start is required to enroll 10 percent of its children from among those with special needs, many of whom fall within the definitions in the Americans with Disabilities Act (ADA). The services discussed in this report are aimed wholly or partly at program governance and oversight. Since Head Start is a program for children, any services to seniors (e.g., grandparents of children enrolled) are incidental to services provided to the children themselves.

## **RECOMMENDATION(S) AND RATIONALE**

Approval of this resolution ensures that the Oakland Head Start program has a fully operating governance structure that provides the oversight and accountability required by the Head Start Program. The Advisory Panel will continue to meet monthly and provide advice and recommendations to the City Council on Head Start policy making functions that are the responsibilities of the Governing Body as stated in the Head Start regulations.

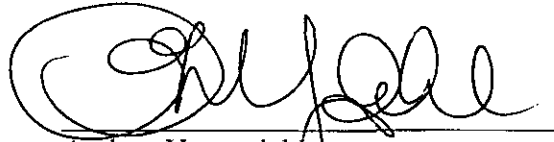
Head Start Staff, Policy Council and Advisory Panel recommend that the City Council approve a resolution confirming the appointment of Rebecca Hawley-Cooper, Aisha Brown and Alexandra J. Caraballo to the Head Start Advisory Panel to fill current vacancies.

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**ACTION REQUESTED OF THE CITY COUNCIL**

Head Start Staff, Policy Council and Advisory Panel request that the City Council approve a resolution confirming the appointment of Rebecca Hawley-Cooper, Aisha Brown and Alexandra J. Caraballo to fill three current vacancies on the Head Start Advisory Panel.

Respectfully submitted,



Andrea Youngdahl  
Director, Department of Human Services

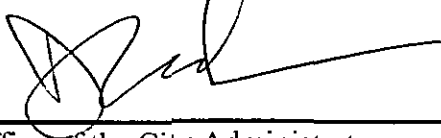
Reviewed by:  
Usana Pulliam,  
Manager  
Early Childhood & Family Services  
DHS/Head Start Program

Prepared by:  
Tracey Black  
Interim Planner  
DHS/Head Start Program

**ATTACHMENTS:**

- A Head Start Advisory Panel Bylaws
- B-G Resumes

**APPROVED AND FORWARDED TO THE  
LIFE ENRICHMENT COMMITTEE:**



Office of the City Administrator

Item: \_\_\_\_\_  
Life Enrichment Committee  
June 23, 2009

**ARTICLE IV**

**Membership**

**Section 1. Composition**

The HSAP shall be composed of at least six members appointed by the Life Enrichment Committee. Members of the HSAP must reside or conduct business in the City of Oakland and be directly involved in at least one of the following interests:

- a) Public Education—knowledge of issues in early education and kindergarten-transition issues and services to children with disabilities.
- b) Public Health—knowledge of issues and services in health, including general health, nutrition, mental health, and dental health.
- c) Family Services—knowledge of issues relating to low-income families and general approaches to services for families.
- d) Childcare/Child Development—knowledge of issues related to early care and education and transitions to focus on families involved in Welfare Reform.
- e) Management and Administration—knowledge of business practices, budgeting and accountability systems.
- f) Human Resources—knowledge of training, organizational structure and design.
- g) State and Federal Government—knowledge of and relationship to State and Federal Officials representing the City of Oakland.

Additional members may be added to represent other interests, with the approval of the City Council and with appropriate changes to City documents required to create such panels.

**Section 2. Terms**

- (a) Members of the HSAP shall serve for a term of at least three calendar years. Panel members may serve a maximum of four consecutive three year terms.
- (b) A currently seated member may continue to serve on the Panel until the Life Enrichment Committee names a replacement. But in no event shall the member serve more than one year beyond the end of the member's term.
- (c) The City Council may reconsider its decision to create and maintain a Head Start Advisory Panel as a means of carrying out its governance responsibilities for the Head Start program. In the event it is determined that the Head Start Advisory Panel will be disbanded, the terms of all members shall cease on the date determined by the City Council.

