

Berkeley Unified School District

2020 Bonar Street, Room 126
Berkeley CA 94702

Personnel Commission

Timothy Zenor-Davis, Chairperson

Heidi Goldstein, Vice-Chairperson
Charlie Castillo, Secretary

Isaiah Roter, Commissioner

Special Meeting Agenda

July 7th, 2023 – 10:00am

1. **Call to Order** **Vice-Chairperson Goldstein**
2. **Roll Call & Establishment of Quorum** **Secretary Castillo**
3. **Public Comments (15-minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.
4. **Approval & Adoption of Agenda** **Vice-Chairperson Goldstein**
5. **Conference Items** **Vice-Chairperson Goldstein**
These items are presented for discussion and action and may be carried over from a previous meeting.
 - a) Step Advance Request – A. Meyerhoff, **Attachment A**
 - b) Step Advance Request – M. Miranda, **Attachment B**
6. **Public Comments (15-minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.
7. **Next Meeting** **Vice-Chairperson Goldstein**
Follow-up items for next Personnel Commission Meeting.
8. **Adjournment** **Vice-Chairperson Goldstein**

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
July 7, 2023**

AGENDA ITEM 5.a.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR AMELIA MEYERHOFF

BACKGROUND INFORMATION

The attached request and supporting documents support an advanced step placement for Ms. Amelia Meyerhoff. The Superintendent, Enikia Ford Morthel, and the Title IX Coordinator, Jasmina Viteskic, have requested advanced step placement at Step 5 on the salary schedule. The team cites a legitimate need to be competitive at this time in a position that is both unique and crucial to the District's entire complaint process including compliance with Title IX.

Ms. Meyerhoff currently works as the Title IX Coordinator and Investigator in Oakland Unified School District. In this role, Ms. Meyerhoff gained valuable experience in conducting complex Title IX investigations. She has already completed the ATIXA K-12 Civil Rights Investigator Certification as well as Domestic Violence and Sexual Assault Crisis Counselor Certification making her highly qualified to conduct trauma informed investigations. Ms. Meyerhoff has held previous positions at the Family Violence Law Center, where she provided crisis counseling to survivors of gender-based violence and assisted them in accessing legal support and services. Ms. Meyerhoff is also fluent in Spanish which will greatly contribute to increased access to the Civil Rights and Compliance Office. Her significant experience in trauma informed investigations within an educational environment are critical skills that will ensure her success in this position.

70.100.1 Initial Placement

*All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. **An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

Schedule 52	Step 1	Step 2	Step 3	Step 4	Step 5
Range 69	\$7682	\$8066	\$8465	\$8887	\$9331

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 5/Schedule 52/Range 69 be granted.

Advanced Step Placement Request

ATTACHMENT A

Name: Amelia Meyerhoff

Classification: Classified Management

Hire Date: TBD Site: District Office

Advanced Step Requested: 1 2 3 4 **5** (circle one)

**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☒ Resume (**required**) ☒ Diploma(s) ☒ Transcript(s) ☒ Certification(s)

Please note: Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and **will not** be returned to you. Therefore please ensure that only copies are submitted.

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree		
	Bachelor's Degree	197	B.A. in English with minors in Spanish and psychology
	Master's Degree		
	PhD/Doctorate		

		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	3 years in education, 3 years in non-profit direct service, 2 years in investigative work
	10-15 years	
	15+ years	

Amelia Meyerhoff



3rd July 2023

Re: Request for Advance Step Placement

Dear Personnel Commission Members,

I am reaching out to request an Advance Step Placement at Step 5 on the Classified Salary Schedule for the Investigator position. My attached resume reflects over 8 years of combined professional experience in public education settings, direct service with victims of gender-based violence, and investigative work. I believe that my experience supports this request.

If you have any questions or need further information, please contact me at the phone number or email listed above.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Amelia Meyerhoff".

Amelia Meyerhoff

Title IX Coordinator and Investigator

Oakland Unified School District

Amelia Meyerhoff

SKILLS

Customer and client relations, task- and detail-oriented, organized and resourceful, interpersonal communication, conflict resolution, adept in Microsoft Office and Google Suite, time management, bilingual in English and Spanish

CERTIFICATIONS

Tri-Valley Haven, Livermore, CA - *Domestic Violence and Sexual Assault Crisis Counselor Certification*
SEPTEMBER 2019

Association of Title IX Administrators (ATIXA) - *K-12 Civil Rights Investigator Certification*
OCTOBER 2022

EXPERIENCE

Oakland Unified School District, Oakland, CA - *Title IX Coordinator and Investigator*
OCTOBER 2022 - PRESENT

- Coordinating formal complaints of Title IX Sexual Harassment made by students, faculty, and personnel by sending out notices, scheduling interviews, and tracking investigation statuses
- Conducting equitable and impartial investigations of Title IX complaints by interviewing complainants, respondents, and witnesses and writing detailed investigative reports
- Facilitating/presenting trainings on Title IX and monitoring Title IX compliance across 85 schools
- Comprehension of the district's policies as well as applicable state/federal laws and regulations
- Completing intakes with parents, students, faculty, and staff regarding informal and formal complaints of sexual harassment, discrimination, bullying, dating violence, stalking, quid pro quo harassment, etc.
- Providing supportive measures (counseling resources, modifications to schedules, extensions on deadlines, referrals to resources, etc.) to parties

Family Violence Law Center, Oakland, CA - *Case Manager*
JULY 2021 - OCTOBER 2022

- Met with survivors of gender-based violence on a weekly basis to help them meet their career, educational, and housing goals
- Coordinated the Housing First program, which provided qualified clients with financial assistance for rent and basic needs
- Presented trainings on gender-based violence to agency members and community partners
- Worked with a caseload of about 20 clients at a time
- Built connections with internal departments, partner organizations, housing authorities, and community resources
- Maintained detailed case notes and database records after every client interaction

