

## Napa County Child Care Planning Council

**Membership Application**

Attention: Darlene Howell

**Applicant Information**Name: Sara Featherstone Date: 10-5-05Home Address: [REDACTED] Phone: [REDACTED][REDACTED] Fax: [REDACTED]Business Address: [REDACTED] Phone: [REDACTED][REDACTED] Fax: [REDACTED]Email: [REDACTED]**Membership Categories**

Please check category(s) which best reflect your potential member contribution

- ☒ [20%] **CONSUMER**, defined as a parent or person who receives, or who has received within the past 36 months, child care services.
- ☐ [20%] **CHILD CARE PROVIDER**, defined as a person who provides child care services or represents persons who provide child care services, reflective of the range of child care providers in the county.
- ☐ [20%] **PUBLIC AGENCY REPRESENTATIVE**, defined as a person who represents a city, county, city and county, or local education agency.
- ☐ [20%] **COMMUNITY REPRESENTATIVE**, defined as a person who represents an agency or business that provides private funding for child care services, or who advocates for child care services, or who advocates for child care services through participation in civic or community based organizations, but is not a child care provider and does not represent an agency that contracts with CDE to provide child care and development services.
- ☐ [20%] **AT LARGE REPRESENTATIVE**, defined as an appointee from any of the above categories or outside of these categories, in the discretion of the appointing agencies.

10/21/2005 10:15

7072266115

CHILDRENS COTTAGE

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Current Occupation (within last 12 months)

Pre-school teacher

Business Interests (within last 12 months)

Please list the names, addresses and phone numbers of three (3) individuals familiar with your background:

Mary Welch:Ruan Dismang:Tracy Mc Daniels:

Name and occupation of spouse within last 12 months, if married.

Thomas Anderson - Napa County HHS - Community Aide

List relevant education, experience, and qualifications or, skills that you possess:

\* If additional space is needed, please attach additional sheets.

I am a parent of a 2½ year old and a 6½ year old, and I have been working with pre-school aged children for 4 years. I currently work with pre-kindergarten children and I have a passion for education and advocating for children's rights. My educational background is Cultural Anthropology. I received my BA at San Francisco State, though I don't use it directly, it certainly helps me in being culturally sensitive in the classroom and beyond.

Explain why you wish to be considered for LPC membership:

As not only being a child care consumer, but also an early childhood teacher I would "doubly" benefit the LPC. I have a unique perspective being both consumer and service provider. I want to be involved in making decisions affecting my community, my field and my family. I want to be a part of making positive solutions.

Signature: Sara FeatherstonDate: 10/7/05

Return this application to:

Napa County Child Care Planning Council  
C/O Napa County Office of Education  
2121 Innot Avenue  
Napa, CA 94559  
Attention: LPC Coordinator

Thank you for your interest in serving on the Napa County Child Care Planning Council. Your application will be reviewed for membership selection upon vacancy(s) in the categories previously listed on this form. All applications will be kept on file for one year from the date of receipt.



County Executive Office  
1195 Third Street, Room 310  
Napa, CA 94559-3082  
(707) 253-4421 FAX (707) 253-4176

eAFA

## APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION, COMMITTEE OR TASK FORCE

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

**Napa Co. Child Care Planning Council**

\*Category of membership for which you are applying:  
(This information can be found on the news release announcing the opening.  
You may apply for more than one category if more than one position is open.)

**Community Representative**

\*Supervisorial District in which you reside:

**District 2**

\*Full Name

**Cynthia Dianne Meza**

Date

**1/20/2006**

\*Current Occupation (within the last twelve (12) months):

**Preschool Director/ Family Literacy Program Director**

Current License (Professional or Occupational); Date of issue and/or expiration including status:

**License Exempt Center- Housed on Elementaty School Setting**

Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

**(see attached resume)**

Community participation (nature of activity and community location):

**Planning and coordinating Pre-K Parent/Child Institutes NVLA  
Secretary for Vintage HS Athletic Boosters  
Volunteer for Vintage Choir Bingo  
6 yrs Volunteer for Swim Team Bingo  
Past Den Leader and Scout Master and Secretary for Boy Scout Council**

Other County Board/Commission/Committee on which you serve/have served:

\* Denotes Mandatory Entry Required

## APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES, OR TASK FORCE

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Application for Appointment to: *(Name of Board, Commission, Committee or Task Force)***Napa Co. Child Care Planning Council**

Names, addresses and phone numbers of three (3) individuals familiar with your background:

\*Name

**Deb Wallace**

\*Address

**2700 Kilburn Avenue**

\*City

**Napa**

\*State \*Zip Code

**CA****94558**

\*Telephone

**(707) 253-3678**

\*Name

**Pam Perkins**

\*Address

**2700 Kilburn Ave**

\*City

**Napa**

\*State \*Zip Code

**CA****94558**

\*Telephone

**(707) 253-3678**

\*Name

**Pat Krenke**

\*Address

**1167 Ortiz Ct.**

\*City

**Napa**

\*State \*Zip Code

**CA****94558**

\*Telephone

**(707) 255-7195**

Name and occupation of spouse within the last 12 months, if married (for Conflict of Interest purposes):

**Robert Meza- Water city worker**

\*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

For the past four years I have been working with low income families that have had difficulties in furthering their education, accessing daycare, and finding beginning entry jobs. I have a part of a team that has inspired women to set goals, pass their GED, obtain citizenship, attend their first college classes and become active members of the community.

I can contribute to this position by bringing to the table a variety of families' perspectives as well as taking the council's perspective back to the community. The community of NVLA (Westwood) serves families of high, middle and low income families due to the immersion program that is available here. I also can bring my experience as being a past owner of a private preschool and mother of four children born and raised in Napa.

**CYNTHIA MEZA**

1940 Lap Court, Napa, CA 94558

707-252-4586

cm053292@sbcglobal.net

**OBJECTIVE**

To serve on the Napa County Planning Commission representing low-income families.

**EXPERIENCE****Napa Valley Unified School District**

September 2001-present

- Wrote course descriptions and organized schedules for adult education classes.
- Recruited families based on residence, educational needs and income.
- Inspired parents to set short and long term goals for themselves and their families.
- Planned and implemented a strong curriculum for preschool students.
- Hired and supervised early childhood, adult education and school age support staff.
- Planned and supervised parent workshops, trainings and parent-child activities.
- Wrote intervention plans for family members with significant educational needs.
- Collaborated with agencies for additional assistance for families.

**Teacher, Third and Fourth Grade Teacher-NVLA**

September 1992-June 2001

- Assessed for present abilities, group for intensive needs, and ELD.
- Present standard-based multi-modality instruction.
- Participated in grade level team planning.
- Provided a well-balanced program ensuring learning for all learners, in all subjects.
- Reviewed results of all assessments, enhancing curriculum where results fall short.
- Monitored target students who are close to redesignation.
- Worked and communicated with parents and support staff for continued success.
- Participated in grade level meetings.
- Served 6 years on PTA Board.

**Teacher, Primary SDC Teacher-Westwood**

September 1990-June 1991

February 1985-June 1989

- Assessed for present abilities, reviewed IEP objectives for each student.
- Provided a well-balanced functional academic program across the curriculum.
- Blended community based instruction to ensure independence.
- Monitored performance for success.
- Provided firm, consistent, and respectful behavior management techniques.
- Participated as a PTA board member for 5 years, and school site council for 2 years.

**Teacher, Preschool age students- St. Helen Center-NCOE**

September 1989-June 1991

**Teacher, Preschool age students-Napa Center-NCOE**

December 1978-August 1979

Cynthia Meza

Page 2

- Taught well-integrated morning programs to special education and non special education students.
- Collaborated with parents, teachers, and support personnel.
- Prepared 4 and 5 year olds for kindergarten.
- Provided parent support through home visits.
- Researched if receiving schools will be the least restrictive environment.
- Wrote and implemented IEPs and transition plans.

**Teacher, 13-21 year old students at Our Family Residential Substance Abuse**

September 1981-February 1995

**Facility-NCOE**

- Built an educational program from top to bottom.
- Obtained graduation requirements, course descriptions, standards, benchmarks, textbooks, and wide variety materials to support abilities, needs.
- Assembled a solid program to meet special education and non-special education students' educational needs.
- Monitored all students' progress to meet exit competency requirements.
- Helped to develop life long survival skills.
- Integrated students with Napa High and Adult Education students to pass high school proficiency tests.