**Krishen A. Laetsch****Summary Vitae**

Existing Member

**Positions**

|  |              |
|--|--------------|
| <b>Assemblywoman Wilma Chan</b> Oakland, CA<br><i>Senior Field Representative – 16th Assembly District</i>                         | 2005–Present |
| <b>Cross City Campaign</b> Chicago, IL<br><i>Director - Oakland Office - Mills College, Office of the President</i>                | 2001–2005    |
| <b>Mills Community Link</b> Oakland, CA<br><i>Director/Coordinator - Mills College, Office of the Provost</i>                      | 2003–2005    |
| <b>Oakland Education Cabinet</b> Oakland, CA<br><i>Director/Co-Director - Mills College, Office of the President</i>               | 1998–2002    |
| <b>Mayor's Education Council</b> Oakland, CA<br><i>Council Administrator - Mills College, Office of the President</i>              | 1997–1998    |
| <b>LITES (Leadership for Teaching Elementary Science)</b> Oakland, CA<br><i>Director - Mills College, Education Department</i>     | 1993-1998    |
| <b>Business (A. J. Fritz &amp; Co. BreakThrough Solutions, Matton &amp; Co., ScanFreight, Inc.)</b><br>Oakland & San Francisco, CA | 1985-1994    |

**Fellowship**

|  |           |
|--|-----------|
| Urban Health Initiative, Seattle, Washington | 2001-2005 |
|--|-----------|

**Education**

|  |             |
|--|-------------|
| Completed all coursework for the Ed.D in Educational Leadership, Mills College | In Progress |
| M.A., in Education, Mills College  | 2001        |
| A.B., in History, University of California at Berkeley                         | 1987        |

**Volunteering****(Non-work-related)****Current: Boards, Commissions, Committees:**

|  |                           |              |
|--|---------------------------|--------------|
| Chabot Space & Science Center, Oakland | Board of Directors        | 2003-Present |
| Mills College Alumnae Association:     |                           |              |
| -Board of Governors                    | Executive Committee       | 2004-Present |
|  | Core Committee            | 2004-Present |
|  | Chair, Graduate Committee | 2003-Present |
| -Graduate Committee                    |                           | 2001-Present |
| McClymonds Youth and Family Center     | Advisory Board            | 2004-Present |

**Previous Volunteering****Past: Boards, Commissions, Committees:**

|  |           |
|--|-----------|
| Bay Area Consortium for Urban Education, UCB -Mills College Representative                     | 2000-2002 |
| Bay Area School-to-Career Action Network, Region 4 -Advisory Board                             | 2000-2001 |
| Bay Area Science Technology Collaboration, Oakland -Advisory Panel                             | 1993-1997 |
| BACUE Teacher Recruitment, Preparation, Retention Task Force -<br>Mills College Representative | 2000-2001 |
| Beacon Day School, Oakland -Board of Directors   | 1995-1998 |
| -Vice President & Chair Nominating Committee, Board of Directors                               | 1996-1998 |
| Berkeley Breakfast Club, Berkeley, -Board of Governors   | 1996-1998 |
| -Program Committee   | 1999-2005 |
| Bridging the Racial Divide, Oakland -Education Circle  | 1998-1999 |
| California Ecosystem Education Consortia -Charter Member                                       | 1991-1993 |
| California State Parks, Marin Education Advisory Council                                       | 2004-2005 |
| Chabot Observatory & Science Center, Oakland -Advisory Council                                 | 1994-2002 |
| -Vice Chair Board, Program & Exhibit Committee   | 2004-2005 |
| -Vice Chair, Advisory Council  | 1997-1999 |
| -Chair, School to Work Committee, Advisory Council   | 1997-1998 |
| -Environmental Education, Sub Committee  | 2000-2002 |
| Children's Hospital Oakland, Community Relations Committee                                     | 2002-2004 |
| Commonwealth Club, San Francisco, -East Bay Host Committee                                     | 1999-2001 |
| CPMSA, Oakland Unified School District, Oakland -Chair, Advisory Board                         | 1999-2000 |
| DesignWorlds: Science Museum Collaboratory Pilot, San Jose, Advisory Board                     | 2002-2004 |
| Extended Opportunity Programs & Services, Merritt College -Advisory Board                      | 1999-2003 |
| Friends of the University of California Botanical Garden -Board of Directors                   | 1993-1997 |
| -Chair, Program Committee, Board of Directors  | 1994-1996 |
| -Fundraising Committee, Board of Directors   | 1995-1997 |
| Jepson Herbarium, UCB -Pre-college Educational Outreach Advisory Committee                     | 2001-2001 |
| Julia Morgan Center for the Arts -Education Advisory Committee                                 | 2000-2002 |
| Holy Names College, Community Advisory Committee   | 2002-2004 |
| Lindsay Wildlife Museum, Walnut Creek -Public Policy Task Force                                | 1995-1996 |
| Mayor's Education Commission on Education, Oakland -Staff (5 month volunteer)                  | 1999-1999 |
| Oakland Unified School District, Oakland   |           |
| -Academic Mentoring Institute, Planning Committee  | 2001-2002 |
| -Helpers Engaged in Reaching Oakland's Excelling Schools, Advisory Board                       | 2001-2002 |
| -OCO, Cross City Campaign Indicators Project, Oakland, Advisory Committee                      | 2000-2001 |
| -School-Based Management   |           |
| -Steering Committee, Ex-officio Member   | 2001-2004 |
| -Results Based Budgeting Task Force, Ex-officio Member   | 2004-2005 |
| San Francisco Insect Zoo, San Francisco -Advisory Board  | 1990-1998 |
| Spectrum (partnership of zoo, college, schools), Chair, Oakland -Charter Member                | 1997-1997 |

