

**CITY OF SAN ANTONIO
OFFICE OF THE CITY CLERK
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA
ITEM NO. 17

TO: Mayor and City Council

FROM: Leticia M. Vacek, City Clerk

SUBJECT: District Boards and Commissions Appointments

DATE: June 23, 2005

SUMMARY AND RECOMMENDATIONS

The following District Board appointment is submitted for the City Council meeting of June 23, 2005 for consideration:

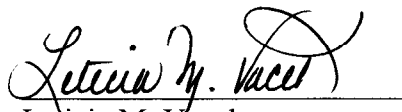
- A) **MAYOR'S COMMISSION ON THE STATUS OF WOMEN**
APPOINT: Lupita Castrejon (District 1)

Term of office will expire on December 31, 2006.

COORDINATION

This Ordinance has been coordinated with the Office of the Mayor.

The application on this respective candidate is attached for your reference.



Leticia M. Vacek
City Clerk

CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL
INTERDEPARTMENTAL CORRESPONDENCE SHEET

TO: Leticia Vasek, City Clerk
FROM: Councilman Roger O. Flores, District 1
COPIES TO: Mayor and Council; City Manager; City Attorney; File
SUBJECT: Board and Commissions Nomination

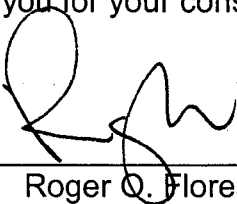
DATE: June 13, 2005

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I would like to nominate the following person to fill a vacancy for a District 1 Boards and Commission slot.

Lupita Castrejon for the Mayor's Commission on the Status of Women

Applications are on file. Thank you for your consideration.



Roger O. Flores
City Councilman, District 1

Name: Castrejon, Lupita Ana

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Do you have any litigation pending or completed within the last 12 months, either personally or professionally, that would affect your ability to fulfill the functions of the board or commission, if selected? If yes, please describe:

- No -

Have you ever been convicted of violating any federal, state or municipal law, regulation or ordinance? If so, give details. Do not include traffic violations.

- No -

BACKGROUND

Education:

Please see attached resume -

Professional:

Please see attached resume -

Volunteer Experience/Community Service:

Please see attached resume -

Areas of interest:

Children - their well being

Have you ever been hired for a position with the City? ☐ Yes ☒ No
If yes, list the department(s) and dates below.

Department: N/A

From: N/A

To: N/A

Reason for leaving City employment: N/A

Please specify membership on any other governmental Board/Commission/Committee.

Bexar County Child Welfare Board

(Revised Feb., 2005)

Name: Castrejon, Lupita Ana

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List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities of which you are a member and/or officer and/or employed by, and give the title and dates of any position which you have held in such organization.

Organization: San Antonio Children's Museum

Title: Education Director Dates: Dec 2004 - Present

Organization: Bexar County Child Welfare Board

Title: Member / Secretary Dates: June 2002 - Present

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission. (Resume or additional information may be attached.)

Please see attached personal narrative -

I have read and understand the guidelines set out in Attachment I of this application. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

[Signature]
Signature

June 14, 2005
Date

PLEASE RETURN COMPLETED FORM TO CITY CLERK'S OFFICE FOR PROCESSING:

City Clerk's Office
City Hall, 2nd Floor
P.O. Box 839966
San Antonio, Texas 78283-3966
Fax No. City Clerk's Office - (210) 207-6938

(Original copy will be on file in the City Clerk's Office for 12 months.)

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Note: All information provided herein or pursuant hereto is considered public record upon receipt.

(Revised Feb., 2005)

LUPITA A. CASTREJON, MA

1922 West Houston Street, San Antonio, TX 78207

210. 834.6709

Email: lac1211@satx.rr.com

Professional Profile

Record of success in office and program/policy management. Creative problem solver with the ability to drive growth, resolve conflict, improve morale and consistently exceed goals. Proficient in operating Windows-based computer applications, data base management and desktop publishing.