**Teacher, Primary SDC class-Carneros-NCOE**

September 1979-August 1981

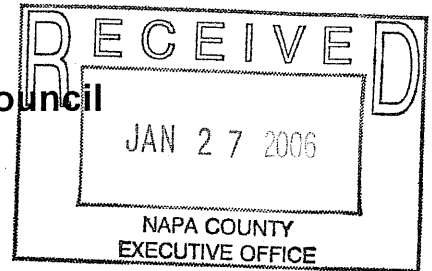
- Assessed for present skills, work with parents to write IEP plan.
- Planned with support staff and grade level teachers.
- Provided art to first and second grade combination students.
- Maintained necessary rapport and communication between parents, agencies and peer professionals.

**Education**

2000	Resource Specialist Credential California Department of Education
1996	CLAD Credential for Teaching English Second Language Learners
1978	Special Education Credential, Learning Handicapped St. Mary's College of California
1977	Special Education Credential, Severely Handicapped California State University, Chico, CA
1976	Bachelor of Arts, Major: Liberal Studies California State University, Chico, CA

Napa County Child Care Planning Council

**Membership Application**



**Applicant Information**

Name: HERBERT SALINGER Date: 1/9/06  
Home Address: P.O. BOX 347 Phone: 707-942-2134  
CALISTOGA, CA 94515 Fax: 707-942-1356  
Business Address: 0 Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: SALINGER@COMCAST.NET

**Membership Categories**

Please check category(s) which best reflect your potential member contribution

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- ☐ [20%] **CHILD CARE PROVIDER**, defined as a person who provides child care services or represents persons who provide child care services, reflective of the range of child care providers in the county.
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Current Occupation (within last 12 months)

RETIRED

Business Interests (within last 12 months)

RETIRED

Please list the names, addresses and phone numbers of three (3) individuals familiar with your background: STEPHANIE SNYDER, DIRECTOR, CALISTOGA FAMILY CENTER, [REDACTED] (909) 535-5151, JEFF JOHNSON, [REDACTED]

SUPERINTENDANT, CALISTOGA JOINT UNIFIED SCH. DIST. [REDACTED]  
DR. LINDA WEBSTER, COORD. EDUC. LEADERSHIP PROGRAM (RETIRED) [REDACTED]

Name and occupation of spouse within last 12 months, if married. [REDACTED]

List relevant education, experience, and qualifications or, skills that you possess:  
\* If additional space is needed, please attach additional sheets. SEE ATTACHMENT (1)

I have had a long term interest in comprehensive child care and development issues. As President and Director of the California School Boards Association I planned and participated in state-wide workshops aimed at developing Board members regarding these issues. On a national basis as Executive Director of the American Association of Personnel Administrators I pushed the importance of these issues (see attachment 2). Recently working with our local Board of Directors on the Board of Directors and the Calistoga Family Center I was instrumental in the development of a center to be administered by the Center for Preschool scholarships. Two past essays and some minor research on childcare and development issues in California. The research was published by The Weekly Californian.

Signature: \_\_\_\_\_

HERBERT SALINA

Date: 1/9/06

Return this application to:

Napa County Child Care Planning Council  
C/O Napa County Office of Education  
2121 Imola Avenue  
Napa, CA 94559  
Attention: LPC Coordinator

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ATTACHMENT C

**Autobiographical Sketch: Herbert E. Salinger**

RETIRED JUNE 2001

Herb Salinger is currently a member of the part-time faculty in the Educational Leadership Program at Sonoma State University. His professional career includes 6 years service as Executive Director of the American Association of School Personnel Administrators (AASPA) which represents personnel and human resources administrators and staff in the United States and Canada; 10 years service as the Executive Director of the California School Boards Association (CSBA); and 8 years as administrator at the University of California, Berkeley. He also served as lecturer in the School of Education at UCB, and Director of that University's Career Planning and Placement Center.

During his tenure at the University of California, Herb Salinger served four years as Head of the School of Education's Field Service Center and worked as consultant to school districts throughout the nation. He also served as the Administrative Director of the UCB school district desegregation project. Prior to coming to Sonoma State University, Dr. Salinger was field supervisor in the Educational Administration Program at Sacramento State University from 1986 to 1997.