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**Jo-Ellen Spencer**

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ATTACHMENT C

Existing Member

- Present Employment:** Financial Officer  
BANANAS Child Care Information & Referral  
5232 Claremont Avenue, Oakland, CA 94618 (1977-present)
- Related Experience:**
- Commissioner, Aging, Health & Human Services Commission, (1997-present)
  - Commissioner, Child Care Commission, City of Oakland, (1989-1997)
  - Member, Superintendent's Advisory Committee on Child Development Programs, Oakland Unified School District, (1989)
  - Member, Child Care Advisory Committee, Alameda Unified School District (1988)
  - Chair, Child Care Advisory Committee, City of Oakland (1985-1987)
  - Chair, Oakland Community Child Care Impact Committee, endorsed by the Oakland City Council, (1982-1984)
  - Chair, Mayor's Task Force on Children and Youth, City of Oakland, (1980-1981)
  - Secretary, Oakland Early Childhood Association, (1980-1983)
  - Member, Governor's Advisory Committee on Child Development, Subcommittee on Income Disregard, State of California, (1980)
  - Member, Child Care Expansion Task Team, Oakland Unified School District, (1978)
  - Member, Children's Centers Program Planning Advisory Committee, Oakland Unified School District, (1979)
- Past Employment:**
- Executive Secretary-Treasurer, Children's Centers Employees Union, (1975-1977)
  - Vice-President, American Federation of Teachers, Local 771, Oakland, (1974-1975)
  - Elementary School Teacher, Oakland Unified School District, (1972-1975), Los Angeles Unified School District, (1964-1968)
- Education:**
- B.S., Education, University of Missouri, (1964)
  - M.A., English, San Fernando Valley State University, (1970)
- Personal Data:**
- Born July 6, 1942, San Antonio, Texas; attended elementary school and high school in Kansas City, Missouri
  - Mother of Eyana Josieta Spencer, born July 1, 1974
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**CURRICULUM VITAE**

