

OFFICE OF THE BOARD OF EDUCATION

1000 Broadway, Suite 300

Oakland, CA 94607-4033

ousd.org/boe | boe@ousd.org

510.879-1940 P | 510.627-9440 F | 510.879-1939 TTY/TDD



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

BOARD OF EDUCATION 2021

Shanthy Gonzales, President, District 6

Shanthy.Gonzales@ousd.org

510.879-1946

Benjamin "Sam" Davis, Vice President, District 1

Sam.Davis@ousd.org

510.879-1941

Aimee Eng, District 2

Aimee.Eng@ousd.org

510.879-1942

VanCedric Williams, District 3

VanCedric.Williams@ousd.org

510.879-1943

Gary Yee, District 4

Gary.Yee@ousd.org

510.879-1944

Mike Hutchinson, District 5

Mike.Hutchinson@ousd.org

510.879-1945

Clifford Thompson, District 7

Clifford.Thompson@ousd.org

510.879-1947

Legislative File No. 21-1720
Introduction Date: 6/23/2021
Enactment No.: 21-1164
Enactment Date: 6/23/2021 er

MEMORANDUM

June 23, 2021

To: Board of Education

From: Shanthy Gonzales

Subj: Appointment – Shaeonna Muhammad and Victoria Wang - Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

ACTION REQUESTED

Ratification by the Board of Education of President of the Board’s appointment of Victoria Wang (1st Term), effective June 24, 2021, for a term ending April 15, 2022, and Shaeonna Muhammad (1st Term), effective June 24, 2021, for a term ending April 15, 2023, respectively, to the Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission.

BACKGROUND/DISCUSSION

The duties of the Measure G1 Commission, as defined by the Measure G1 Approved Ballot Measure and Board Bylaw 9131, is “to advise and report to the Board of Education and shall be responsible for (a) oversight of proper allocation and use of all parcel tax monies, (b) reviewing annual independent audit reports, and (c) submitting recommendations to the Board of Education for any new or modified policies and administrative regulations to ensure the Oakland Unified School District’s compliance with the requirements and intent of Measure G1.”

The Commission is composed of five members, with staggered terms, appointed pursuant to membership criteria established by Board Bylaw 9131, with an individual's term of appointment limited to a maximum of three two-year consecutive terms or the fulfillment of said terms thereof. There are currently two vacancies on the Commission due to unfilled unexpired terms.

To: Board of Education

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Subj: Appointment – Shaeonna Muhammad and Victoria Wang - Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

June 23, 2021

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Both applicants, Ms. Wang and Ms. Muhammad meet the criteria for appoint to the Commission. Applications, redacted in part, are attached.

RECOMMENDATION

I, pursuant to Board Bylaw 9131, hereby appoint Victoria Wang (1st Term), effective June 24, 2021, for a term ending April 15, 2022, and Shaeonna Muhammad (1st Term), effective June 24, 2021, for a term ending April 15, 2023, respectively, to the Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission. I ask confirmation by the Board of the respective appointment.

SG:ER:lf

Attachment: Application – Victoria Wang and Shaeonna Muhammad (Redacted In Part)

Profile

Shaeonna

First Name

Muhammad

Last Name

shaeonna.muhammad@acgov.org

mail Address

Which Boards would you like to apply for?

Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission: Submitted

Street Address

State or Zip

Oakland

CA

94609

City

State

Postal Code

Which Board of Education election district (1, 2, 3, 4, 5, 6, or 7) do you live in? *

District 1

Home:

Primary Phone

Alternate Phone

Alameda County Social Services - IHSS

Employer

Specialist Clerk

Job Title

Administrative

Occupation

Employer's Street Address

6955 Foothill Blvd

Employer's City

Oakland

Employer's State

CA

Employer's Zip

94605

Work Phone

Work Email

Interests & Experiences

Please explain briefly your interest in serving on this Committee, Commission or Board:

I am interested in serving on this committee because I believe that funding is very important towards ensuring our children within OUSD public and charter systems have a more equitable and appropriate source of resources for their academic experience. As a parent to a middle school student during COVID, this transition has been hard for not only him but his teachers. The lack of resources and access to resources for all students but now teachers are tasked to be resourceful with limited access and limited rapport with their students online. This appears to be a challenge that can impact retaining teachers that have the drive or pay to assist students through this every changing situation. I would like to join this committee to put a effort towards better funding for extra curriculum, better funding for primary instruction for middle schoolers, and retaining instructors with better salary and training.

