

**City of Seattle  
Notice of Appointment**

Name: <b>Phyllis Lewis</b>		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <b>Seattle, WA</b>		Contact Phone No.: N/A
Appointed to: Seattle Women's Commission		Date of Appointment: 09/30/13
Authority (Ord., Res.): 118392		Term of Office: From: Confirmation To: 07/01/16
<b>Background:</b>  Phyllis is very excited about her appointment to the Seattle Women's Commission and hopes to contribute her knowledge in the childcare industry because it is a huge issue for mothers. Phyllis is a site supervisor for Primm ABC Childcare Center at Dearborn Park. She supervises daily operations of the program to ensure compliance with DSHS licensing requirements. She works with families from various ethnic and cultural backgrounds and loves the diversity and hopes to share her know of what is needed in the childcare center and how the Commission can make a difference.		
Authorizing Signature: 	Name and Title of Officer Making Appointment:  Councilmember Bruce Harrell	

## Phyllis Lewis

### Long Term Objectives:

To obtain a Master's Degree in education with a Minor in Psychology. To create and own a School that targets struggling students of color.

### Short Term Objectives:

To complete a BA in Education with Teacher Certification Program

### Education:

City University, Bellevue, WA, Summer 2011 – Winter 2012  
Antioch University, Seattle, WA, Summer 2007 – Summer 2008  
Seattle Central Community College, Seattle, WA, 1992 – present  
Nathan Hale High School, Seattle, WA, 1988 Diploma

### Employment:

#### Site Supervisor

9/07 - present

Primm @ Dearborn Park, Seattle, WA

Supervise daily operations of the program to assure compliance with DSHS licensing requirements. Ensure that supplies are maintained and purchased as necessary. Facilitate curriculum development and implement in anti-bias age appropriate programming. Maintain accurate attendance records. Align activities with elementary school standards. Ensure the safety and well being of all children in the program. Work with families from a variety of ethnic and cultural backgrounds. Attend relevant trainings. This program is a part of Primm ABC Childcare Center.

#### Co-Teacher/Administrative Assistant

9/06 – 9/07

Primm ABC Childcare Center, Seattle, WA

Assisted the Lead Teacher in the early childhood classroom with age appropriate activities. Helped keep classroom organized. Worked with adults and children from a variety of ethnic and cultural backgrounds. Assisted in health and developmental screening of children in program. As administrative assistant, I performed duties as requested by Director. This included typing letters, field trip notices, and completing paperwork for NAEYC Re-Accreditation.

#### Program Supervisor

7/05 – 9/06

Kids @ King, Seattle, WA

Supervise daily operations of the program to assure compliance with DSHS licensing requirements. Ensure that supplies are maintained and purchased as necessary. Facilitate curriculum development and implement in anti-bias age appropriate programming. Maintain accurate attendance records. Align activities with elementary school standards. Ensure the safety and well being of all children in the program. Work with families from a variety of ethnic and cultural backgrounds. Attend relevant trainings. This program was a part of Primm ABC Childcare Center.

**TT Minor Community Program Supervisor**

1/03 – 7/05

YMCA of Greater Seattle, Seattle, WA

Supervised the daily operations and development of the Enrichment Program with an integration of the YMCA mission, core values and curriculum focus. Provided a linkage to the school classroom personnel in areas of communication and problem solving. Developed and managed the program budget (\$346,466), within the established YMCA parameters. Assured compliance with state and local regulations as they relate to childcare. Ensured that program standards were met and safety procedures followed. Ensured high quality programs through innovative program development, evaluations and ongoing training of staff.

**TT Minor Program Supervisor**

9/00 – 1/03

YMCA of Greater Seattle, Seattle, WA

Facilitated curriculum development and implemented in anti-bias programming. Implemented childcare standards of the YMCA and DSHS. Followed YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures. Maintained and updated records, student progress reports, and monthly statistics. Ensured that site supplies were maintained and purchased as necessary. Also, ensured that equipment was sound and in safe order.

**Retail Clerk**

1/89 – 9/00

Shop-Rite, Seattle, WA

Provided superior customer service. Operated check stand completing customer's transactions by cash or credit cards. Stocked shelves within the grocery, frozen food and dairy sections of the store as needed. Maintained a clean work area. Followed company's safety rules and sanitation standards. Performed other duties as required.