|  |           |                    |
|--|-----------|--------------------|
| <b>MERRITT COLLEGE</b> , Oakland, CA   | 1999-date | Faculty            |
| <i>Class Instructed</i>  |           |                    |
| Child, Family, and Community: focuses on identity formation and socialization of children;<br>Human Growth and Development; Children's Literature; Supervising Adults in Early<br>Childhood Settings; Administration of Early Childhood Programs   |           |                    |
| <b>LOS MEDANOS COLLEGE</b> , Pittsburg, CA   | 1993-1998 | Faculty            |
| <i>Classes Instructed</i>  |           |                    |
| Child, Family and Community; Human Growth & Behavior;<br>Parenting Teens: Special issues facing inner city families of color   |           |                    |
| <b>SOLANO COLLEGE</b> , Suisun City, CA  | 1997-1998 | Faculty            |
| <i>Classes Instructed</i>  |           |                    |
| Human Growth & Development; Child Development in a Multicultural Society:<br>Exploring early childhood teachers' understanding of race in America  |           |                    |
| <b>CHABOT COLLEGE</b> , Hayward, CA  | 1994-1997 | Faculty            |
| <i>Classes Instructed</i>  |           |                    |
| Introduction to the Profession of Early Childhood; Child, Family and Community;<br>Children's Literature; Parenting Preschoolers: What parents need to know about<br>development;<br>Family Child Care: Ages and Stages of development &<br>Anti-Bias Curriculum: How to prepare early childhood environments that are bias free |           |                    |
| <b>COLLEGE OF MARIN</b> , Kentfield, CA  | 1995-1997 | Faculty            |
| <i>Classes Instructed</i>  |           |                    |
| Introduction to the Profession of Early Childhood; Human Growth and Development;<br>Cultural Diversity; Working with School Age Children   |           |                    |
| <b>BARTELL CHILD CARE</b> , Oakland, CA  | 1988-1994 | Co-Director        |
| <i>Parenting Classes Instructed</i>  |           |                    |
| War Toys and TV Violence; Age Appropriate Discipline: alternatives to spanking;<br>Preparing Your Child for Kindergarten   |           |                    |
| <b>OAKLAND UNIFIED SCHOOL DISTRICT</b> , Oakland, CA   | 1983-1985 | Substitute Teacher |
| <i>Classes Instructed</i>  |           |                    |
| Special Education; Creative Writing  |           |                    |

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**WORKSHOP DEVELOPMENT & PRESENTATION**

- Parenting Biracial Children, AMEA National Conference, Arizona, 2002
- Diversity Issues in Early Childhood Education, Merritt College, 2002
- Raising Biracial/Multiracial Children, *Resource and Referral Agency*, Oakland, 2001
- Issues Affecting Blended Families, *Fall Harvest*, Los Medanos College, 1998
- Pulling Weeds and Planting Seeds, *Sequoia Elementary PTA*, Oakland, CA, 1998
- Multiracial Leadership Summit, *National Conference on Census 2000*, 6/97
- Stop the Violence! *East Oakland Child Care Association*, 3/96, 3/97
- What Color Am I? Lecture Series on Biracial Issues, *Bananas*, 10/95, 10/96
- Amazing Grace & Her Friends: Anti-Bias Books and Activities, *East Bay Association for the Education of Young Children (EBAEYC)*, 4/95
- The Special Needs of Biracial Children, *EBAEYC*, 4/94
- Emergent Curriculum: An Anti-Bias Approach, *Oakland Head Start*, 4/94

**EDUCATIONAL BACKGROUND**

MILLS COLLEGE, Oakland, CA, *Doctoral Candidate*, Educational Leadership, graduation 5/04  
 MILLS COLLEGE, Oakland, CA, *Master of Arts*, Educational Leadership, 2000  
 UNIVERSITY OF OKLAHOMA, *Certificate*, Diversity Trainer, 1998  
 HARVARD SCHOOL OF PUBLIC HEALTH, *Certificate*, Violence Prevention Trainer, 1996  
 MILLS COLLEGE, Oakland, CA, *Master of Arts*, Early Childhood Education, 1993  
 LEWIS AND CLARK COLLEGE, Portland, OR, *Bachelor of Arts*, Political Science, 1979

**COMMUNITY INVOLVEMENT**

**ALAMEDA COUNTY BOARD OF SUPERVISORS**, Oakland, CA 1998-date  
 Supervisor's Assistant

- Early childhood and education policy analyst reporting directly to the Supervisor
- Monitor planning process for the Proposition 10 commission
- Attend Child Care Planning Council meetings
- Make recommendations regarding social service policy, specifically CalWORKS

**OFFICE OF THE MAYOR**, Oakland, CA 1993-1994  
 Early Childhood Education Assistant

- Directly reported to Mayor's Education Policy Analyst
- Attended Childcare Commission meetings
- Assisted in the coordination of special educational programs
- Maintained contact with Head Start Coordinators

**PROFESSIONAL & COMMUNITY ORGANIZATIONS**

Baxter Family Foundation, *Board Member*  
 Child Care Health Project, *Chairperson of the Board*  
 National Association for the Education of Young Children, *Member*  
 California Community College Early Childhood Educators, *Member*  
 American Association of University Women, *Member*  
 Interracial Intercultural Pride, I-Pride, *Vice President*

**REFERENCES AVAILABLE UPON REQUEST**

## Rebecca Hawley-Cooper

**Summary Statement:** Creative and dynamic early childhood educator and youth development specialist with strong group facilitation and community-based outreach skills.

