



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Susan Yu Yi Lee</i>		
Board/Commission Name: <i>Family Education Preschool and Promise Levy Oversight Committee</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>		Term of Position: * <i>1/1/2023</i> to <i>12/31/2025</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Beacon Hill</i>	Zip Code: <i>98108</i>	Contact Phone No.:
Background: <i>With my knowledge and enthusiasm, as well as my experience in the American preschool system as a first-generation Chinese immigrant with non-English speaking parents, I know first-hand the barriers, challenges, and inequities that children and families face in pursuit of high-quality education. I also know firsthand the disparities and racism that is encountered especially at a young age. I hope that by sharing my own experiences of inequality, I will be able to bring more awareness and enhance the already impactful anti-racism and racial equity work that FEPP Levy Oversight has been tackling in the community to ensure accessibility for the underserved.</i>		
Authorizing Signature (original signature): Date Signed (appointed): 2/27/2023		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>

*Term begin and end date is fixed and tied to the position and not the appointment date.

SUSAN YU YI LEE

ACCOMPLISHMENTS

- Restructured the Early Childhood Education Program (ECE) to become a high quality, dual language Seattle Preschool Program (SPP) school. One of a few centers that serves: ECEAP, SPP, DSHS, CCAP, Step Ahead, and Private Pay families.
- Secured \$500,000 from Seattle's Department of Education and Early Learning to support ReWA's capital expansion to build three new preschool classrooms to serve 40 more disadvantaged children receiving tuition subsidies. Opened June 2019.
- Selected as the partner for the new LIHI/ReWA preschool at the Lake City (Fire Station 39) location providing 80 SPP students in an underserved area. Planned and designed four new classrooms in the new ELC facility. Obtained licensing for new facility in one month. Opened November 2018.
- Nominated by Tim Burgess and selected by the Bill & Melinda Gates Foundation to be featured in a media video profile. Early Learning: Building Skills for Lifelong Learning in 2017.
- Awarded by the Colonel of the Marine Corps for Appreciation of Excellence in Service while at Camelbak Products LLC.
- Awarded five million dollars renewable contract for five years for the Marine Corps Military Dress Gloves while at Outdoor Research.
- Designed and implemented an English as Second Language program for the Non-English speaking production staff which enable them to be more self-sufficient, confident, efficient and pursue Naturalization to Citizenship status.

EXPERIENCE

Refugee Women's Alliance (ReWA), Seattle WA

Aug 2012 – Present

Director of ECE Operations and Volunteer Services

Team Management: Oversee three Sites and supervise 60 plus agency staff including ECE Site Directors, Program Specialists, Site Coordinators, Family Support Specialists, Lead Teachers and Assistant Teachers. Provide ongoing performance feedback and encourage professional development trainings. Support staff to pursue higher education degrees. Four teachers achieved BAS in ECE and four teachers achieved AAS in ECE. Supervise multiple volunteers providing direction for placements in the various programs with systems data input and organization of in-kind donations.

Strategic Planning: In collaboration with Executive Director through comprehensive strategic planning Efforts each resulting in detailed expansion goals, objectives, strategies and timelines to sustain and increase revenue over short-term (one-year) and long-term periods (three-year). Conceived and implemented ECE team infrastructure improvements including reconfiguration of job roles, devising new team positions, and hiring those staff members. Provided presentations and trainings for management team and staff to initiate and nurture a collaborative ECE culture. As a result of following strategy and effectively utilizing additional manpower, expanded ECE growth and quality.

Budget Management: Manage all ELC budgets. Perform grant prospect research, proposal writing, evaluation strategies, project budgets, and reports to public and private/corporate foundations for operating and program funding. Collect and compile data for reporting to the various city, state and federal funders. Fiscal review with Executive Director and Finance.

Compliance: Supervise and monitor the design and development of ECE and Volunteer programs to ensure compliance with WAC, Licensing, Early Achievers Guidelines, Program funding requirements and

accreditations. Ensure compliance with Background Clearance, Health Policy, Disaster Plan and inspection requirements.

Partnerships and Collaborations: Develop and strengthen new and existing community partners to build a network of support services for the families and children in our community. Partnerships such as the SPS, DEEL, University of Washington School of Nursing, Seattle Aquarium, Seattle University, Harborview, Children's Hospital, ACRS, ICHS, LIHI, and Mercy Housing.

Human Resources: Support all Human Resources functions for nine different sites. Responsible for full compliance with Audits and with all Federal, State and local laws pertaining to Human Resources. Co-Chair of the Safety Committee. Responsible for benefits administration including: renewal process, benefits open enrollment and orientation, eligibility for all benefits programs such as: Health, Dental, Vision, Life Insurance, AD&D. Research, resolve and if needed, work with outside vendors to resolve any benefits issues. Manage FMLA leave and disability leave process. Assist with recruitment efforts for exempt, nonexempt and temporary employees. Maintain sources of labor and generated new recruitment sites. Conduct new hire orientations, background checks and employment verifications.