Family Violence Law Center, Oakland, CA - *Crisis Intervention Specialist*
JULY 2019 - JULY 2021

- Provided trauma-informed crisis counseling to survivors of gender-based violence
- Managed the agency's crisis line and triaged client needs
- Completed intakes with clients seeking legal support and assessed their eligibility for services
- Supported clients going through the Title IX process
- Worked with a caseload of about 70-80 clients per quarter
- Accompanied clients to court hearings, police report interviews, and SART exams
- Did outreach to victims of domestic violence listed on Oakland police reports

Starbucks, Cal Poly San Luis Obispo - Barista

AUGUST 2017 - JUNE 2019

- Maintained excellent customer service while working in fast-paced environment
- Multi-tasked by running the cash register while ensuring that orders went out in a timely manner
- Kept track of new restock orders and inventory

New Students and Transitions Program, Cal Poly San Luis Obispo - Orientation Leader

APRIL 2018 - SEPTEMBER 2018

- Led a group of 20+ freshmen through a week-long orientation program
- Facilitated group discussions about sexual violence, substance use, dating violence, bystander intervention, consent, etc.
- Attended over 40 hours of trainings regarding multicultural competency, inclusivity, gender and LGBTQIA+ identities, substance use, sexual violence, stalking, and consent

Teaching Assistant in Mathematics & Science, Santa Maria, CA - E.S.L. Tutor

APRIL 2017 - JUNE 2017

- Tutored first-generation monolingual Spanish-speaking students in reading and writing at Santa Maria High School
- Tracked students' reading grade levels and the progress they made from the start to finish of the quarter
- Facilitated reading and writing groups
- Provided academic support with homework and in-class assignments

EDUCATION

Cal Poly, San Luis Obispo, CA- Bachelor of Arts in English

SEPTEMBER 2015 - JUNE 2019

I received a Bachelor's in English as well as minors in Spanish and psychology and graduated with a 3.4 GPA.

PROJECTS

The Clapback: An Investigation of the Sexual Assault/Rape Climate

SEPTEMBER 2018 - JUNE 2019

In my senior year at Cal Poly San Luis Obispo, I conducted an qualitative investigation of the sexual assault and rape climate at the university, which was approved by the Institutional Review Board. In the investigation, I interviewed 61 Cal Poly students and alumni who identify as survivors of sexual violence. I analyzed the survivors' testimonies and highlighted common themes of what survivors struggled with as a result of their trauma(s) and what they wanted to see change at the university. I published the investigation online at <https://the-clapback.com>.



CAL POLY

1 Grand Avenue
Office of the Registrar
San Luis Obispo CA 93407

Amelia Meyerhoff

Institution: Cal Poly, San Luis Obispo

Degree: Bachelor of Arts

Graduation Date: June 15, 2010

Dean Susan University Registrar

This eDiploma was digitally signed and Certified on Jun 30, 2023.

One-Click Degree Verification

Michael Sutter

REGISTRATION CERTIFICATION SERVICES

eDiploma - Signed and Certified PDF

To validate the Signature and Certification of this eDiploma, you must open this PDF with Adobe Reader or Adobe Acrobat. You will see a Blue Ribbon at the top of the document validating the digital Signature used to Certify this eDiploma.



The Trustees of
The California State University
upon recommendation of the faculty of

California Polytechnic State University

have conferred upon

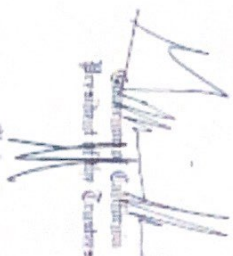
Amelia Pfeufferhoff


the degree of

Bachelor of Arts
in English

Given at San Luis Obispo, California, on the fifteenth day of June,
two thousand and nineteen.




Michael J. Crutcher
President of the Trustees


Timothy F. White
Vice President
Jeffrey D. Armstrong
President
California Polytechnic State University, San Luis Obispo



CAL POLY

Name: **Amelia Meyerhoff**

Student ID: [REDACTED]

Official Transcript

Institution Info: California Polytechnic State University
San Luis Obispo, CA 93407

SSN: [REDACTED]

Birthdate: [REDACTED]

Print Date: Aug 30, 2022

Send To:

Amelia Marie Meyerhoff

Test Credits

Test Credits Applied Toward Undergraduate

Test Trans GPA:	0.000	Transfer Totals:	Attempted	Earned
			36.000	36.000

Beginning of Undergraduate Record

Fall Quarter 2015

 Program: Undergraduate
 Plan: English
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 145	Reasoning/Argument/Writing	4.000	4.000	B	12.000
GEOL 102	Introduction to Geology	4.000	4.000	C+	9.200
TH 210	Introduction to Theatre	4.000	4.000	A-	14.800
Term GPA		3.000	12.000		12.000
CPSLO GPA		3.000	12.000		12.000
Cumulative GPA		3.000	46.000		46.000

Winter Quarter 2016

 Program: Undergraduate
 Plan: English
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ANT 201	Cultural Anthropology	4.000	4.000	A-	14.800
ANT 250	Biological Anthropology	4.000	4.000	A-	14.800
COMM 102	Prin of Oral Communication	4.000	4.000	B	12.000
STAT 217	Intro/Statistical Concept/Method	4.000	4.000	C+	9.200
Term GPA		3.175	16.000		16.000
CPSLO GPA		3.100	28.000		28.000
Cumulative GPA		3.100	64.000		64.000

Spring Quarter 2016

 Program: Undergraduate
 Plan: English
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 202	Intro to Literary Studies	4.000	4.000	B	12.000
ENGL 251	Grt Bks I: Intro Classical Lit	4.000	4.000	B-	10.800
ISLA 312	Humanities in World Cultures	4.000	4.000	A	14.800
Course Topic: MATH 118	(Post-) Apartheid South Africa Precalculus Algebra	4.000	4.000	B	12.000
Term GPA		3.100	16.000		16.000
CPSLO GPA		3.100	44.000		44.000
Cumulative GPA		3.100	80.000		80.000