Dr. Salinger's public school experience is extensive. He has been a teacher, dean, principal and superintendent. He was Deputy Superintendent of the Napa Valley Unified School District and Superintendent of the Las Virgenes Unified School District, Calabasas (West Los Angeles County). He has served as a teacher of science and mathematics in the Napa Unified School District and as a junior high school dean, principal, and personnel director. He has taught school finance at San Fernando Valley State University and at the University of California, Berkeley.

Herb Salinger served in the Nation's Capitol as a Special Assistant to the Secretary of Labor and was Executive Director of the President's Committee on Youth Employment. He also served on the President's Committee on Juvenile Delinquency and Youth Crime as a co-Executive Director representing the Secretary of Labor.

A native of San Francisco, Dr. Salinger received his B.A. from the University of California, Berkeley. M.S. from the University of Idaho, and was awarded the doctorate (curriculum) from U.C., Berkeley. He has been active in community and professional affairs, serving as president of the American Association for School, College and University Staffing (ASCUS). His community activities include a past presidency of the Napa and Las Virgenes Kiwanis clubs, and the Napa County Easter Seal Society. On the national level, he served as Secretary, Educational Research Service (ERS) and was a member of the board (Settlor) of the Trust for Insuring Educators (TIE).

Herb is president of his own firm, Salinger and Associates which provides support services to the nation's school districts. His interests include world-wide travels, reading, and swimming.

ATTACHMENT(2)  
3 PAGES

(1)

## APPENDIX A

### Memo to Governor James B. Hunt



#### AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

3336 Bradshaw Road #250 \* Sacramento, California 95827  
(916) 362-0300 \* FAX (916) 362-0303 \* aaspa@netcom.com

**PRESIDENT**  
Dr. A. Richard Pitcock  
Mt. Lebanon School District  
7 Horsman Drive  
Pittsburgh, PA 15228  
(412) 344-2080 - FAX (412) 344-2047

**IMMEDIATE PAST PRESIDENT**  
Dr. William F. Weber  
South Redford School District  
25141 Schoolcraft  
Redford, MI 48238  
(313) 535-4000 - FAX (313) 535-1059

**PRESIDENT-ELECT**  
Dr. William W. Ishoe  
Klein Independent School District  
7200 Spring-Cypress Road  
Klein, TX 77379  
(713) 376-4180 - FAX (713) 320-0621

**RECORDING SECRETARY**  
Esther Coleman  
Virginia Beach City Public Schools  
PO Box 6038  
Virginia Beach, VA 23456  
(804) 427-4674 - FAX (804) 427-4763

**REGION REPRESENTATIVES**  
**Region 1**  
Paul Durose  
Central Okanagan School District  
1940 Haynes Road  
Kelowna, British Columbia V1X 5X7  
(604) 860-8888 - FAX (604) 880-6790

**Region 2**  
Kathrine R. Reed  
Minneapolis Public Schools  
807 NE Broadway  
Minneapolis, MN 55411  
(612) 627-2011 - FAX (612) 627-2182

**Region 3**  
Cathleen R. Abbruzzese  
Colonial Northampton U #20  
6 Danforth Drive  
Easton, PA 18045-7899  
(610) 252-5550 - FAX (610) 252-5740

**Region 4**  
Douglas M. Gephart  
Fremont Unified School District  
4210 Technology Drive  
Fremont, CA 94538  
(510) 659-2556 - FAX (510) 659-2507

**Region 5**  
Dr. Nancy G. Blogs  
Lincoln Public Schools  
3901 O Street  
Lincoln, NE 68510  
(402) 435-1575 - FAX (402) 436-1620

**Region 6**  
Dr. Donald A. Peccia  
Virginia Beach City Public Schools  
2512 George Mason Drive  
Virginia Beach, VA 23456  
(804) 427-4684 - FAX (804) 427-4763

**EXECUTIVE DIRECTOR**  
Dr. Herb Salinger  
3336 Bradshaw Road #250  
Sacramento, CA 95827  
(916) 362-0300 - FAX (916) 362-0303

**Date:** December 4, 1995

**To:** Governor James Hunt, Chair.  
Dr. Linda Darling-Hammond, Executive Director and  
Members of the National Commission on Teaching and  
America's Future

**From:** A. Richard Pitcock, President and  
Herb Salinger, Executive Director  
American Association of School Personnel Administrators

**Subject:** Recommendations for Inclusion in the Commission's Final  
Report

SEE  
PAGES  
(2)(3)

**Preface:** The American Association of School Personnel Administrators, in its 58<sup>th</sup> year, represents personnel/human resources staff throughout the United States, Canada, and other parts of the world.

