

# 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

October 10<sup>th</sup>, 2023 – 4:30PM

1. **Call to Order** **Chairperson Zenor-Davis**
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** **Chairperson Zenor-Davis**
5. **Conference Item** **Chairperson Zenor-Davis**  
This item is presented for discussion and action and may be carried over from a previous meeting.
  - a) Step Advance Request – E. Mayer, **Attachment A**
6. **Discussion Items** **Chairperson Zenor-Davis**  
These items are open for discussion and do not require action.
  - a) Classified Vacancies
7. **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.
8. **Next Meeting** **Chairperson Zenor-Davis**  
Follow-up items for next Personnel Commission Meeting.
9. **Adjournment** **Chairperson Zenor-Davis**

**PERSONNEL COMMISSION  
BERKELEY UNIFIED SCHOOL DISTRICT  
October 10th, 2023**

**AGENDA ITEM 5.a**

**SUBJECT:** REQUEST FOR ADVANCED STEP PLACEMENT FOR EMILY MAYER, EXECUTIVE DIRECTOR, FISCAL SERVICES

**BACKGROUND INFORMATION**

The attached request and supporting documents support an advanced step placement for Ms. Emily Mayer who has requested to be placed at Step 3. Ms. Mayer has over 9 total years of public sector experience. Before coming to BUSD, Emily worked as the Interim Executive Director of Budget Services for San Francisco Unified School District (SFUSD). Before being Interim, she worked in the SFUSD budget office as the Senior Manager of Strategy and Analytics. She has also worked in a non-profit management consulting environment, in higher public service programming. She is a cum laude graduate of Harvard and a graduate of Harvard Graduate School of Education.

This is a new position at an Executive level and it has been very difficult to recruit for. The work in the BUSD payroll and accounting office is complicated, voluminous, and consistent. Her educational background and experience will mean she can immediately help BUSD. I am confident that her experience with a large urban district will immediately be translated into positive change for the District Business Services and Finance offices. She would be the first in this position and she merits a step 3.

*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.***

**EXECUTIVE DIRECTOR'S RECOMMENDATION**

The Executive Director – Classified Personnel recommends the request for advanced step placement at Step 3/Schedule 52/Range 89 be granted.

Schedule 52	Step 1	Step 2	Step 3	Step 4	Step 5
Range 89	\$13,187.07	\$13,841.51	\$14,537.01	\$15,259.87	\$16,018.82

## Advanced Step Placement Request

Name: Emily Mayer

Classification: Executive Director

Hire Date: 09/26/2023 Site: BUSD Central 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	70 (17.5 courses)	BA: History, cum laude
	Master's Degree	34	Master's of Education: Education Policy & Management

	PhD/Doctorate		
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		Employment Type (Education, Government, Public, Private, etc)
Experience Level:	1-2 years	
	3-5 years	
	6-9 years	<p>9 years in public-sector education, primarily in finance and analysis roles.</p> <ul style="list-style-type: none"> <li>• 4.5 years in large, urban California school district as management in Business Services division.</li> <li>• 3 years at nonprofit management consulting firm working with finances and strategy at school districts across the US.</li> <li>• 1 year in higher education supporting public service programming.</li> <li>• 1 year as a classroom aide in a public elementary school.</li> </ul> <p>Enrolled in California Association of School Business Officials (CASBO)'s Aspiring CBO Business Executive Leader's program – Chief Business Official certification expected Summer 2024</p>
	10-15 years	
	15+ years	

Emily Mayer

October 1, 2023

Re: Request for Advance Step Placement

Commission Chairperson Zenor-Davis:

I would like to take this opportunity to request Advance Step Placement at Step 3 on the Classified Salary Schedule for the Executive Director of Fiscal Services position.

As shown in my attached resume, I have over nine years of public school district experience and have been on the management team of the San Francisco Budget office for the past nearly five years. I have a Master's in Education from Harvard Graduate School of Education's Education Policy & Management program. I am currently enrolled in the California Association of School Business Officials (CASBO)'s Aspiring CBO Business Executive Leader's program and will be eligible to obtain a Chief Business Official certification in summer 2024. My experience and education exceeds the minimum requirements for the role.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Emily Mayer", with a stylized, flowing script.

Emily Mayer  
Interim Executive Director, Budget Services  
San Francisco Unified School District

# Emily C. Mayer

## EDUCATION

**Harvard Graduate School of Education**  
Ed.M. Education Policy & Management

Cambridge, MA  
Ed.M. 2016

**Harvard College**  
A.B. History, Cum Laude

Cambridge, MA  
A.B. 2013

## EXPERIENCE

### SAN FRANCISCO UNIFIED SCHOOL DISTRICT

San Francisco, CA

#### Interim Executive Director, Budget Services

October 2022 - Present

- Supervise Budget Office team of five employees (direct reports).
- Project manage annual Budget Development process of \$1B School District and County budget.
- Prepare Interim Reports on District and County budget and expenditures to submit to California Department of Education (CDE).
- Calculate budget and expenditure projections with multiple data sources to inform multi-year projections and labor negotiations