Fall Quarter 2016

 Program: Undergraduate
 Plan: English
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 203	Core I: 450-1485	4.000	4.000	B+	13.200
PHIL 231	Phil Classic: Ethic & Poi Phil	4.000	4.000	A	16.000
SPAN 203	Intermediate Spanish III	4.000	4.000	A-	14.800
Term GPA		3.667	12.000		12.000
CPSLO GPA		3.221	56.000		56.000
Cumulative GPA		3.221	92.000		92.000

Term Honor: Dean's List

Winter Quarter 2017

 Program: Undergraduate
 Plan: Spanish Minor
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 204	Core II: 1485-1660	4.000	4.000	B+	13.200
ENGL 290	Introduction to Linguistics	4.000	4.000	B+	13.200
PSY 340	Biopsychology	4.000	4.000	A	16.000
SPAN 223	Intro to Hispanic Readings	4.000	4.000	B+	13.200
Term GPA		3.475	16.000		16.000
CPSLO GPA		3.278	72.000		72.000
Cumulative GPA		3.278	108.000		108.000

Spring Quarter 2017

 Program: Undergraduate
 Plan: Spanish Minor
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 205	Core III: 1660-1789	4.000	4.000	B-	10.800
HIST 205	American Cultures	4.000	4.000	A	16.000
HIST 213	Modern Political Economy	4.000	4.000	B	12.000
SCM 220	Sem for Sci and Math Tutors	1.000	1.000	CR	0.000
Grading Basis: SOC 315	Credit / No Credit Global Race & Ethnic Relations	4.000	4.000	A	16.000
Term GPA		3.425	17.000		17.000
CPSLO GPA		3.305	89.000		89.000
Cumulative GPA		3.305	125.000		125.000

Fall Quarter 2017

 Program: Undergraduate
 Plan: Spanish Minor
 Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
BOT 121	General Botany	4.000	4.000	C+	9.200
ENGL 303	Core IV: 1789-1861	4.000	4.000	B-	10.800
ENGL 346	Ethnic American Literature	4.000	4.000	A	16.000
PSY 252	Social Psychology	4.000	4.000	B+	13.200
Term GPA		3.075	16.000		16.000
CPSLO GPA		3.269	105.000		105.000
Cumulative GPA		3.269	141.000		141.000



Cem Sunata, Registrar
Office of the Registrar

CAL POLY

Page 2 of 2 pages

Name: Amella Meyerhoff

Student ID: [REDACTED]

Official Transcript

Program: Undergraduate
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 304	Core V: 1861-1914	4.000	4.000	B	12.000
PSY 320	Health Psychology	4.000	4.000	B+	13.200
PSY 372	Multicultural Psychology	4.000	4.000	A-	14.800
SPAN 307	Spanish & Latin American Film	4.000	4.000	A-	14.800
Course Topic:	Modern Trends: Latin Amer Cine				

Term GPA	3.425	Term Totals	16.000	16.000	16.000	54.800
CPSLO GPA	3.290	CPSLO Totals	121.000	121.000	120.000	394.800
Cumulative GPA	3.290	Cum Totals	157.000	157.000	120.000	394.800

Program: Undergraduate
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 305	Core VI: 1914 -- Present	4.000	4.000	B+	13.200
ENGL 352	Modern Drama	4.000	4.000	A	16.000
ENGL 382	LGBT Literature and Media	4.000	4.000	A-	14.800
PSY 417	Interpersonal Relations	4.000	4.000	A	14.800
Course Topic:	Peer Relationships				

Term GPA	3.675	Term Totals	16.000	16.000	16.000	58.800
CPSLO GPA	3.335	CPSLO Totals	137.000	137.000	136.000	453.600
Cumulative GPA	3.335	Cum Totals	173.000	173.000	136.000	453.600

Term Honor: Dean's List

Program: Undergraduate
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor
Session: Special Session

Course	Description	Attempted	Earned	Grade	Points
SPAN S301	Adv Composition in Spanish	4.000	4.000	A	16.000
WLC S310	Humanities in World Cultures	4.000	4.000	A	16.000
Course Topic:	Culture of Mexico				

Term GPA	4.000	Term Totals	8.000	8.000	8.000	32.000
CPSLO GPA	3.372	CPSLO Totals	145.000	145.000	144.000	485.600
Cumulative GPA	3.372	Cum Totals	161.000	161.000	144.000	485.600

Program: Undergraduate
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
AERO 310	Air and Space	4.000	4.000	A	16.000
ENGL 439	Significant British Writers	4.000	4.000	B+	13.200
Course Topic:	Gothic Monsters				
ENGL 461	Senior Project	4.000	4.000	A	16.000
SPAN 410	Adv Literature in Spanish	4.000	4.000	A	16.000
Course Topic:	Mexican Crime Fiction and Film				

Term GPA	3.825	Term Totals	16.000	16.000	16.000	61.200
CPSLO GPA	3.418	CPSLO Totals	161.000	161.000	160.000	546.800
Cumulative GPA	3.418	Cum Totals	197.000	197.000	160.000	546.800

Term Honor: Dean's List

Program: Undergraduate
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 449	Significant American Writers	4.000	4.000	B+	13.200
Course Topic:	Americans in Paris				
ENGL 459	Significant World Writers	4.000	4.000	B+	13.200
Course Topic:	Conrad & O'Connor				
ES 310	Hip-Hop, Poetics and Politics	4.000	4.000	B+	13.200

Term GPA	3.300	Term Totals	12.000	12.000	12.000	39.600
CPSLO GPA	3.409	CPSLO Totals	173.000	173.000	172.000	586.400
Cumulative GPA	3.409	Cum Totals	209.000	209.000	172.000	586.400