Please indicate your other community involvement (work with public agencies, volunteering, other Committees, Commissions, Boards, groups, etc.):

I volunteer and have served as an employee for the Oak and Reach, serve as a volunteer for Go Public Schools, and have served as a member of North Oak and Community Charter School Board 2018-2019 when my son was transferred before transitioning to Middle School.


Upload a Resume

Question applies to multiple boards

Do you have any reason, such as a potential or actual conflict of interest (real estate, business, litigation, etc.), which may or will adversely affect your ability to serve on this Commission, Committee or Board.

Yes No

Question applies to multiple boards

If Yes, please explain.

Question applies to multiple boards

Educational Background – e.g. college and/or university, degree/major, vocational and/or training, certificates, technical training, etc.

I graduated from vocational school and have acquired "some college" education at a 4 year institution.

Question applies to Measure G Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission Measure N College & Career Readiness Commission Measure G Parcel Tax Independent Citizens Oversight Committee

Are you now, or have you ever been an employee or official of the Oakland Unified School District?

Yes No

Question applies to Measure G Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission Measure N College & Career Readiness Commission Measure G Parcel Tax Independent Citizens Oversight Committee

If Yes, please explain.

Are you now, or have you ever been a vendor, contractor, or consultant for the Oakland Unified School District?

Yes No

If Yes, please explain.

Please describe your knowledge and expertise in middle school education, with a focus on arts, music, world languages, and school safety. Please be certain to respond to each element of the question.

I was a student before and a preteen, I am now an active parent of a middle schooler. As a result of these life experiences, I understand the importance and how to ensure school safety and how to gauge interest for kids in arts. I also understand the importance of learning world languages especially in the bay area where diversity is heavily apart of our culture. As an artist, I value and understand how art impacts our day lives even when we may not notice.

Please describe your knowledge and expertise in compensation for K-12 educational professionals. Please be certain to respond to each element of the question.

I understand that being underpaid can affect work performance. Children and parents rely on teachers being invested in a child's life not only academically but to also ensure that a child is safe within the care throughout the day. Although I do not have formal expertise in this area, I am an adult who has a ways managed a job and understand the need to be able to be paid fairly, on time and consistently and how that affects the morale of my work and coworkers. I would hold that same empathy for teachers and OUSD staff.

Demographics

Choosing not to answer any of the questions in this section will not disqualify you from consideration or serving.

Ethnicity

African American

Gender

Female

Socio-Economic Group

[REDACTED] annua y

Verification

Please indicate your agreement with the following statement

I have reviewed and understand the duties of the Commission or Committee for which I am submitting this application. I agree to perform said duties. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I Agree

Your application must be **completed and submitted on-line via this web form**. For assistance, if needed, or response to questions, please contact Edgar Rakestraw, Jr., Executive Assistant, Board of Education, Oakland Unified School District, 1000 Broadway, Suite 300, Oakland, CA 94607-4033 or 510/879-8658 or via email at Edgar.Rakestraw@ousd.org. Your application must be **submitted** by the applicable deadline, if any.

Note: This application and your responses are a Public record and subject to disclosure.

Shaeonna Muhammad

Oakland, CA 94609

muhammadshae1@gmail.com

3 years Human Resource / 3+ years agency recruiting, sales and customer service, 3+ years clerical related skills resulting in a detailed oriented, professional problem solver with solid work ethic and experience. I am seeking longevity in a company with opportunities for career growth.