#### Director of Resource Alignment

September 2022 - Present

#### Senior Manager of Strategy & Analytics

October 2021 - September 2022

#### Budget Manager

June 2019 - October 2021

- Manage large and complex budgets including Special Education (\$202m), Policy & Operations (\$74m), and PEEF (\$84m). Includes year-round thought partnership, technical support, and customer service to enable strategic budgeting, efficient operations, and accurate projections.
- Design tools to facilitate budgeting and planning. Provide training, support, and troubleshooting on tools to teammates and users.
- Analyze large data sets with Excel, Stata, and Google to make recommendations to senior staff. Includes:
  - Wrote Stata code to download, validate, and compile 126 budget templates into the FY2021-22 \$1.2b District budget.
- Provide mentorship and training to team on budget office and technical processes

### EDUCATION RESOURCE STRATEGIES

Watertown, MA

#### Associate

Sept 2016 - May 2019

- Analyzed \$700M district budget in Excel to evaluate financial sustainability and to identify opportunities to realign central office spending with district priorities and national peers.
- Collaborated to create \$100M funding allocation model in Excel to equitably and transparently allocate funding to 53 schools.
- Designed and facilitated professional development for school and district leaders, ranging in group size from 1:1 to over 30 participants on topics including scheduling, budgeting, strategic planning, and departmental coordination.
- Collaborated on teams of 2-12 to support states and large urban school districts – including Shelby County Schools, Atlanta Public Schools, Denver Public Schools, and Indianapolis Public Schools – with creating, implementing, and evaluating their strategies
- Created workplans in Smartsheet and OneNote to prioritize and organize work for teams of 3-5 people
- Supported junior colleague with project work

### CENTER FOR PUBLIC INTEREST CAREERS

Cambridge, MA

#### Programs Coordinator

Sept 2014 – Aug 2015

- Coordinated internship program for 100 college undergraduates

### CITY YEAR BOSTON

Boston, MA

#### Americorps Volunteer

Aug 2013 – May 2014

- Facilitated small-group Tier II literacy and math interventions at a high-needs K-5 Boston Public School.

## COMPUTER SKILLS

- *Advanced:* Microsoft Excel, Microsoft PowerPoint, Google Documents (including Google Sheets)
- *Proficient:* Stata, Survey Monkey, Qualtrics

Mayer, Emily Christine

Leverett House

HARVARD COLLEGE  
Cambridge, Massachusetts 02138

Admitted in 2009 from Boston Latin School  
Awarded the AB degree Cum Laude in Field, May 2013, Class of 2013  
Recommended for Honors in Field  
Field: History  
Secondary Field: Celtic Languages and Literatures

ATTACHMENT A

Not official unless signed and sealed

COURSE TITLES		GRADE	COURSE TITLES		GRADE
		full half			full half
2009-2010			2011-2012		
FRSEMR 22F	Primitive Navigation	SAT	ANTHRO 1130	Archaeology of Harvard Yard	A
CULTR&BLF 16	Perform, Trad & Cultural Studie	B+	SOC-WORLD 19	Western Ascendancy	A-
CELTIC 107	Early Irish History	A	XEDU S-305	Learning in Museums	PA
ANTHRO 1010	The Fundamentals of Arch Method	A-	SCI-LIVSYS 24	From Neurons to Nations	A
HIS-STD B-13	Charlemagne & Birth of Medvl Ci	A-	HIST 1044	Sacred and Secular Power in	A-
AESTH&INTP 16	Openings: Illuminated Manuscrip	A-	ANTHRO 1131	Archaeology of Harvard Yard II	A
EXPOS 20	Expository Writing 20	A	CELTIC 222	The Gaelic Manuscript Tradition	PA
CELTIC 151	Lit of Medvl Celtic Christianit	A	HIST 80F	Carolingian Civilization	A-
FRSEMR 32V	The Art of Storytelling	SAT	ANTHRO 92XR	Arch. Museum Res. Methods	A
ANNUAL GPA: 3.763		COURSES PASSED: 4.50	ANNUAL GPA: 3.859		COURSES PASSED: 13.50
2010-2011			2012-2013		
E-PSCI 7	Intro to Geological Sciences	B+	HIST 1511	Latin America and the U.S.	B+
SOC-WORLD 41	Medieval Europe	A-	ETH-REASON 33	Medical Ethics and History	A-
CELTIC 194	Celtic Bards and Their Poems	A	CELTIC 164	Medieval & EMod Gaelic Soc.	A-
LATIN AC	Review and Reading	PA	ANTHRO 1035	Human Roots	A
HIST 70C	Topics in Natural History	A-	OEB 57	Animal Behavior	PA
HIST 1060	Europe and Its Borders, 950-155	A	MODMIDEAST 170	the Arab World II	A-
HIST 97	Sophomore Tutorial	B+	HIST 99	Senior Thesis Tutorial	SAT
ANTHRO 1025	Museum Anthropology	A	ANNUAL GPA: 3.668		COURSES PASSED: 17.50
CELTIC 103	Celts: People or Myth?	A			
ANNUAL GPA: 3.750		COURSES PASSED: 9.00	CUMULATIVE GPA: 3.766 SATISFACTORY LETTER GRADES: 14.50		