Program: Undergraduate
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor
Session: Regular Academic Session

Course	Description	Attempted	Earned	Grade	Points
ENGL 449	Significant American Writers	4.000	4.000	B+	13.200
Course Topic:	Women's Fiction, 1861-1914				
ENGL 459	Significant World Writers	4.000	4.000	A	16.000
Course Topic:	The Brechtian Revolution				
JOUR 219	Multicultural Soc & Mass Media	4.000	4.000	A-	14.800

Term GPA	3.667	Term Totals	12.000	12.000	12.000	44.000
CPSLO GPA	3.426	CPSLO Totals	185.000	185.000	184.000	630.400
Cumulative GPA	3.426	Cum Totals	221.000	221.000	184.000	630.400

Term Honor: Dean's List

Degree: Bachelor of Arts
Confer Date: Jun 15, 2019
Plan: English
Plan: Spanish Minor
Plan: Psychology Minor

Undergraduate Career Totals					
CPSLO GPA:	3.426	CPSLO Totals	185.000	Earned	184.000
Cumulative GPA	3.426	Cum Totals	221.000	GPA Units	184.000
				Points	630.400

End of Transcript



Cem Sunata, Registrar
Office of the Registrar

Cal Poly is a regionally accredited institution by the Western Association of Schools and Colleges to grant four-year and master's degrees.

COURSE NUMBERING SYSTEM

0010-0099 Not for baccalaureate (degree) credit. (Some non-baccalaureate courses fall outside this number range. Please see catalog description for more information.)

0100-0299 Lower Division, primarily Freshmen and Sophomore level.

0300-0499 Upper Division, primarily Junior and Senior level. 400-level courses can be used in undergraduate or graduate programs.

0500-0599 Graduate level courses.

0600-0699 Professional advancement in special fields and not for baccalaureate credit.

0800-0899 Continuing Education Units (CEUs).

E Academic credit bearing courses taken by non-matriculated students through Extended Education; does not count towards Residency.

P Academic credit bearing courses taken by non-matriculated students through Extended Education; counts towards Residency. "P" notation is no longer in use as of Winter 2021.

S Academic credit bearing courses offered through Extended Education. Classes may be used to fulfill residence graduation requirement.

Suffixes Standard University course numbers may include letters (i.e., ENGL 470A).

X Academic credit bearing courses offered in experimental fashion between catalog cycles.

RECORDS SYSTEM

The University operates on the quarter system and offers four quarters per year.

All quarters contribute equally to the academic year, which runs from Summer through Spring.

For the period from Fall 1967 through Summer 1968 student records may appear on more than one type of transcript. All student course work prior to that time appears on a single transcript. Graduate, 2-Year Technical Certificate, and Undergraduate careers appear on separate transcripts beginning Fall 1987 through Summer 2006. Continuing Ed, Continuing Education Units, and Vocational careers appear on separate transcripts beginning Fall 1988 through Summer 2006.

Academic Probation is not indicated on the transcript.

A maximum of 105 quarter units from community colleges may be applied towards a bachelor's degree.

Earned hours applicable towards the degree may be less than those recorded on the transcript.

GENERAL DEGREE REQUIREMENTS

Undergraduate students must complete at least 180 units. In order to graduate, all undergraduate students must have at least 2.00 Higher Education GPA (Cumulative GPA), 2.00 Cal Poly cumulative GPA (CPSLO GPA), and 2.00 Major GPA (not indicated on the transcript).

Graduate students must complete at least 45 units with a GPA of at least 3.00 in course work designated in their Formal Study Plan.

See Cal Poly catalog for additional details relating to our policies and programs. Catalogs are available at catalog.calpoly.edu

	Units Graded	Point Value	Earned Units
A Superior	YES	4.0	YES
B Good	YES	3.0	YES
C Acceptable	YES	2.0	YES
D Poor	YES	1.0	YES
F Failure	YES	0.0	NO
+ Plus (+)	YES	+0.3	YES
- Minus (-)	YES	-0.3	YES
AU Audit	NO	NO	NO
I Incomplete Authorized	NO	NO	NO
NR/WIP No Report/Work in Progress	NO	NO	NO
RD Report Delayed	NO	NO	NO
RP Report in Progress	NO	NO	NO
SP Satisfactory Progress	NO	NO	NO
U Incomplete Unauthorized	YES	NO	NO
W Withdrawal	NO	NO	NO
WU Withdrawal Unauthorized	YES	NO	NO
CR Credit	NO	NO	YES
<i>Credit grades (passing) have a letter value of A, B, C, plus or minus.</i>			
NC No Credit	NO	NO	NO
<i>No credit grades (not passing) have a letter value of D, F, U, plus or minus</i>			
*	Course taken in another career and not included in statistics on this transcript		
R	Repeat of prior course with original grade removed from GPA calculation		

Earned: Units earned are all hours for which credit was earned (excluding F, U, WU, and NC).

Attempted: Units attempted

Points: Points are awarded per course unit and are determined by multiplying course unit by the point value of the grade.

GPA: Grade Point Average is determined by dividing Points by Units Graded (see above).
(OPTS by QHRS in older records.)

CPSLO Totals: All college level coursework taken at Cal Poly.

CUM Totals: All college level coursework in transfer and at Cal Poly.

HONORS

The Dean's Honors List recognizes undergraduate students who have completed 12 or more letter-graded units during the term with a GPA of 3.50 or higher.

