



CLERK OF THE BOARD DIVISION  
OF THE BOARD OF SUPERVISORS' OFFICE

## COUNTY OF HUMBOLDT

825 FIFTH STREET  
EUREKA, CALIF. 95501-1153

PHONE (707) 476-2384; 445-7299 (FAX)

RECEIVED

DEC 30 2019

BOARD OF SUPERVISORS

### APPLICATION TO SERVE ON THE HUMBOLDT COUNTY FIRST FIVE HUMBOLDT COMMITTEE

APPLICANT NAME: Wendy Hill

MAILING ADDRESS: [REDACTED] Eureka CA, 95501

TELEPHONE: Home: [REDACTED] Work: [REDACTED] Fax: [REDACTED]

E-MAIL ADDRESS: Wendy-Hill@redwoods.edu

OCCUPATION: College of the Redwoods Child Development Center Director, Early Childhood Education Associate Faculty

PERSONAL REFERENCES:

(1) Heather Richardson PHONE: [REDACTED]

(2) Linda Powell PHONE: [REDACTED]

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? x NO        YES

PLEASE WRITE A BRIEF STATEMENT DESCRIBING WHY YOU'RE INTERESTED IN SERVING ON THE **FIRST FIVE HUMBOLDT COMMITTEE**.

I am interested in serving on the First Five Humboldt committee as a commissioner because I believe in the work, services, and programs that are supported by our local First Five. I believe that supporting the health and well being of children and families shapes healthy and thriving communities. As an early childhood educator, I believe in the continuous support and sustainability of the early childhood education workforce through education, trainings and continued advocacy for the professional integrity laudable to the field. Through my participation as a First Five Humboldt commissioner I will continue to support children, families and the early childhood community.

PLEASE ATTACH A CURRENT RESUME.

DATE: 12/27/19

SIGNATURE: Wendy Hill

I declare under penalty of perjury under the laws of the State of California that the above is true and correct

SUBMIT THIS APPLICATION TO:

HUMBOLDT COUNTY FIRST FIVE HUMBOLDT COMMITTEE, Clerk of the Board, 825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

DATE TO SUPERVISOR                      DATE APPROVED                      NOT APPROVED

## **Wendy Hill**

[REDACTED] Eureka Ca 95503

[REDACTED]  
Wendy-Hill@redwoods.edu

### **Education**

MA in Early Childhood Education  
Pacific Oaks College San Jose, CA

Completed Summer 2018

BA in Child Development  
Humboldt State University Arcata, CA

Completed Spring 2014

AA and AS Degrees with Honors in Early Childhood Education  
College of the Redwoods Eureka, CA

Completed Spring 2006

### **Career History and Accomplishments**

#### **Center Director-College of the Redwoods**

**July 2013-Present**

- Works directly with ECE faculty to organize staff and students
- Responsible for all funding and contracts with California Department of Education
- Responsible for all contracts with North Coast Services Head Start and Early Head Start programs
- Responsible for all contracts with Humboldt County Office of Education
- Responsible for contracts with California Department of Education Early Head Start Partnership
- Coordinates trainings for staff
- Reports to the Vice President of Student services and the Board of Trustees
- Maintains and over sees all operations of the Child Development Center and Lab School
- Coordinates hiring with Human Resources
- Coordinates all staffing for five classrooms
- Ensures compliance with Community Care Licensing, California Department of Education, NAEYC, and USDA Food Programs

#### **Associate Faculty- College of the Redwoods**

**August 2017-Present**

- Facilitate learning objectives of Early Childhood Education Courses
- Work directly with students in Early Childhood Education Field
- Counsel students towards educational goals and graduation
- Guide students in applying for California Teaching Credential Permits
- Coordinate the Child Development Training Consortium Program for the Early Childhood Education Department and students

#### **Center Assistant-College of the Redwoods**

**August 2012-July 2013**

- Worked directly with center director in all tasks associated with center activities

- Filed paper work associated with center activities
- Enrolled new families
- Compared schedules to student program evaluations
- Substituted in classrooms as needed
- Planned activities for child development center
- Cooked breakfast, lunch, prepared snack and did dishes when kitchen help was not available
- Receive, transferred and took messages when needed
- Transferred DRDP data to DRDPtech
- Worked with programs such as Datatel, Word, Excel, Trak, Food Program, Child Care Software and many others
- Helped parents and students with questions as they arise
- Ensured we were in compliance with Community Care Licensing
- Scheduled and helped with special events

#### **ECE Assistant 2 and ECE Associate- College of the Redwoods**

**August 2008 – August 2012**

- Planned lessons and made sure the classrooms ran
- Supervised and directed teaching staff in daily tasks
- Planned classroom events
- Collaborated with parents to volunteer and spend time during activities in the classroom and center
- Documented progress for sixteen children
- Evaluated teaching staff and federal work study students
- Ensured classrooms were up to standards with NAEYC accreditation and Community Care Licensing
- Evaluated and completed environmental rating scales and other evaluations on curriculum and classroom environments

#### **Wendy's Family Child Care-Owner/Director**

**January 1998 - August 2008**

- Operated a successful business as owner of a family child care facility
- Facilitated accreditation of my facility as one of five local child care facilities, through the National Accreditation for Family Child Care, a branch of NAEYC
- Conducted all aspects of a business including bookkeeping, enrollment, planning events, field trips
- Ensured facility was up to standards with NAEYC and Community Care Licensing

#### **Professional Experience**

- 22 years of experience working with families
- 2 years working as Associate Faculty of Early Childhood Education
- Currently hold Child Development Site Supervisor Permit
- Trained in the USDA Child and Adult Food Program
- Treasurer for Two years with HFCCA
- Served 5 years on the First 5 Humboldt Child Care Subcommittee
- Served 14 years on California Early Childhood Mentor Program Subcommittee
- Helped in formatting the Retention Incentive Program and CARES program
- Currently co-coordinator for the campus Child Development Training Consortium
- Received training from Community Care Licensing for directors
- Attended several professional development trainings, certificates upon request

## References

Linda Powell- Family Child Care Provider  
[REDACTED]

Mary Ann Hansen- Executive Director  
First 5 Humboldt  
Lecturer, Child Development  
Humboldt State University  
325 Second Street, Suite 201  
Eureka CA 95501  
[REDACTED]  
[REDACTED]

Heather Richardson- Director  
Winzler's Children Center  
719 Creighton St  
Eureka Ca 95501  
[REDACTED]  
[REDACTED]

Michelle Hancock- Lecturer. Early Childhood Education  
College of the Redwoods  
[REDACTED]