PREVIOUS WORK HISTORY

Camelbak Products LLS, Petaluma, CA

May 2005 – June 2006

Military Sales Manager

- Oversaw multiple contracts, reviewed contracts for terms and conditions and contract compliance. Prepared detailed government invoices for accuracy and timely payments.
- Researched, prepared and presented monthly sales reports and analyzing trends.
- Liaised between the organization and the military to meet designs, deliverables and timelines.
- Established new clients and maintained customer contact ensuring product information and client satisfaction.
- Traveled to various locations for feedback from Officers, Soldiers, Marines from all branches of the military.

Outdoor Research Inc, Seattle WA

June 2002– May 2005

Military Sales Manager

- Established new clients and contracts from all branches of the United States Military.
- Researched and responded to RFP from all branches of the military.
- Developed and liaison marketing materials in conjunction with various departments in the organization for LEAN processes as well as meeting the consumer needs on design, accuracy and timely delivery.
- Planned, attended and presented at trade shows including follow-up discussions with customers.
- Managed detailed budgets for the Military Division ensuring accuracy on the complexity of invoices from State and Federal funds.
- Served on various committees of the military regarding future development projects and products.
- Organized and oversaw informational and order managements between Sales, Product Development, Inventory Management and Production Departments to meet the needs of the clients and requirements.
- Participated in new product development with the military users to ensure high quality and functionality.
- Maintained ongoing customer contact and relationships, ensuring product information and client satisfaction.

Outdoor Research Inc, Seattle WA

Oct 1987 – June 2002

Assistant Production Manager

- Supervised 200 production employees and 12 production supervisors.
- Managed and maintained accurate production records.
- Organized Production Priority Meetings and generated multiple reports for prioritization and Quality Control.
- Administered all HR paperwork for Production, including personnel changes, promotions and evaluations.
- Developed and implemented Quality Assurance Standards.
- Created on-call employee system resulting in an increased surge capacity.

TECHNICAL SKILLS

Extensive experience with MS Suites, QuickBooks, ADP, ELMS, CHIPS, SharePoint software,

LANGUAGES

Cantonese, Taishanese and some Mandarin and Spanish

EDUCATION and Certifications

Seattle University, Doctor of Education – EdD, Spring 2024

Goddard College, M.Ed

University of Washington, Evans, EMPA

North Seattle College. BAS in Early Childhood Education

Bellevue College, Human Resources Certificate

PROFESSIONAL AFFILIATIONS

Greater Seattle Child Care Business Collation: Member since 2021.

Program Advisory Board, North Seattle College: Member since 2020.

Levy Oversight Committee: Member since 2019.

National Association of the Education of Young Children (NYYEC): Member since 2018.

Zoo Early Childhood Advisory Committee (ZECAC): Member since 2017.

Center for Linguistic and Cultural Democracy (CLCD): Member since 2017.

South East Seattle Education Collation (SESEC): Member since 2016.

World Affair Council: Member since 2015.

Seattle Chinese Girls Drill Team: Member since 2012.

REFERENCES

Available upon request

Families, Education, Preschool, and Promise Levy Oversight Committee

17 Members: Pursuant to *Ordinance 125604*, 12 members subject to City Council confirmation, *staggered*-year terms:

- 6 City Council-appointed 3-year terms, subject to City Council confirmation
- 6 Mayor-appointed 3-year terms, subject to City Council confirmation
- 5 Other Appointing Authority-appointed (specify): *Ordinance 125604*

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	2	1.	Member	Erin Okuno	1/1/20	12/31/22	2	Council
			2.	Member	Vacant	1/1/20	12/31/22	1	Council
3	F	2	3.	Member	Manuela Slye	1/1/21	12/31/24	1	Council
6	F	1	4.	Member	Jennifer Matter	1/1/19	12/31/21	1	Council
2	M	2	5.	Member	Donald Felder	1/1/22	12/31/24	1	Council
2	F	N/A	6.	Member	Kimberly Walker	1/1/21	12/31/22	2	Council
4	F	N/A	7.	Member	Kateri Joe	1/1/22	12/31/24	1	Mayor
2	F		8.	Member	Linda Thompson Black	1/1/22	12/31/24	1	Mayor
1	F	N/A	9.	Member	Susan Yu Yi Lee	1/1/23	12/31/25	2	Mayor
2	M		10.	Member	Marques Gittens	1/1/23	12/31/25	2	Mayor
2	F	4	11.	Member	Stephanie Gardner	1/1/20	12/31/23	1	Mayor
6	M		12.	Member	Evan Smith	1/1/22	12/31/23	1	Mayor
9	M	N/A	13.	Mayor	Bruce Harrell	N/A	N/A	1	Ordinance 125604
3	F	N/A	14.	Governance and Education Committee	Tammy Morales	N/A	N/A	1	Ordinance 125604
2	M	N/A	15.	School District Superintendent	Brent Jones	N/A	N/A	1	Ordinance 125604
1	F	N/A	16.	School District Board Member	Victoria Song Maritz	N/A	N/A	1	Ordinance 125604
1	F	N/A	17.	Chancellor of Seattle Colleges	Rosie Rimando-Chareunsap	N/A	N/A	1	Ordinance 125604

SELF-IDENTIFIED DIVERSITY CHART

	SELF-IDENTIFIED DIVERSITY CHART				(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	4			1	3		1		1			
Council	1	4			1	2	1			1			
Other	3	2			2	1	1						1
Total	6	10			4	6	2	1		2			1

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List gender, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.