Candidates for bachelor's degrees are awarded Honors at graduation for a cumulative Cal Poly GPA as follows:

Cum Laude = 3.50

Magna Cum Laude = 3.70

Summa Cum Laude = 3.85

Graduate students with a Formal Study Plan GPA of 3.75 or higher will graduate With Distinction

This educational record is subject to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

Tri-Valley Haven

This is to certify that

Amelia Meyerhoff

has successfully completed a 70-hour training on sexual assault and domestic violence. This certifies that you have completed the state-certified training on sexual assault. Completion of this training does not mean that you are a Sexual Assault Counselor. To be considered a counselor, you must comply with all the requirements set forth in California

Evidence Code Sections 1035.2 and 1037.2.

The holder of this certificate will not be providing direct services to clients at Tri-Valley Haven due to their current role at the Family Violence Law Center.

In testimony whereof, I have affixed my signature.



Director of Sexual Assault and Counseling Services

09/24/2019
Date



Certificate of Completion

This certificate is awarded to

Amelia Meyerhoff

in recognition of certification as a

K-12 CIVIL RIGHTS INVESTIGATOR LEVEL ONE CERTIFICATION

OCTOBER 7, 2022 - OCTOBER 7, 2024

A handwritten signature in black ink, appearing to read 'Brett A. Sokolow'.

Brett A. Sokolow, Esq.
President, ATIXA



September 13, 2022

Gabriel Valenzuela
Ombudsperson
Oakland Unified School District
1000 Broadway, Suite 150
Oakland, CA 94607

Dear Mr. Valenzuela,

I am reaching out to you to give my strongest possible recommendation for you to hire Amelia Meyerhoff for the role of Title IX Coordinator and Investigator with OUSD. Over the past 3 years that she's worked for the Family Violence Law Center, Amelia has consistently been the top performer on her team and she excels in every aspect of her position. She started with us as a Crisis Intervention Specialist, providing dedicated crisis counseling and legal advocacy services to survivors of domestic violence, sexual assault, stalking, trafficking, and other forms of gender-based violence. After over a year in that role, she was so successful at working with a very high volume of cases providing an excellent quality of service, we promoted her into the more complex role of Housing Case Manager. As a Housing Case Manager, she provided in-depth, long term support to survivors as they worked toward their goals, helping them to establish financial and housing stability and self-sufficiency. Again, in that role, she was one of the best performers on her team, consistently going above and beyond to support her clients and her coworkers and so we recently promoted her to the role of Senior Case Management Specialist where she would have been supervising other case managers and leading a new initiative to build up partnerships in San Leandro for the organization.

Amelia has always maintained a very high level of confidentiality in her client work, which as a legal services office working with survivors and dealing with extremely sensitive information was incredibly important for our work's integrity and to protect the trust of the clients we serve. Even while dealing with high volumes of paperwork, evidence, and financial documentation from her clients, she was always able to stay extremely well organized. She is always current in her notes in the database and in turning in written, perfectly completed documentation. She is extremely strong in her ability to pay attention to detail and to be able to convey sometimes very complicated legal information to clients in crisis in a way that is trauma-informed and accessible, regardless of their mental health challenges or cultural/language barriers. She is excellent at assessing a client's situation and developing creative solutions to the problems and obstacles that may get in the way of their success.

She has strong skills in her ability to conduct outreach, trainings, or presentations when outreach opportunities arise. In her current role, she often has to navigate tense situations and build strong rapport with a wide variety of stakeholders, including being able to come to agreements with hostile landlords, maneuver through the bureaucracy of various housing authorities, and develop strong relationships to service providers we haven't worked with before. She knows how to stay calm through conflict and chaotic situations with clients and always stayed centered in her focus on supporting her

clients and the organization to achieve the best outcomes. As a supervisor, I always know that I can trust her judgment and she's been a true leader amongst her other team members. She has provided stellar levels of training and support to her coworkers and works incredibly well with others. I know she particularly also exhibits a great passion for ensuring the fairness of the Title IX process and has first hand experience supporting clients all the way through from the initial complaint through the administrative decision-making process.

We are very sorry to be losing such a valuable staff member and had high hopes for her continuing professional growth, but I know that she will make a huge impact in this new position. There is no one I would trust more to truly champion establishing an excellent Title IX office that is thorough, fair, and promotes a safe and equitable educational environment for all OUSD students. I would also be happy to answer any additional reference questions that you may have regarding Amelia's qualifications. Please feel free to reach out to me directly at 510-830-3654 or by email at mseko@fvlc.org.

Sincerely,



Marissa Seko
Family Violence Intervention Unit Manager
Family Violence Law Center

**CAL POLY**College of Liberal Arts
English

Dear Mr. Gabriel Valenzuela,

I write you today to recommend Amelia Meyerhoff for the position of Title IX Coordinator and Investigator for the Oakland Unified School District. As faculty in the English Department at Cal Poly, San Luis Obispo, I had the pleasure and honor to supervise Ms. Meyerhoff's capstone senior project, *The Clapback*. Ambitious in its scope and fearless in its vision, Amelia's project invited many dozens of students at Cal Poly who had suffered and survived sexual assault and rape to share their heart-rending stories of survival with the campus at large. Amelia listened compassionately to these stories – several dozens of them – transcribed each one verbatim, and published them (anonymously and with the storyteller's full consent) at the-clapback.com, an open access website that included a number of resources for victims/survivors of sexual assault. Following the protocols and guidelines laid out by the Ethical Review Board with exceptional rigor, Amelia's project did two invaluable things at once. First, it constructed a space of collective healing and empowerment both for the women who found the courage to share their stories with Ms. Meyerhoff and for the virtual community of readers whose encounters with *The Clapback* may very well have given them courage – or, at least, the knowledge that they are not alone in their struggle. Second, *The Clapback* shone a mercilessly bright light on Cal Poly's obscene, systematic rape "culture," a system of violence that, as many of the project's participants make clear, has hidden in plain sight long enough.