The Association members are responsible for the selection and induction of over 80% of the Nation's teachers. In addition, many of our members have responsibilities for the professional renewal/development of staff.

It is our association's belief that societal impacts affecting schools and the quality of teacher preparation are the two foremost issues facing public schools in this country today.

Our association has been at the forefront, in a pro-active manner, facing the issues of teacher preparation, selection, induction, evaluation and professional development.

In September of 1994, an Ad-hoc committee of our practitioner members was appointed to determine what knowledge and skills will be needed by a teacher in the next five to ten years. The results of that committee's efforts are contained in AASPA's publication entitled "Most Critical Knowledge and Skills of a Future Educator".

**MISSION STATEMENT:** "AASPA provides leadership in promoting effective human resource practices within education through professional development activities and a broad based resource network."

58TH ANNUAL CONFERENCE \* OCTOBER 13-17, 1996 \* PORTLAND, OR

(2)

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Our association recognizes the improvement of teacher preparation is linked to the improvement of school district practices in the areas of increasing teachers of color, recruitment/selection, induction, evaluation and professional development. With this in mind, the association currently has an ad-hoc task force with four major sub-committees that will develop detailed proposals to be used by school districts throughout the United States. These proposals will be tied to "The Most Critical Knowledge and Skills of the Future Educator". The reports from the sub-committees on recruitment/selection, induction, evaluation and staff development should be published by October 1996. In addition, AASPA is working on an update and revision of it's important 1991 publication on minority recruitment.

The following recommendations are aimed at "Teaching and America's Future". We believe that the future of children/youth served by our nation's schools, and taught by knowledgeable and skilled teachers is the key to true reform.

RECOMMENDATIONS:

- (1) **That the Commission's report clearly identifies the status of children/youth in society and in our public schools.** The entire report should be predicated on the fact that the schools basis for existence is teaching/working with children and youth. Too many children in the United States come to school damaged by the effects of drug and alcohol abuse, aids, poor health habits and the lack of proper prenatal care.

We have poverty stricken children/youth, hungry and sick children, dysfunctional children from dysfunctional homes, and children with no homes and, in many cases, no parents.

We have an ever growing population of children and youth with limited or no ability to speak English. In many cases the nation is faced with cutbacks in essential services necessary to bring multiple health problems together to help pre-school children and other youth become productive learners in a school setting and citizens in their community.

The Commission's report and recommendations must address the problems of school climate. The impact of gangs and dysfunctional children and youth is making some schools unhealthy sites for learning. The Commission needs to recognize the importance of programs aimed at reducing teenage pregnancy. In addition, it will be important to recognize the importance of prenatal and perinatal care.

The Commission's report should strongly support early childhood programs that truly help children prepare for kindergarten. Programs that attack substance abuse; teach parenting skills and strengthen the family structure must be recognized for their importance.

AASPA reiterates that America's future as it relates to children and youth must change. All the improved teacher preparation programs and district reforms will not work unless we can help children and youth come prepared to be productive in our nation's classrooms.

(2) **That the Commission identifies the most critical knowledge and skills of a future teacher.** Knowledge should be aimed at:

- (a) How the subject(s) they teach are related to other subjects
- (b) How to teach the subject(s) to students
- (c) How to assess student progress on a regular basis
- (d) How to plan lessons in a logical sequence
- (e) How to reflect on their teaching and devise ways of improving it on an ongoing basis
- (f) How to collaborate with other educators to create a complete educational environment
- (g) How to use the technology available to us today
- (h) How to appreciate various cultures, and the larger global society and how to establish rapport with a diverse population of students and parents
- (i) How and where to get needed information and how to educate students to seek and evaluate information