EXPERIENCE

Alameda County Social Services, Oakland, CA

Specialist Clerk I-Temporary Assignment Pool (Contractor)

10/2018-present

1. In Home Supportive (10/2020-present)

Service Support Specialist- Clerk

- Provided trainings, explanations, assistance and problem solving in transitioning to the new EVV/TTS paperless timesheet system. Instrumental in creating groundwork for helping clients and providers navigate the timesheet system by creating handouts with instructions and tips. Provided daily person-to-person or over the phone troubleshooting for E-timesheets system.
- Conducted New Provider Orientations and special projects.
- Provided clerical duties daily such as data entry, faxing, operating and simple repairs to office machinery, inbound/outbound outreach calls, greeting clients and exhibiting current knowledge of Alameda County In-Home Supportive Services as well as Alameda County Social Services.
- Serve as liaison between Alameda County Social Services Agency and public. Also maintained knowledge of other agencies within Self Sufficiency Center that our clients also interact with such as Veterans Affairs, Public Authority, SEIU Union and Care Partners.

2. Alameda County Behavioral Health, Office of Ethnic Services

Administrative Assistant (11/2018-11/2019)

- Maintained a professional consistent rapport with Directors within ACBH system, providers (Pool of Consumer Champions, Health and Human Resource Education Center- HHREC, Black Men Speak, etc) community leaders and consumers of mental health services, administrative staff, as well as working with ACBH committees such as Cultural Responsiveness Committee, African American Steering Committee, Pride Coalition and Filipino Coalition. Serve as representative of Department/County at various community & provider events

- Managed supervisor's calendar and scheduled meetings. Note and minutes taking, running reports, organized and established a new filing system. Daily use of Outlook, Microsoft Office Suite applications (excel, Word, etc).Recordkeeping, data entry, budgeting, ordering supplies and creating and managing invoices, catering orders and meeting room/projector reservations. Designed new educational material giveaways for Office of Ethnic Services to be distributed at events and trainings

- Set up trainings, Eventbrite postings, Doodle Polls, community events, Community Based Learning Orientations, cultural events and committee meetings.

- Ability to work independently and determine needs of team without constant instruction

- Maintain an updated knowledge of federally mandated CLAS standard (Culturally Linguistically and Appropriate Services), department policy and procedure, deadlines and other systems of care.

SKILLS

- 51 WPM
- Data Entry
- Microsoft Office Suite
- Google Suite
- Office 365
- Customer Service
- Multi-line telephones
- Technical support
- Training and Orientations
- Scheduling
- Applicant Tracking Systems
- Clerical Skills
- Scheduling
- Office Machinery Operation
- Office Machinery Troubleshooting
- Letter Drafting

TRAINING/CERTIFICATIONS

- HIPPA/PII
- Sexual Harassment
- Workplace Violence
- Civil Services
- Social Media Training
- Financial Budgeting/Budgeting Time & Stress Management
- CPR
- Mental Health First Aid
- Professional Business Writing

EDUCATION

Carrington College
 San Leandro, CA
Certificate Medical Billing and

Aerotek (Telecare Corporation), Alameda, CA

Recruiting Coordinator
3/2018-10/2018

- Provided sourcing for technical and clinical staff daily to fill vacant positions at multiple locations (LVN, RN, Residential Counselors, Cooks, Office Coordinator, Program Administrators, Clinicians)
- Created job postings through internal website, Indeed and Career Builder
- Resume and phone screened to schedule interviews for candidates, successfully found quality candidates to fill a weekly 8-slot interview calendar
- Performed audits for personnel and confidential personnel files and to make sure that onboarding documents compliant to policy and procedure is completed within deadline of hiring

West Valley Staffing Group, Sunnyvale, CA
Onsite Representative/ Human Resource
10/2017- 01/2018

- Conducted weekly interviews with an expected minimum of 12 interviews per day. Met hire minimum of 40 new hires.
- Facilitated new hire orientations where clear and concise interpretation of laws and policies were needed in order to relay to new hires
- candidates, successfully found quality candidates to fill a weekly 8-slot interview calendar
- Full cycle recruitment- internal/external job posting, applicant screening, extended/rescinded employment offers, background checks, interviews
- Performed counseling for performance and attendance

- Served as liaison between my employer, client and 40 new hires for all issues or updates
- Direct contact and great rapport with client's hiring managers
- W-4, payroll and timecard processing , direct deposit set-up, and terminations
- Onboarding/Off boarded employees in On base tracking system.