Whereas most students devote at most two academic quarters to working on their senior project, Amelia's meticulous work on *The Clapback* spanned an entire *calendar* year. I have never witnessed a student work as tirelessly as she did on this project; this is especially remarkable given the emotional demands the nature of this work placed on her. I had never before and have not since been so impressed by an undergraduate's work. This was not simply a matter of work ethic, because this ethic was driven by a clear and urgent vision of justice; it was driven, that is to say, by the conviction that courageous sharing and empathetic listening are indispensable to bringing rape culture to an end.

Please therefore consider this my strongest possible recommendation of Amelia Meyerhoff for the position of Title IX Coordinator and Investigator. I simply cannot imagine a person more well suited to this role! If you have any questions for me, please do not hesitate to call me at (213) 573-5988.

Sincerely,

Phone 805-756-XXXX | XXXX.calpoly.edu

1 Grand Avenue | San Luis Obispo | CA | 93407-XXXX

**PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
July 7, 2023**

AGENDA ITEM 5.b.

SUBJECT: REQUEST FOR ADVANCED STEP PLACEMENT FOR MIRIAM MIRANDA

BACKGROUND INFORMATION

The attached request and supporting documents support an advanced step placement for Ms. Miriam Miranda who has requested to be placed at Step 5. Ms. Miranda has over 3 years of payroll experience in a law office and in an educational environment. In addition to payroll experience, she has experience in the classroom where she worked at 2nd-Generation Genentech teaching STEM related activities, so she is more than familiar with the educational environment.

The work in the BUSD payroll and accounting office is complicated, voluminous, and consistent. Her background and experience will mean she can immediately help BUSD. She has already begun to work and is already making an impact. Her unique background can serve to help colleagues in her office.

I recognize that Ms. Miranda has requested a Step 5 but I only see three years of payroll experience and one year for the advanced degree. Therefore, I strongly recommend a step advancement of 4 for Ms. Miriam Miranda.

70.100.1 Initial Placement

*All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. **An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

Schedule 52	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 48	\$5,139	\$ 31.63	\$5,406.38	\$33.27	\$5,677.75	\$34.94	\$5,973.50	\$36.76	\$ 6,267.63	\$38.57

EXECUTIVE DIRECTOR'S RECOMMENDATION

The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 4/Schedule 52/Range 48 be granted.

Advanced Step Placement Request

ATTACHMENT B

Name: Miriam MirandaClassification: Payroll Spec.Hire Date: 06/15Site: Berkeley School Dist.Advanced Step Requested: 1 2 3 4 **5** (circle one)**Please note that there is no step/increase after Step 5 until Longevity at 10 years.*

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☒ Resume (**required**) ☒ Diploma(s) ☒ Transcript(s) ☒ Certification(s)

Please note: Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and **will not** be returned to you. Therefore please ensure that only copies are submitted.

		Units	Type/Depth/Concentration
Education Level:	Some College		
	Associates Degree		
*	Bachelor's Degree	122	BA in Sociology
	Master's Degree		
	PhD/Doctorate		

		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	
A	3-5 years	Education, Public
	6-9 years	
	10-15 years	
	15+ years	

Miriam Miranda

June 20,2023

Re: Request for an Advanced Step Placement

Dear Commission Department,

I appreciate the offer and the generosity given at this time. I would like to have the opportunity to request to be placed in an advanced step. I am currently held at step 1 and would like to be advanced to step 5. I have years of payroll experience in a diverse setting that includes education. As well as working with staff to encourage deadlines regarding payroll and calculations. I have experience with balance adjustments to keep payroll accounting and fiscally related records and reports up to date. I also have experience in HR with FSA programs, benefits, and retirement plans. I possess a bachelor's degree from California State University, East Bay, in sociology. With experience in statistics and quantitative analysis. I understand that at the moment I am a new employee and have the training and learning period to proceed through. As well as being bilingual and native speaker of Spanish. I am aware that I will need to learn a new system of programs. As this is obtained, I will have the knowledgeable skills of a technician in my field with more experience in programs and unions. I have attached my resume that supports my skills and education.

Thank you for your patience and consideration.

If you need further information, please feel free to contact me.

A handwritten signature in black ink that reads "Miriam Miranda". The script is fluid and cursive, with the first name and last name clearly distinguishable.

Miriam Miranda
Payroll Specialist

Miriam Miranda



EDUCATION

City College of San Francisco, -San Francisco, CA

General Education- Sociology -2015-2019

California State University East Bay -Hayward, CA

Bachelor of Arts, Major -Sociology -2020-2022

Badge Awarded- Issued by [Cal State East Bay](#):

Sustainability Scholar, Social Justice Scholar, Sustainability Scholar Advanced, Senior - Class Level 4,
Quantitative Reasoning Skills, Oral Communication Skills, Written Communication Skills.

EXPERIENCE

Berkeley Unified School District- Berkeley, CA

Payroll Specialist, June 2023

Greater Richmond Interfaith Program Richmond, CA

GRIP Group Support, March 2023-June

- I support families by teaching them how to interact with their children through engaging activities and guidance by encouraging patience.
- Cultivate mindfulness. Mindfulness develops the ability to discern between a blind reaction and a well-considered response. Provide learning skills to handle stress and develop the inner resources to be resilient in any circumstances that might arise.
- Provide sustainability to families who are in need of therapeutic sessions with their children.
- Provide an engaging curriculum for family activities with their children.
- Develop emotional intelligence. I practice and support families in learning how to regulate and manage strong emotions in order to nurture healthy and mutually beneficial relationships as opposed to the toxic and trauma-based relationships so many of them are used to.
- Understand the victim's impact. Learning empathy by facing the impacts of your behavior is an effective way to develop the intrinsic motivation needed for prosocial behavior to take hold.