**And that the critical skills of a teacher require the ability to:**

- (a) Recognize and respond to individual differences in students
- (b) Implement a variety of teaching methods that result in high student achievement
- (c) Work cooperatively with parents, colleagues, support staff and supervisors
- (d) Display genuine love of teaching students (enthusiasm)
- (e) Implement full inclusion techniques for special education students
- (f) Differentiate instruction for a variety of developmental stages and ability levels
- (g) Write, speak and present well
- (h) Develop critical thinking skills with students



County Executive Office  
1195 Third Street, Room 310  
Napa, CA 94559-3082  
(707) 253-4421 FAX (707) 253-4176

eAFA

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Page 1 of 3

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Child Care Planning Council

\*Category of membership for which you are applying:  
(This information can be found on the news release announcing the opening.  
You may apply for more than one category if more than one position is open.)

Consumer

\*Supervisorial District in which you reside:

Napa County

\*Full Name

P. Angela Murry-Smith

Date

11/2/2005

\*Current Occupation (within the last twelve (12) months):

Sales Support/Executive Assistant to CEO & President of Intervine, Inc.

Current License (Professional or Occupational); Date of issue and/or expiration including status:

N/A

Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

Resume Attachment has been added.

Community participation (nature of activity and community location):

Stand for Children Day: May 2005 (March to the Capitol) Parent Voices

Other County Board/Commission/Committee on which you serve/have served:

Community Resources for Children-Advisory Board Member

\* Denotes Mandatory Entry Required

## APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES, OR TASK FORCE

Page 2 of 3

Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

**Child Care Planning Council**

Names, addresses and phone numbers of three (3) individuals familiar with your background:

\*Name

**Michael Borck, President of Intervine, Inc.**

\*Address

**1700 Second Street, Suite 200**

\*City

**Napa**

\*State \*Zip Code

**CA 94559**

\*Telephone

**(707) 253-1665**

\*Name

**Maria Macias, DIAGEO Chateau & Estate Wines**

\*Address

**440 Gateway Road West**

\*City

**Napa**

\*State \*Zip Code

**CA 94558**

\*Telephone

**(707) 299-2684**

\*Name

**Ida Price**

\*Address

**240 Duling Road**

\*City

**Napa**

\*State \*Zip Code

**CA 94559**

\*Telephone

**(707) 944-8844**

Name and occupation of spouse within the last 12 months, if married (for Conflict of Interest purposes):

**N/A**

\*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

I wish to serve on the Child Care Planning Council as a way to give back to a community that has embraced my children and I, continuing to do so. In addition; I would like to help make a difference even if it is for one child or one parent, to know that they are not alone in their struggles and frustration, that their voices are being heard, that councils such as this one are working on their behalf to ensure reliable, quality childcare that is improving all the time. As a single parent of twins I have faced many, if not most of these obstacles parents in my community continue to face. I want to be able to give them hope, tell them to hold on and be strong because change is going to come, to assist in educating them on the resources and programs available to them and how to properly participate within them to maximize their benefits. Moreover, to continue to support, motivate and encourage our local childcare facilities to keep up the good works and efforts in providing safe, healthy, quality and more diverse care for the development of our youth and their parents.

I feel that as a member of the Child Care Planning Council, I could contribute my experience as a person who having utilized the system in its intended use and successfully moved off from it can offer understanding and insight from both sides. In addition, I can bring current positive feedback and any concerns from my community

as well as my experiences within the arena of childcare.

## **P. ANGELA MURRY-SMITH**

P.O. Box 6141  
Napa, Ca 94581  
(707) 251-9267

### **P E R S O N A L**

I am confident in the professionalism of both my appearance and manner. I am efficient, organized, detail and multi-task oriented, resourceful, hard working, and able to work independently. I pride myself on my reputation /abilities to follow through and meet deadlines. I am strong in communicating and connecting with others.

### **E D U C A T I O N**

High School Diploma, John F. Kennedy Memorial High School, Seattle WA, 1991

BA Degree, Liberal Arts and Sociology, Spelman College, Atlanta GA, 1995

### **O R G A N I Z A T I O N**

Sigma Alpha Iota, Zeta Phi Chapter, Member since 1994

Community Resources for Children-Advisory Board Member since 2004

### **E M P L O Y M E N T**

#### **Acquisitions Administrator/Executive Assistant, Intervine Incorporated (Currently)**

Responsible for the support of the sales, acquisitions and distribution departments. Daily responsibilities includes preparation and maintenance of vendor agency agreements, customer sales contracts and distribution logistics. In addition, sole responsibility for all imports and exports of samples, preparation for customs clearance and submissions of all Federal label approvals. Marketing, sampling programs and daily bid offer tasting. Data entry (Excel, Access, Word) and frequently used tools such as Microsoft 2000, e-mail, fax, on-line couriers, both Intranet and Internet along with some general office support. Regular daily contact both International & Domestic with vendors, customs brokers and corporate customers.