### Education

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**Pitzer College- Claremont CA 1991-1995**

Bachelor of Arts in Sociology & Dance

**Mills College-Oakland CA 2002-2004**

MA- Child Development/Early childhood Education (Emphasis on children & families with Special needs)

**Mills College-Oakland CA 2006-present**

Ed.D candidate in Educational Leadership

### Work Experience

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**MOCHA (Museum of Children's Art) Oakland CA August 2006-Present**

**Early Childhood Program Manager**

- Co- development and implemented the early childhood arts education outreach program *working with the Oakland Unified School District Child Development Centers and State Pre-K programs*
- Program implementation of the early childhood arts education residencies for subsidized child care programs that serve low-income families in Alameda County, funded by First Five Every Child Counts of Alameda County
- Developed and disseminated program outreach materials
- Managed a pool of ten teaching artists
- Assistant in the grant reporting process and program evaluation and assessment
- Assisted with the grant writing process to secure funds for the early childhood education program department
- Developed, managed, and assessment of the Early Childhood Professional Development Series, funded by First Five Every Child Counts of Alameda County
- Professional Development trainings for MOCHA faculty and educators in the field of early childhood education and child development
- Early Childhood arts-based learning Curriculum development, revision, and implementation
- Photo documentation project of all early childhood education public programs

**East Bay Center for the Performing Arts-Richmond CA May 2004- 2006**

**Program Associate/ Student Support Services/ Early childhood Arts Education Project Director**

**Early Childhood Arts-Learning Outreach Project Director**

- With funding from first five of Contra Costa County, developed program model and implemented the early childhood arts education/literacy project for low-income families with pre-school age children residing West Contra Costa County
- Grant writing and reporting for program

**Student and Family Support Services for Middle and High School Arts Education Program**

- Programmatic outreach to students and families from low-income communities residing in West Contra Costa County
- Public Presentations for educators, mental health clinicians, and community organizers in West County on EBCPA teen program
- Facilitated student social/emotional development support groups
- Arts education programming for students
- Implemented tutoring program for teens with academic challenges and learning disabilities
- Coordinated all student support wrap around services; record keeping on all students in program, referrals to outside support agencies
- Training of new faculty and staff working with program's teens
- Assisted with fundraising campaigns and individual donor outreach efforts
- Served on Program Evaluation Committee

**Berkeley Oakland Alvin Ailey Camp University of Berkeley Summer 2004**

- Lead Dance instructor for urban middle school age students
- *Developed and implemented an age appropriate dance curriculum*
- Lead Choreographer for session event
- Provided one-on-one student support working closely with the program social worker /

**Berkley/Albany YMCA**

**Special Education Family Support Group Facilitator 2003-2004**

- Facilitated family support groups for parents with pre-school age children with special needs
- Assisted with the program design of an interactive social/emotional/physical playgroup program for preschool age children with special needs and their families
- Liaison between the YMCA programs with the Berkeley Unified School District's Special Education Preschool Program.
- Assisted with the development of the bridge program between the Berkeley Special Education preschool program and the YMCA program.

**San Francisco Ballet Education Program – San Francisco CA 1998- 2002**

- 1998-1999: **Lead Dance/Movement Instructor-** working with youth in the SF Unified School district. Concentration on low performing schools in urban settings
- 2001-2002: **Program Assistant to Director of Program-** Assisted with coordination of the annual San Francisco Youth Arts festival.
- Coordinated arts educators working with urban youth in the SF Unified School District for festival participation
- Data collection and documentation on program
- Assisted with the coordination of the film documentary on SF Dance in Schools Program
- Responsible for final grant report as it pertained to the Youth Arts Festival

**Step One School- Berkeley CA 1998-2001**

**Co- Head Teacher in Developmental Kindergarten program**

- Curriculum development & implementation
- *One-on-on parent meetings on child progress, challenges, and over all development*
- Child observation and documentation
- Implementation of dance/movement program
- Afternoon teacher in pre-school program working in the two's and three/four programs
- Diversity Book Project coordinator for Kindergarten and Preschool programs

### **Internships**

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#### **Children's Defense Fund-Oakland California 2002-2004**

Provided overall staff support, research on medical insurance and government assistance issues affecting low-income and immigrant families in Northern California; data entry.