Prospect Sierra School, El Cerrito, CA

HR Associate, November 2022- June

- Have obtained experience in exempt and non-exempt semi-monthly payroll through the external payroll processing system ensuring the accuracy of compensation amounts, tax information, and benefit or other deductions;
- Create monthly reconciliations of all payroll related accounts;
- Have coordinated annual employee open enrollment process including provider presentation scheduling, document preparation, updating informational portals, and employee meetings;
- Collect and review all required beginning of new school year documents and information;
- Managed enrollment and payment process with providers of medical, dental, FSA, DCA, commuter benefits, retirement, life, and long-term disability insurance benefits;
- Delivered work with CFO and external brokers to summarize and analyze all data required for the annual benefits renewals;
- Track and manage all required forms, training, and certifications for all staff (including but not limited to TB certifications, sexual harassment training, I-9s, and child abuse reporting);

- Prepare and manage all new hire paperwork including background checks;
- Prepare and manage all employee separation-related paperwork and required notifications;
- Track all faculty and staff time off. Keep accruals up to date and working properly. Add new accruals as necessary;
- Work with supervisors to create and manage plans for all employees requesting leaves of absence (FMLA, CFRA, and bonding) according to government and school policies;
- One-on-one meetings as needed for all faculty and staff to ensure a full understanding of benefit offerings and payroll payments;
- Complete all Verification of Employment requests, and past employment for schools as needed;
- Ensure that all government and agency reporting (ACA, multiple worksite, EE01, surveys, etc.) is completed in a timely, accurate fashion;
- Compile annual payroll information for Worker's Compensation, general liability, and financial audits;
- Create employment agreements and individual benefit analysis at CFO and HOS direction;
- Keep up on all changes to federal, state, and local labor laws;
- Work with an external audit firm to compile data necessary for annual tax filing (990);
- Train and cross-train with other business office employees to ensure a broad knowledge of all essential functions;
- Manage the accurate and timely processing of monthly benefits-related billings for all group plans, reconciling accounts as necessary;
- Manage leave requests, disability claims, and workers' compensation claims as they arise, including coordination of all required paperwork; and
- Assist other members of the Business Office as needed.
- Process of payroll through Paycom.
- Create yearly contracts with updated Salaries and analysis.
- Ability to create reports through Paycom such as Census requirements and Tax distributions.

Schoenberg Family Law Group, San Francisco, CA

Admin Service-HR Specialist, December 2021 – November 2022

- Supported staff through matters regarding admin support with technical issues, data implementation, and project management.
- I reviewed and responded to concerns attorneys and paralegals had with benefits, onboarding, and payroll.
- implemented and developed policies on disciplinary related matters, including sexual harassment, discrimination, bullying, and/or suspension, with support from the firm manager.
- Analytical skills through HR responsibilities, by providing problem-solving experience
- I participated in a continuous improvement process to understand business needs and the shortcomings of the existing process.
- I designed and managed the onboarding process, focusing on new employee support and overall experience.
- I created all the new hire packets and new hire files, scanned them to the HR drive, and filed personal files.
- Responding to routine employment development department communication regarding unemployment, disability insurance, and paid family leave claims and coordinating disability benefits with payroll and with employees.
- Assisting with administering the workers' compensation program and activities, including notification, claims processing, medical provider interface, management, and employee communications, and return to work facilitation as needed.
- Strong proficiency with Microsoft Office Suite and office softwares-Teams, Slack, Excel Word, Zola, Nextiva,

- Experience working with Payroll Resource Group (PRG)
- Payroll Experience- disbursement, refunds, bonus, timesheets.
- Yearly mandate and reporting training for the required qualifications.-Sexual Harassment training
- Experience working with sensitive documents and ability to maintain confidentiality
- Excellent communication skills—verbal and written
- Strong proficiency with Microsoft Office Suite and office softwares-Teams, Slack, Excel
- Solid understanding of federal and California state and city Labor laws including solid experience managing FLSA, FMLA, COBRA

2nd Generation- Genentech- South San Francisco, CA

Early Child Education Coordinator- Lead Teacher, May 2016– December 2021

Awarded: *Excellence in care and Education Award-2017* *Rising Star Award- 2017*

- I created daily lesson plans that correspond to the children's interests and development.
- Maintain daily observations of children to be used in teaching strategies and to create quarterly evaluations.
- Provided support to families with difficult times in need of guidance and resources.
- Helping with training for staff and diapering while following all protocols and procedures.
- I worked closely with the families at the school to help their children learn and grow through positive redirecting and challenging behaviors.
- Encouraged children to become independent while working on a multitude of skills (social, language, motor, cognitive, and math).
- Feeding and nourishing infants with proper food and beverages provided by or approved by parents
- implemented and used games, STEM activities, and books to develop and improve cognitive skills and physical abilities.
- Maintained friendly customer service by providing verbal reports of the behavior and progress of the children to their parents.
- Initiated leadership in providing a diverse learning experience for children by celebrating and acknowledging cultures in our community.
- Provided support to families with a positive learning environment for children and alternative resources for parents' concerns and questions.
- Provided families with support and helpful resources that the school provided.
- Problem-solving skills that help co-teachers grow with training and team work experience.
- Great with time management by setting reminders to be on time to meetings and having tasks done on my check list.
- Knowledge of technological and observation skills and software experience like google drive, Microsoft, excel and curriculum planning systems.
- Attended the yearly mandate and reporting training and how to look for signs in families and children.

Eurest-Walmart Ecommerce- San Bruno, CA

Retail Experience-Customer Support-, Aug 2014 – May 2016

- I answered customers' questions and provided information on procedures and policies by reminding them to provide all requests in detail .
- Develop constructive working relationships with others by giving a helping hand to coworkers when they were behind on work and needed support with the check out system .
- Problem-solving customers' necessities, ensuring a high level of fulfillment and offering feedback.
- Provide politeness with customers or clients and answer any questions that are appropriate in a professional manner.
- Arranged sales floor items to look appealing to customers of all ages.