Mayer, Emily Christine

Issue Date: Oct 1, 2023

**Degrees Awarded**

**Master of Education** awarded 05/26/2016

Program: Education Policy and Management

2015 Fall

Program: Master of Education

<u>Course</u>	<u>Description</u>	<u>Credits</u>	<u>Grade</u>
EDU A024	Politics and Education Policy in the United States	4.0	B+
EDU A125	State Education Policy: A Practicum	4.0	A-
EDU S011	Understanding Today's Educational Testing	4.0	A-
EDU S040	Introduction to Applied Data Analysis	4.0	A-

2016 Winter

Program: Master of Education

<u>Course</u>	<u>Description</u>	<u>Credits</u>	<u>Grade</u>
EDU A111R	Elements of Effective Family-School Partnerships	2.0	SAT

2016 Spring

Program: Master of Education

<u>Course</u>	<u>Description</u>	<u>Credits</u>	<u>Grade</u>
EDU A011B	Learning from Practice: Evaluation and Improvement Science	2.0	SAT
EDU A027B	Managing Financial Resources in Nonprofit Organizations	4.0	A-
EDU A118	The 21st-Century Demographic Transformation: Opportunities and Implications for U.S. Schools	4.0	A-
EDU A607	Organizational Leadership and Management in K-12 Schools and Systems	4.0	A
EDU S510D	Research Schools Practicum	2.0	A

**End of Harvard Graduate School of Education Record**





Mayer, Emily

## You're in! CASBO Aspiring CBO Sacramento BEL program - Emily Mayer

3 messages

CASBO Certifications &lt;certification@casbo.org&gt;

Mon, Mar 27, 2023 at 12:16 PM

To: "Mayer, Emily"

Hello Emily Mayer,

You're in! Congratulations on your successful application to the 2023-2024 cohort of the **CASBO Aspiring CBO Sacramento Business Executive Leadership (BEL)** program. It is a very competitive process.

This cohort will meet on scheduled **Fridays, ~8:00am – 5:00pm and select Saturdays, ~8:00am – 2:00pm, in-person in Sacramento.** (Location details will be provided once tuition is paid.) The November Tues/Wed dates are required in Huntington Beach – held adjacent to the CASBO CBO Symposium. (Additional registration for the CBO Symposium attendance on Thurs/Fri is optional.) CASBO will offer a discounted hotel option in Sacramento and Huntington Beach.

**Confirm ALL dates on your calendar.** Active live participation is required, and all learning activities must be completed by March 2023 to earn the CASBO certificate of completion and qualify to take the CASBO CBO exam.

Event Dates	
Fri 6/23/2023	Tues 11/14/23* Wed 11/15/23*
Fri 7/21/2023	Fri 12/15/2023
Fri 8/18/2023	Fri 1/12/2024

Fri 9/15/23 Sat 9/16/23	Fri 2/9/24 Sat 2/10/24
Fri 10/20/2023	Fri 3/15/2024

*\*In person, Huntington Beach*

**ACTIONS** to confirm your seat in the cohort:

1. **Reply to this email to confirm your acceptance.**
2. Visit [casbo.org](https://casbo.org) and log into your account.
3. Navigate to *Learn + Grow*, then choose *Calendar* from the drop-down menu.
4. Search & select “**CASBO Aspiring CBO Sacramento Business Executive Leadership (BEL) program.**”
5. Navigate to the “*Overview*” tab and scroll to the bottom.
6. Under Payment Agreement, check “I acknowledge”, and click “Register Now” to pay tuition.

Tuition must be **paid in full within 30 days from the acceptance notice or by May 5, 2023, whichever occurs first.** \$5,500 CASBO Members; \$7,500 for Non-members. Travel and lodging are not included in tuition.

We will send an official welcome, private online community access, and program syllabus in June 2023.

Please contact us if you have any questions.

Thank you!

**Professional Development Team, Certification**

California Association of School Business Officials

1001 K St., 5th Floor | Sacramento, CA 95814

[Certification@casbo.org](mailto:Certification@casbo.org) | [www.casbo.org](http://www.casbo.org)

Phone: 916-504-2259 | Fax: 916-447-3794

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**Mayer, Emily** <mayer@sfusd.edu>  
To: CASBO Certifications <certification@casbo.org>

Thu, Apr 6, 2023 at 9:00 AM

Good morning,

I am very happy to accept! I will fill out the paperwork on the CASBO website and submit the invoice payment.

best,  
Emily

[Quoted text hidden]

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**Emily Mayer**  
*Interim Executive Director*  
Budget Services  
San Francisco Unified School District



Website: [Manage Budgets & Spending](#) intranet page

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**CASBO Certifications** <certification@casbo.org>  
To: "Mayer, Emily" <mayer@sfusd.edu>

Mon, Apr 10, 2023 at 10:05 AM

Emily,

Thank you for confirming your planned participation in the **CASBO CBO Sacramento Business Executive Leadership (BEL)** program.

Once registration is confirmed (PAID), we will send an official welcome, private online community access, and program syllabus in June 2023.

[Quoted text hidden]