**Helper Clerk**

1/87 – 8/88

Shop-Rite, Seattle, WA

Provided superior customer service. Stocked and faced products on shelves from the storage areas. Ensured proper rotation of perishable items. Created end displays. Assisted customers finding items in the store. Bagged and carried out groceries for customers as needed. Kept store clean and tidy at all times.

**Courtesy Clerk**

7/86 – 1/87

Shop-Rite, Seattle, WA

Provided superior customer service. Greeted customers, bagged groceries, helped customers out to their cars, collected empty carts and returned to the store. Other duties included sanitation, price checks, stocking of bags at the check stands, cleaning of spills and returning merchandise to the shelf.

**Professional and Community Memberships:**

- American Federation of Teachers
- Washington Educators in Early Learning
- School Family Partnership Advisory Committee
- Southeast Consortium
- Division of Child Care Early Learning Advisory Committee

**References Upon Request**

## Seattle Women's Commission

21 Commission members: Per S.M.C. 3.14.920, confirmed by City Council, 2-year terms\*

- 9 Appointed by Mayor
- 9 Appointed by City Council
- 2 Appointed by the Commission, confirmed by City Council
- 1 member *Get Engaged: City Boards and Commissions* program: Appointed by Mayor, confirmed by City Council –1-year term-appointed in September

D*	G	Position #	Name	Appointed	Term Ends	Term #	Position	Appointed By
4	F	1	Roslyn Kagy	09/30/13	07/01/15	2 <sup>nd</sup>	Member	Mayor
		2	Vacant					Mayor
6	F	3	Jaron Reed	09/30/13	07/01/15	1 <sup>st</sup>	Member	Mayor
		4	Vacant					Mayor
2	F	5	Tracey Whitten	09/30/13	07/01/15	1 <sup>st</sup>	Member	Mayor
6	F	6	Clarissa Lord Brundage	09/30/13	07/01/15	1 <sup>st</sup>	Member	Mayor
2	F	7	Jennifer Cobb	09/30/13	07/01/15	1 <sup>st</sup>	Member	Mayor
6	F	8	Morgan Beach	09/30/13	07/01/15	1 <sup>st</sup>	Member	Mayor
1	F	9	Lylianna Allala	09/30/13	07/01/15	1 <sup>st</sup>	Member	Mayor
6	F	10	Wendy Gillihan	8/4/14	07/01/15	2 <sup>nd</sup>	Member	City Council
1	F	11	Maha Jahshan	8/4/14	07/01/15	2 <sup>nd</sup>	Member	City Council
6	F	12	Alison Mondri	8/4/14	07/01/15	2 <sup>nd</sup>	Member	City Council
2	F	13	Phyllis Lewis		07/01/16	2 <sup>nd</sup>	Member	City Council
2	F	14	Mergitu Argo	8/4/14	07/01/16	3 <sup>rd</sup>	Member	City Council
3	F	15	Elsa Batres-Boni	09/30/13	07/01/15	1 <sup>st</sup>	Member	City Council
6	F	16	Liz Kellogg	09/30/13	07/01/15	1 <sup>st</sup>	Co-Chair	City Council
3	F	17	Mercedes Elizalde	8/4/14	07/01/16	1 <sup>st</sup>	Co-Chair	City Council
		18	Vacant		07/01/14	3 <sup>rd</sup>	Member	City Council
6	F	19	Michele Frix	8/4/14	07/01/16	2 <sup>nd</sup>	Co-Chair	Commission
		20	Vacant		07/01/15	1 <sup>st</sup>	Member	Commission
2	F	21	Brianna C. Holmes		09/30/15		Get Engaged	Mayor

		(1)	(2)	(3)	(4)	(5)	(6)			
	Men	Women	Vacant	Minority	Asian/American	African/American	Latino	Native/American	Other	Caucasian
Mayor	0	7	2	4	1	2	0	1	0	3
Council	0	8	1	5	1	2	2	0	0	3
Commission	0	1	1	0	0	0	0	0	0	1
Get Engaged	0	1	0	0	0	1	0	0	0	1
<b>Total</b>	<b>0</b>	<b>17</b>	<b>4</b>	<b>9</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>8</b>