Executive Assistant to both the CEO and President.

**Consumer Sales/Executive Assistant/ Office Coordinator Assistant,**  
**Etude Wines/Alkar**

**Consumer Sales**

Manage day-to-day consumer activity, consumer database management with applicable tracking and reporting mechanisms, legal compliance reporting, direct customer service and contact with consumers. In addition, organizational coordinating, new mailing list sign-ups, allocations, offerings and tasting scheduling. Program sales, monthly reporting and analysis along with program compliance reports.

Winery accounts payable (invoicing and consumer receivable).

**Executive Assistant to Tony Soter**

Prepared correspondence from written and other materials, travel arrangements and itineraries. Provided time management and calendaring along with daily updates. Maintain contacts data base with back-up hard copies. Coordinate necessary special lunches and events in addition to providing any and all necessary support /assistance as needed.

Assisting Office Coordinator in daily functions. Order taking and correspondence from retailers, restaurants and distributors, data entry, copying and faxing bulk items, reception, administrative/general/clerical office support.

**Escrow Secretary, North American Title Company/Alkar**

Assisting the Escrow Officer, office and department in gathering client information and research while managing customer contacts and maintains a strong customer base. Providing excellent customer service, scheduling and metro scan request. Daily functions include the opening of and cancellations of orders, the ordering of preliminary reports, CC&R, title searches and notification to the Department of Housing of the opening/closing of escrow. Requesting of payoff demands and/or statement of conditions, tax demands, disclosure reports and hazard insurance. Funds held, reconveyance and release follow-ups. Managing of all incoming and outgoing correspondence with agencies, agents, brokers, clients and lenders. Administrative/General Office support, daily office accounting and the maintaining of all recording logs.



### **DMV/Vehicles Sales Administrator, Lithia Motors**

Reported all new and used vehicle inventory sold, accounts payable and receivable, submitted contract funding, back-halved and posted deals, claimed rebates and dealer incentives, dealer reserves, new/used vehicle licensing and registration(wholesale inventory and retail) and administrative office support.

### **Management Trainee, Hertz Local Edition**

Daily report of business, accounts payable/ receivable, daily assistance with local reservations and contracts for insurance replacement and leisure vehicle rentals. General office/clerical support.(data entry, multi-line phones, fax/copier, filling, research etc. ..)

### **General Manager, Kidd Valley Hamburger/Ivar's Corporation**

Plan, schedule, coordinate and supervise a ten-person crew in their daily duties for an upscale hamburger restaurant. The restaurant is located in a lake/resort area of Seattle. These daily duties include guest services, human relations/communications with guest and employees, problem solving, employee development, product quality, inventory and portion control, sales building, cost control, sanitation, administrative work, planning and organizing, labor control and usage.

### **Inventory Control/Payroll Clerk, Sound Mazda**

Researched and recorded used vehicle inventory on a three-lot location. Organized information into a monthly spreadsheet of financial debts and profits. Data entry of new hire information, weekly, semi-monthly and salary payroll, commissions and bonuses calculation, both accounts receivable credits and deductions. Provided Administrative support for the service department.

### **Community Support Specialist, Community Living**

Provided personal services for the developmentally disabled in their daily lives. (Services included: personal care, cash management, shopping and preparing meals, household maintenance, and transportation.) General Office.

**Security Officer, Guardsmark Inc.**

Stationary officer at CNN center in Atlanta, GA. Rotating between the CNN/Headline news security clearance desk and the surrounding properties on location.

**S U M M A R Y   O F   S K I L L S**

Administrative/Office Support Skills	Computer Literate	Payroll
Accounts Payable	Customer Relations	Public Relations
Accounts Receivable	Fax/Copier	Supervisory Skills
Cash Management	Inventory Control Skills	Time Management