LANGUAGES

English
Spanish

CERTIFICATION

HIPPA Certified for Early Childhood Mental Health Program (ECMHP)

REFERENCES

Farina Baporia 2nd Generation- Genentech (Supervisor)

Phone: [REDACTED]

Email: [REDACTED]

Margaret Lin -2nd Generation- Genentech (Client):

Phone: [REDACTED]

Email: [REDACTED]

Ana Aguilar – Walmart Ecommerce-(Coworker)

[REDACTED]

Email: [REDACTED]

Student Unofficial Transcript

Page 1 of 1

Name: **Miriam Miranda**
 Student ID: XXXXXXXXXX

Institution: California State University East Bay
 25800 Carlos Bee Blvd.
 Hayward, CA 94542

Print Date: 03/20/2023

Degrees Awarded
 Degree: Bachelor of Arts
 Confer Date: 05/14/2022
 Plan: Sociology

Academic Program History
 Program: UG Matriculated
 08/19/2019: Applicant
 08/19/2019: Sociology BA Major

Transfer Credits
 Transfer Credit from City College of San Francisco
 Applied Toward UG Matriculated

Course Trans GPA:	2.691	Transfer Totals:	Attempted	Earned	Points
			68.000	65.000	183.000

Beginning of Undergraduate Record

Fall Semester 2020					
Course	Description	Attempted	Earned	Grade	Points
SOC 300	Sociological Theory	4.000	4.000	C-	6.800
SOC 325	Race and Ethnicity	4.000	0.000	NC	0.000
SOC 365	Deviance and Social Control	4.000	4.000	B	12.000
SOC 390	Research Methods	4.000	4.000	B	12.000
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	2.566	Term Totals:	12.000	12.000	30.800
CSUEB GPA:	2.566	CSUEB Totals:	12.000	12.000	30.800
Cum GPA:	2.672	Cum Totals:	80.000	77.000	213.800

Academic Standing: Good Standing

Spring Semester 2021					
Course	Description	Attempted	Earned	Grade	Points
SOC 423	Social Movements and Change	4.000	4.000	B	12.000
SOC 425	Work and Professions	4.000	4.000	B	12.000
SOC 482	Global Race & Ethnic Relations	4.000	0.000	NC	0.000
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	3.000	Term Totals:	8.000	8.000	24.000
CSUEB GPA:	2.740	CSUEB Totals:	20.000	20.000	54.800
Cum GPA:	2.702	Cum Totals:	88.000	85.000	237.800

Academic Standing: Good Standing

Summer Session 2021					
Course	Description	Attempted	Earned	Grade	Points
ES 346	Afrofuturism	3.000	3.000	B	9.000
SOC 330	Environmental Sociology	4.000	4.000	C	8.000
SOC 360	Sociology of Sexualities	4.000	4.000	B+	13.200
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>

Term GPA:	2.745	Term Totals:	11.000	11.000	30.200
CSUEB GPA:	2.741	CSUEB Totals:	31.000	31.000	85.000
Cum GPA:	2.707	Cum Totals:	99.000	96.000	268.000

Fall Semester 2021					
Course	Description	Attempted	Earned	Grade	Points
BIOL 334	Humans & Living Planet	3.000	3.000	A-	11.100
ES 120	The People's History I	3.000	3.000	A	12.000
PHIL 353	Human Rights in the U.S.	3.000	3.000	B	9.000
SOC 100	Introduction to Sociology	3.000	3.000	B	9.000
Repeated: Averaged - Earn Credit					

Term GPA:	3.425	Term Totals:	12.000	12.000	41.100
CSUEB GPA:	2.932	CSUEB Totals:	43.000	43.000	126.100
Cum GPA:	2.784	Cum Totals:	111.000	108.000	309.100

Academic Standing: Good Standing

Spring Semester 2022					
Course	Description	Attempted	Earned	Grade	Points
CHEM 106	Chemistry & Society	3.000	3.000	B-	8.100
HIST 382	California and the World	3.000	3.000	C+	6.900
SOC 497	Issues in Sociology	4.000	4.000	B-	10.800
SOC 499	Sociology Capstone Project	4.000	4.000	B+	13.200
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>

Term GPA:	2.785	Term Totals:	14.000	14.000	39.000
CSUEB GPA:	2.896	CSUEB Totals:	57.000	57.000	165.100
Cum GPA:	2.784	Cum Totals:	125.000	122.000	348.100

Academic Standing: Good Standing

Undergraduate Career Totals					
Cum GPA:	2.784	Cum Totals:	125.000	122.000	348.100

----- End of Transcript -----

22N9-3ANV-MOAA

The Trustees of The California State University
on recommendation of the faculty of
California State University, East Bay
have conferred upon
Miriam L. Miranda
the Degree of
Bachelor of Arts
Sociology

Given at Hayward, California, this fourteenth day of May, two thousand twenty-two.



Sillian Kimbell
Chair of the Board of Trustees

[Signature]
Governor and President of the Trustees

James H. Cox
Chancellor
The California State University

Cathy Sunde
President of the University





Quantitative Reasoning Skills

ISSUED TO

Miriam Miranda



Issued on: 26 JUN 2020 | Issued by: Cal State East Bay

Verify: <https://www.credly.com/go/N2rcMebO>



Social Justice Scholar

ISSUED TO

Miriam Miranda



Issued on: 15 DEC 2021 | Issued by: Cal State East Bay

Verify: <https://www.credly.com/go/Aa3Sbe32>



Sustainability Scholar Advanced

ISSUED TO

Miriam Miranda



Issued on: 26 SEP 2021 | Issued by: Cal State East Bay

Verify: <https://www.credly.com/go/i9n4aax9>



Written Communication Skills

ISSUED TO

Miriam Miranda



Issued on: 05 APR 2020 | Issued by: Cal State East Bay

Verify: <https://www.credly.com/go/wAoh0Uep>