Robert Half Staffing (Affinity Medical Solutions), Oakland, CA- Claims Coordinator (Temporary Contractor)

2/2017-10/2017

- Data entry of medical claims for timely processing
- Met deadlines and successfully finished projects while accurately completing daily duties

- Claims correction /adjudication
- Correspondence maintenance, forwarding and audit
- Executed weekly, monthly and semi-annual account audits for various insurance representative review

Landmark Event Staffing, Oakland, CA-
*Human Resources Assistant/ Employment
Recruitment Specialist*

3/2014 - 2/2017

- Facilitates interviews three days a week, conducted new hire orientations, and trainings
- Full cycle recruitment; Proper use of Salesforce and ADP Workforce Now
- Assisted in entry level Human Resource duties such as equipment and supply maintenance, timecard and attendance recordkeeping for payroll, paperwork processing (I-9 and EEO, background checks, terminations, employment verifications, etc.)
- Used external and internal job posting websites to recruit new applicants
- Functional knowledge of Employment and Immigration Laws.
- Constructed meetings for trend analysis on hiring techniques ways to appeal to candidates

Profile

Victoria

First Name

Wang

Last Name

victoriawang1966@gmail.com

Email Address

Which Boards would you like to apply for?

Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight
Commission: Submitted

Street Address

Suite or Apt

Oakland

City

CA

State

94605

Postal Code

Which Board of Education election district (1, 2, 3, 4, 5, 6, or 7) do you live in? *

District 1

Mobile:

Primary Phone

Alternate Phone

CVUSD

Employer

Certified Substitute

Job Title

Educator

Occupation

Employer's Street Address

4400 Alma Avenue

Employer's City

Castro Valley

Employer's State

CA

Employer's Zip

94546

Work Phone

Work Email

vwang@cv.k12.ca.us

Interests & Experiences

Please explain briefly your interest in serving on this Committee, Commission or Board:

School academics, Curriculum development, school policy, teacher training and credentialing

Please indicate your other community involvement (work with public agencies, volunteering, other Committees, Commissions, Boards, groups, etc.):

Volunteer at Alameda Republican Party, Silicon Valley Association of Republican Women, East Bay Republican Women

Upload a Resume

Question applies to multiple boards

Do you have any reason, such as a potential or actual conflict of interest (real estate, business, litigation, etc.), which may or will adversely affect your ability to serve on this Commission, Committee or Board.

Yes No

Question applies to multiple boards

If Yes, please explain.

Question applies to multiple boards

Educational Background – e.g. college and/or university, degree/major, vocational and/or training, certificates, technical training, etc.

Master of Education Degree Master of Law Bachelor of Law

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Are you now, or have you ever been an employee or official of the Oakland Unified School District?

Yes No

Question applies to Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission Measure N - College & Career Readiness Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

If Yes, please explain.

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Are you now, or have you ever been a vendor, contractor, or consultant for the Oakland Unified School District?

Yes No

If Yes, please explain.

Question applies to Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

Please describe your knowledge and expertise in middle school education, with a focus on arts, music, world languages, and school safety. Please be certain to respond to each element of the question.

6 yrs full time teaching middle school math and Chinese language Substitute teaching for 6th 7th 8 th grade math and science at CVUSD Volunteer at 2021 Open Music and Piano Competition Oakland

Question applies to Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

Please describe your knowledge and expertise in compensation for K-12 educational professionals. Please be certain to respond to each element of the question.

School Principal (elementary middle and high) Certified and classified Special Ed educators Paraprofessional

Demographics

Choosing not to answer any of the questions in this section will not disqualify you from consideration or serving.

Ethnicity

Asian or Pacific Islander

Gender

Female

Socio-Economic Group

[REDACTED] annually

Verification

Please indicate your agreement with the following statement

I have reviewed and understand the duties of the Commission or Committee for which I am submitting this application. I agree to perform said duties. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I Agree

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