

Summary

Experienced educator, former school principal, assistant superintendent, and seasoned human resources consultant with a distinguished career spanning more than three decades in education. Proficient in negotiations and adept at conducting workplace investigations. Demonstrated ability to formulate and execute policies and protocols conducive to fostering a constructive and efficient working atmosphere. A dynamic leader, capable of steering cross-functional teams and collaborating effectively with senior management. Devoted to nurturing a culture of growth, teamwork, and innovation, all while maintaining an unwavering commitment to fostering positive employee relations.

Professional Experience

Human Resources Consultant – Burrell Consulting LLC ▪ February 2023 – present

- ❖ Experienced HR professional with a background in educational consulting, providing expert advice and guidance to educational institutions on HR policies, recruitment, employee relations, and compliance
- ❖ Adept at utilizing innovative strategies to attract and retain top talent, drive academic success, and improve overall organizational performance
- ❖ Skilled in providing direct and effective support to school districts and insurance groups by ensuring compliance with policies, handbooks, and contracts, ultimately reducing legal and financial risks
- ❖ Highly specialized K-12 expert witness, bringing extensive experience and a unique perspective from both administrative and district-level positions, enabling me to provide unparalleled insight into school-based incidents
- ❖ Clients include:
 - Cupertino Union School District - Interim Middle School Principal
 - Newark Unified School District - Interim Executive Director of Human Resources
 - Santa Ynez Valley Union High School District - Human Resources Support
 - Gilroy Unified School District - Leadership Coaching
 - Santa Clara County Office of Education - Leadership Training
 - Association of California School Administrators - Leadership Coaching

Assistant Superintendent, Human Resources – Union School District ▪ July 2017 – February 2023

- ❖ Oversaw a district with over 600 employees and three direct reports, with district budget of over \$75M and a department budget of \$225K
- ❖ Proven track record of success in managing recruitment, retention, employee compliance, and employee recognition programs for the school district
- ❖ Successful lead negotiator for the district's bargaining team engaged with two separate union groups
- ❖ Maintained employee compliance reviews and managed proper training for all district employees throughout the organization
- ❖ Conducted Title IX, Uniform Complaint Procedure, and general investigations for the district. Coached site administration in areas of evaluation, discipline, and site management

Principal – Cupertino Union School District ▪ January 2008 – June 2017

- ❖ Supervised and evaluated over 100 certificated and classified school employees, with school budget of over \$150K
- ❖ Successfully deployed a 1:1 iPad initiative to match our district goal of students utilizing technology in individual and group learning every day

Professional Organizations

- ❖ Society for Human Resource Management (SHRM) • 2020
- ❖ School Employees Association of California (SEAC) • 2021
- ❖ Association of California School Administrators (ACSA) • 2009
- ❖ Computer-Using Educators (CUE) • 2007

Professional Training

- ❖ Superintendent's Academy - Association of California School Administrators • 2023
- ❖ Leadership Coach Certification - Association of California School Administrators • 2023
- ❖ Title IX Training - Lozano Smith • 2017, 2020, 2022
- ❖ Investigations Training - Lozano Smith • 2021
- ❖ Personnel Administrators Academy - Association of California School Administrators • 2016
- ❖ Interest-Based Bargaining Training • 2012; 2015; 2021
- ❖ FRISK Discipline Training • 2010; 2022

Educational Credentials/Certifications

- ❖ ACSA Administrative Coaching Certification
- ❖ Administrative Services Credential • California Commission on Teaching Credentialing
- ❖ Multiple Subject Teaching Credential • California Commission on Teaching Credentialing
- ❖ Single Subject Credential, Social Studies • California Commission on Teaching Credentialing
- ❖ Bachelors of Science, Social Sciences • California Polytechnic State University, San Luis Obispo

References:

Supervisors

- ❖ Denise Coleman, Retired Superintendent • Union School District
 - Email: colemandeniser@gmail.com
 - Phone: (408) 499-1480
- ❖ Stacy Yao, Superintendent • Cupertino Union School District
 - Email: yao_stacy@cusdk8.org
 - Phone: (408) 252-3000

Direct Reports

- ❖ Terri Skipworth, Confidential Personnel Coordinator • Union School District
 - Email: skipwortht@unionsd.org
 - Phone: (408) 377-8010
- ❖ Diane Nunes, Human Resources Technician • Union School District
 - Email: nunesd@unionsd.org
 - Phone: (408) 377-8010

Colleagues

- ❖ Dr. Andrew Schwab, Superintendent • Dos Palos-Oro Loma Joint Unified School District
 - Email: aschwab@dpol.net
 - Phone: (209) 617-8147
- ❖ Dr. Penelope DeLeon, Superintendent • Newark Unified School District
 - Email: pdeleon@newarkunified.org
 - Phone: (805) 443-9911