

Application Form

Profile

Melanie Spears  
First Name Middle Initial Last Name

[Redacted] Suite or Apt  
Home Address  
San Pablo CA 94806  
City State Postal Code

[Redacted]  
Primary Phone

[Redacted]  
Mailing Address

District Locator Tool

Resident of Supervisorial District:

☒ District 1

City of Oakland Support Services Supervisor  
Employer Job Title

Length of Employment

4.5 years

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

52 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

African American Holistic Wellness and Resource Hub Transitional Community Advisory Board: Submitted

## Seat Name

Temporary Advisory Board Member

**Have you ever attended a meeting of the advisory board for which you are applying?**

☐ Yes ☒ No

**If Yes, how many meetings have you attended?**

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## Education

**Select the option that applies to your high school education \***

☒ High School Diploma

### College/ University A

**Name of College Attended**

Univ of Laverne

**Degree Type / Course of Study / Major**

Doctorate/Org Leadership

**Degree Awarded?**

☒ Yes ☐ No

### College/ University B

**Name of College Attended**

UC Berkeley

**Degree Type / Course of Study / Major**

Bachelor's degree/Psychology

**Degree Awarded?**

☒ Yes ☐ No

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### College/ University C

**Name of College Attended**

Cal State Hayward

**Degree Type / Course of Study / Major**

Master's/Education

Melanie Spears

## Degree Awarded?

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☒ Yes ☐ No

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## Other Trainings & Occupational Licenses

### Other Training A

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Admin and Teaching Credentials

### Certificate Awarded for Training?

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☒ Yes ☐ No

### Other Training B

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### Certificate Awarded for Training?

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☐ Yes ☐ No

### Occupational Licenses Completed:

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## Qualifications and Volunteer Experience

**Please explain why you would like to serve on this particular board, committee, or commission.**

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I am honored to submit my interest in serving on the temporary county board focused on advancing the well-being of African Americans in our county. Having lived in this Contra Costa County for 52 years, I bring both a deep personal connection and professional background that position me to contribute meaningfully to this important initiative. Throughout my career in education and my service on various boards, I have observed and addressed the challenges faced by individuals and families who experience poverty, systemic inequities, and limited access to essential resources. These challenges span critical areas such as mental health, education, housing, health care, infant and maternal health, behavioral supports and reentry after incarceration. I believe this board represents a vital opportunity to establish a foundation for equity and sustainability by improving resource navigation, expanding restorative alternatives, and ensuring that services are responsive to the needs of African Americans in our county.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

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My leadership experience, combined with decades of community engagement, has equipped me with the skills necessary to collaborate effectively, advocate with integrity, and help guide the initial development of a strategic framework for this work. It would be a privilege to contribute to the establishment of this board and to support efforts that will advance health, opportunity, and overall quality of life for African Americans across our county. I am committed to bringing both experience and dedication to this role in service of our community.

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Upload a Resume

Melanie Spears

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**

☒ Yes ☐ No

**Do you have any obligations that might affect your attendance at scheduled meetings?**

☐ Yes ☒ No

**If Yes, please explain:**

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

☐ Yes ☒ No

**If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:**

**If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:**

**List any volunteer or community experience, including any advisory boards on which you have served.**

RCF- Equity for Black Women and Girls Alpha Kappa Alpha Inc Sorority Phi Delta Kappa Inc Girls Inc WCC

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## **Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

**Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?**

☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

## Please Agree with the Following Statement

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**I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

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☒ I Agree

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### Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**SUMMARY** Executive-level results driven professional with previous superintendent experience, district level leadership K-12, higher education instructor, and non-profit leadership experience adept at methodologies, procedures and guidance techniques that support solving complex issues. Transformative leader focused on internal/external partnership development, communication, negotiations, change management, and educational development. Change agent skilled in shifting the way things work to enhance team and organization performance, professional development and pursuing improvement in an organization's standards of excellence.

## **CORE COMPETENCIES**

### **Leadership Abilities**

- Highly developed abilities in building, sustaining, encouraging and coaching teams. Apt at managing group conflict, fluctuations in shared interests, ideal inclusion and third-party intervention, among others in non-profit and education settings.
- Develops instructional lesson plans in Prekindergarten-12 and Higher Education to achieve high quality teaching and learning standards.
- Ability to provide guidance for self-leadership, personal and interpersonal communication and personal awareness in order to achieve optimal success that shows multicultural and diversity sensitivity.
- Proficient in a range of Microsoft Office applications such as Microsoft Word, Power point, and Excel.