### **Skills**

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Trained in Youth Conflict resolution, group facilitation, strong applied knowledge and experience working in urban settings with diverse populations. PC & Mac literate; PowerPoint presentations; strong public speaker, Internet literate; Qualitative Data collection & analyses and documentation; experience with grant writing; first aid & CPR trained and certified

**Reference available upon request**

# Aisha Brown

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- Experienced in conceptualizing, planning and executing multifaceted projects
- Strong community relations
- Outstanding analytical ability
- Excellent interpersonal, written and oral communication skills
- A sophisticated knowledge of public policy

## Experience:

### Supervisor Keith Carson, Alameda County

2001- Present

#### Senior Legislative Aide/Field Representative

- Conduct research and policy analysis across a broad range of subjects. Develop and maintain relationships with elected officials, community-based organizations, school districts and media. Responsible for tracking State and federal legislation. Prepare detailed written memoranda and analytical reports. Responsible for developing a broad range of progressive policy and legislative initiatives. Research constituent issues. Develop communications strategy and implementation plan. Train and supervise interns. Convene and facilitate community and inter-department meetings. Manage legislative, political activities, community relationships, and attend various meetings for an assigned region of the County. *Develop and produce community engagement initiatives.*

### Regional Technical Training Center

2004-2006

#### Trainer/Instructor

- Design and develop curriculum. Counsel students on training programs. Organize training sessions. Research new program initiatives. Plan, coordinate and participate in events. Facilitate meetings with community college administrators. Research grants and write proposals. Develop and maintain relationships with funders.

### Williams Wallace Management Consultant

1999-January 2001

#### Marketing Consultant/Business Development

- Responsible for marketing development assignments, project screening, analysis and research assignments. Strong experience in public sector programs and issues. Responsible for tracking, monitoring and cost-control for systems integration projects. Planned and executed promotional activities, including presentations for trade shows and conventions. Actively researched potential new partnerships with companies to further strategic alliances and investments.

#### Project Manager

- Responsible for tracking and reporting cost hours and staffing on a full scale PeopleSoft Financial, HR Payroll implementation effort. Responsible for varying elements of project management including development of a work plan, tracking procedures, project timelines, deliverables and updates to monthly progress reports and facilitation of meetings.

### Alameda County, Department of Social Services

1996-1999

#### Eligibility Support

- Responsible for facilitating job searches, focus groups and case management for clients. Developed knowledge of state and federal legislation, TANF, Medi-Cal systems and CalWorks.

## Education:

- Master of Arts in Organizational Management, University of Phoenix 2000
- Bachelor of Arts in Psychology, San Francisco State University

**Boards and Commissions:**

**Foster Youth Alliance, Alameda County  
Board Member**

**2003-Present**

**Alameda County Meals on Wheels, Five Star Night Dinner Committee  
Committee Member**

**2004- Present**

**References Available Upon Request**

**Alexandra J. Caraballo**

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**HIGHLIGHTS**

- Strong proficiency in grant making, including efficient operational processing
- Effective team player with high capacity to problem-solve, manage meetings, facilitate groups
- Action oriented, strategic leader
- Exceptional ability to work independently
- Excellent communication skills and ability to develop courteous professional relationships
- Bilingual: English and Spanish

**PROFESSIONAL EXPERIENCE**

**Kaiser Foundation Health Plan**

Oakland, CA

*Manager, Charitable Contributions*

5/2008 – present

- Track and manage pipeline of requests including grants and donations
- Track agency fund expenditures; facilitate distributions from East Bay Community Foundation including collaboration with Compliance & Planning to establish procedure
- Communicate and coordinate review and approval process with internal and regional staff as required by Sarbanes-Oxley compliance policy and practice