- **Management** - Solid background in planning and executing program plans. Hands-on manager with negotiation skills and experience in cultivating strategic business partnerships. Capable manager able to facilitate cohesive team process.
- **Marketing / Communication** - Broad knowledge of marketing disciplines, including research, telemarketing, event planning, and television promotions in both English and Spanish. Presenter and trainer of various topics. – Effective listener and communicator with well-developed presentation skills. Able to develop productive relationships with colleagues, clients, and staff at all levels.
- **Team Building** - Decisive team leader with experience in interviewing and hiring team members, developing talent, and resolving conflict.

Business Experience

SAN ANTONIO CHILDREN'S MUSEUM - San Antonio, Texas

2004-Present

Education Director

Oversee daily department operations and education staff including Education Program Coordinator, Education Groups Coordinator, Volunteer Coordinator, and graduate student. Assist with grant writing and grant management. Develop and implement educational components for new programs and exhibits. Maintain and manage monthly reports detailing revenue, expenses, and group demographics. Increase the number of school group attendance. Increase revenue of educational classes. Serve as media spokesperson for television and print concerning educational programming and events.

AMERICAN SUNRISE - San Antonio, Texas

2003-2004

VP Education and Social Services

Oversee the development and operations of the education component for the recently developed nonprofit organization. Responsible for curriculum development, on-going construction activities of the new center, and grant management and fundraising in order to increase awareness in the community to encourage financial and in-kind support for the Association.

MENTAL HEALTH ASSOCIATION IN GREATER SAN ANTONIO - San Antonio, Texas

2002-2003

Director of Community Initiatives

Oversaw the Community Education programs of the restructured Association. Supervised interns. Implemented Phase I of the Association's web site and searchable Internet database for mental health referral resources. Certified trainer for LivingWorks.

FAMILY SERVICE ASSOCIATION - San Antonio, Texas

1996-2002

Interagency Network Coordinator

Responsible for the Association's pursuit of community funding from United Way of San Antonio and Bexar County. Represented the Association at community events. Established and managed a network of community agencies to address child abuse, child neglect, and parental substance abuse. Coordinated three annual conferences, "Through the Eyes of a Child," on behalf of the Association and the Texas Department of Protective and Regulatory Services. Supervised the quality of intake services rendered by student interns.

Intake Clinician

Responsible for assessing the needs and circumstances of client families and arranged for needed counseling and wrap around services by the Association.

Education

SARAH LAWRENCE COLLEGE - Bronxville, New York, Master of Arts, Child Development 1996
ST. MARY'S UNIVERSITY - San Antonio, Texas, Bachelor of Arts, Psychology 1993

Community Activities & Associations

Leadership San Antonio XXIX
Bexar County Child Welfare Board-Member/Secretary
Family Enterprise Incorporated Aviation Crisis Responder
Family Services Association Young Leaders Committee-Member
Center for Health Cares Services Substance Abuse Planning Advisory Committee-Chair
Silverliners Magical Flight to the North Pole-Annual Flight for Children with Cancer

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Personal Narrative

Lupita A. Castrejón

I have completed my education in the area of psychology after graduating from Incarnate Word High School. I hold an undergraduate degree from St. Mary's University and a Master's of Arts degree in Child Development from Sarah Lawrence College. Following my schooling, I assumed a full time employment position for Family Service Association where I served as their Intake Clinician and then later as the Interagency Network Coordinator overseeing the collaboration of multiple non-profit agencies, state offices, and corporate companies targeting issues affecting children impacted by child abuse and parental substance abuse. I later went on to serve as the Director of Community Initiatives for the Mental Health Association in Greater San Antonio. I went on to serve as the Director of Education and Social Services for American Sunrise, a non-profit community development builder. At American Sunrise, I was responsible for the operations of the Learning Center located in Prospect Hill. Currently, I serve as the Education Director for the San Antonio Children's Museum where I oversee the department's operations, educational staff, grant management, and educational components for programs and exhibits. In addition to my employment positions, I have involved myself in the following community boards and enrichment groups: I served as the chair person of the Substance Abuse Planning Advisory Committee for the Center for Health Care Services; member of the Bexar County Child Welfare Board; member of the Young Leaders Committee for Family Service Association; and annually volunteer on the Magical Flight to the North Pole along with the Silverliners and Continental Airlines for children with cancer. My life mission is to devote my talents into becoming a strong and compassionate child advocate for our community, and thereby creating a world that improves the lives of others.

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