### **Organizational Development**

- Expert strategic thinking related to designing change to increase group's effectiveness, whether with a small staff in a single institution, a number of districts or businesses throughout the country.
- Doctorate in organizational development exhibits capacity in: theory, assessments, teaming, and strategy deployment.
- Coordinates partnership agreements and contracts with internal and external stakeholders.
- Guides employee negotiations using interest-based bargaining in accordance with labor law.
- Well-equipped in identifying areas within an institution that are poorly performing and provide research-based tools to promote and ensure improvement.

### **Volunteerism & Community Service**

- Conscientiously serving the community to express concern for human relationships and health/well-being through volunteer acts as a group member within non-profits or individual fundraiser efforts for Alpha Kappa Alpha Sorority, Inc., Girls Inc., and the SF AIDS Walk (\$1,075 StarWalker).
- Facilitates a range of volunteer/community service initiatives for Alpha Kappa Alpha Sorority, Inc.; that met 100% of all targeted goals to serve the homeless, improve health screenings, and implement a chapter childhood hunger initiative; resulting in an annual health fair (300plus attendees), monthly food bag giveaways at 4 elementary schools (serving 20 families), and greatly improved community awareness.
- Teamed with West Contra Costa Girls Inc. chapter as board president that previously struggled to maintain brand expectations; successfully initiated networking engagements that resulted in a viable board, hiring of a highly qualified director, afterschool Girls Inc. offerings in the local school district with fully sustainable internally written grants, raising \$100,000 within 6 months with replicable blueprint impacting nearly 300 girls from elementary to high school level.

## **EXPERIENCE HIGHLIGHTS**

### **City of Oakland, Oakland, CA**

#### **Support Services Supervisor, 3/2021 - Present**

- Plan, direct and coordinate division or department administrative operations including employee relations, employee training, payroll, benefits, organization development, personnel staffing, selection and/or procurement and contract administration; to supervise administrative support staff; and performs related duties as required.

### **Excel Consulting Services, LLC, Richmond, California**

#### **Founder, Chief Organizational Change Manager, 11/2011 – Present**

- Structure dynamic programs competent to confront challenges of surrounding learning institutions; addressing 100% of the mutually agreed upon contract outcomes.
- Create high quality presentations for seminars and workshops for well-known conferences and districts; with 90% or more of the participant evaluations showing that they found the information helpful.

### **West Contra Costa Unified School District, Richmond, California**

#### **Substitute Administrator, 3/2017-11/2019**

- Oversight for school leadership in sub assignments K-12 as needed; 100% of administrative duties, instructional coaching, student services, and paper work completed.

**Johnstonville Elementary School District, Susanville, CA**

Superintendent, 7/2016 - 12/2016

- Responsible for operation of the District, general administration, business, budget and evaluation of direct reports.
- Reported to the Board keeping them informed about student achievement, budget, legal affairs, negotiations.

**Alameda Unified School District, Alameda, CA**

Literacy Coordinator, 7/2014-6/2016

- Provided literacy training to both elementary, middle, and high school principals to enhance their instructional skills.
- Created a 3 year literacy plan to include alignment with CA Standards inclusive of required text materials and schedule of administrative and teacher trainings.

**San Lorenzo Unified School District, San Lorenzo, CA**

Director of Secondary Education & Director of State & Federal Programs 7/2008-6/2014

- As Director of Secondary education oversaw operations, curriculum, complaints while serving on the Superintendent's Cabinet. Participated in negotiations and attended monthly board meetings.
- As Director of State and Federal Programs oversaw distribution of funds, compliance, and training related to Title I & Title III funds.

**Holy Names University, Oakland, California**

Adjunct Professor, 7/2014 - 6/2016

- Developed a 10–12-week course syllabus that aligns with 100% of state standards and college policies; demonstrated instructor compliance for 100% state required course items in college accreditation review.
- Taught higher education courses in Teacher Education Department; resulting in 100% of students passing state required assessments for teacher certification as well as passing the class with mostly A or B grades.
- Designed online instructional components for key course assignments; 100% of students demonstrated 21<sup>st</sup> century learning proficiency.

**RELATED POSITIONS, San Francisco Bay Area**

Teaching (1991-1997): West Contra Costa USD (Sub), Oakland USD (Grades 1, 4, 5), New Haven USD (Grades 3, 4)

Vice Principal (1997-1998): Oakland USD, Lincoln Elementary School, Bilingual/Title I

Principal (1998-2004): Oakland USD, MLK Elementary (1 yr.), West Contra Costa USD JO Ford Elementary (2 yrs.), and West Contra Costa USD, Portola Middle School (2 yrs.)

**EDUCATION**

**Doctor of Education in Organizational Leadership (2012)**

University of La Verne – La Verne, California

**Master of Science in Educational Leadership (1997)**

California State University – Hayward, California

**Bachelor of Arts in Psychology (1989)**

California University at Berkeley – Berkeley, California