**East Bay Community Foundation**

Oakland, CA

*Associate Program Officer*

10/2006-2/2008

- Manage portfolio of 40 funds for donor stewardship, customer service
- Provide research, analysis, and assistance to donors to design and implement grant strategies across varied programmatic interests and giving capacities
- Negotiate and track large, complex, multi-year grants
- Responsible for oversight and administration of scholarship program
- Develop policies and protocols for compliance with Pension Protection Act of 2006
- Provide technical assistance to community nonprofits and donors
- Serve as liaison to Development and Finance Departments to refine work flow and communication process
- Present to Community Investment Committee of Board of Directors

*Philanthropic Services Associate*

07/2002 – 10/2006

- Conduct due diligence and grant processing and administration for all donor grants
- Provide administrative support to department director and officers
- Identify donor interests and resources to connect with community needs



- Develop content for information technology knowledge capture project, including Customer Relationship Management, and database upgrade recommendations

*Program Assistant*

*10/2000 – 07/2002*

- Provide technical assistance to grantees on grant applications, reports, grant agreements
- Conduct due diligence and grant processing and administration for all donor grants
- Prepare dockets for the Program Committee
- Respond to requests for information and other inquiries
- Provide administrative support to department director and officers

**Center on Race, Poverty and the Environment**

San Francisco, CA

*Assistant to the Director*

*04/1999-10/2000*

- Provide administrative assistance to Legal Director, Advisory Board and staff
- Conduct intake process for applicants
- Respond to requests for assistance and other inquiries
- Develop outreach and educational material
- Provide light tech support

## EDUCATION

**University of Oregon**

Eugene, OR

Bachelor of Arts, Political Science

*Spring 2008*

Minor, Ethnic Studies

## COMMUNITY SERVICE

**Head Start**

*Advisory Policy Council member*

*2007- present*

**McClymonds Youth and Family Center**

*Advisory Board member*

*2007*

**Northern California Planned Giving Council**

*Member*

*2006-07*

## APPLICATION PROFICIENCY

- Financial Information Management Systems (FIMS) database
- Microsoft Office including Word, Excel, PowerPoint, Outlook
- Raiser's Edge database
- Working knowledge of MicroEdge GIFTS grants management database

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2009 JUN 11 PM 8:05

Approved as to Form and Legality

  
City Attorney

# OAKLAND CITY COUNCIL

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

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**RESOLUTION CONFIRMING THE APPOINTMENT OF REBECCA HAWLEY-COOPER, AISHA BROWN, AND ALEXANDRA CARABALLO TO THE HEAD START ADVISORY PANEL TO FILL CURRENT VACANCIES**

**WHEREAS**, the City of Oakland has been a grantee of the Head Start Program since 1972 and is required to have an established policy group and a well functioning governing body that share responsibility for overseeing the delivery of high quality services to children and families in accordance with Head Start performance standards; and

**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**, the City Council created the Head Start Advisory Panel in March 2002 to assist the Council in its role as the Head Start Governing Body by overseeing, monitoring and reporting on the implementation of the Oakland Head Start program; and

**WHEREAS**, the City Council determined that the Head Start Advisory Panel would consist of six members, appointed by the Life Enrichment Committee; and

**WHEREAS**, there are currently three Head Start Advisory Panel members and three vacancies; and

**WHEREAS**, the current Head Start Advisory Panel members are JoEllen Spencer, Finance Officer, Bananas Child Care Resource and Referral Agency; Dr. Stacy Thompson, Chair, Human Development Department/ Associate Professor, Child Development, Merritt College; Krishen Laetsch, Program Officer, East Bay Community Foundation; and

**WHEREAS**, pursuant to City Charter section 601, the Honorable Mayor Ronald V. Dellums has appointed Rebecca Hawley-Cooper; Aisha Brown; Alexandra J. Caraballo to the Head Start Advisory Panel for the term beginning March 12, 2008 and ending March 11, 2011, filling the three vacant seats; and

**WHEREAS**, funding to cover the cost of staff time to support the Head Start Advisory Panel is budgeted under the Department of Health & Human Services Fund (2128), Head Start Organization (78231), Head Start Project (G358010); and

**WHEREAS**, to ensure the efficient and continued operation of the Oakland Head Start Program; now, therefore, be it

**RESOLVED**: That the City Council confirms the appointment of Rebecca Hawley-Cooper; Aisha Brown; Alexandra J. Caraballo to the Head Start Advisory Panel.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
**LATONDA SIMMONS**  
City Clerk and Clerk of the Council  
of the City of Oakland, California