

**Application Form****Profile****Office Use Only:**☒ Ward 6**Which Boards would you like to apply for?**

Community Police Review Commission: Appointed

**Ms./Mr.**

Mrs.

Norma

First Name

O.

Middle Initial

Berrellez

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Home:

Primary Phone

Home:

Alternate Phone

Email Address

Retired School Administrator

Employer

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

34+

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No**Have you ever been convicted of a crime of moral turpitude?**☐ Yes ☒ No

**Do you have adequate time to serve?**

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☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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**Interests & Experiences**

**WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

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I would like to serve my community and share my expertise with the rest of the members.

**EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

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As a school site administrator I have had the opportunity to interact and work with community leaders in order to make our community a greater place. In addition, I come from a law enforcement background having family members and past law enforcement experience, however have been empathetic and counseled some of my past students and family who have been accused of illegal activities. I pride myself in stating that I only seek the truth and what is just in every situation.

**EDUCATIONAL BACKGROUND:**

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Bachelor of Science in Business Administration, Master of Arts in Curriculum and Instruction, Single Subject Credential in Business and Spanish Language, Administrative Credential for Administrative Positions.

**OCCUPATIONAL EXPERIENCE:**

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Site Administrator and High School teacher, Corporate Manager for Disneyland Hotel, US Dept of Justice Federal Marshall's office, and Administrative Assistant Tucson Police Department.

**PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

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ACSA & CALSA

**CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

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Eucharist Minister at St. Thomas Church.

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
METROPOLITAN MUSEUM BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

\*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

Question applies to Community Police Review Commission

#### COMMUNITY POLICE REVIEW COMMISSION

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally give their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

Question applies to Community Police Review Commission

**Have you ever been convicted of a felony or misdemeanor?**

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☐ Yes ☒ No

Question applies to Community Police Review Commission

**Do you have basic computer skills?**

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☒ Yes ☐ No

## NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

☐ Yes ☒ No

**If “Yes”, please state position:**

Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit [RiversideCA.gov/city\\_clerk](http://RiversideCA.gov/city_clerk) for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[Police\\_Commission\\_Resume.pdf](#)

Upload a Resume

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

☒ Utility Bill Insert

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

☐ Yes ☒ No

**Norma Ortiz Berrellez**

Riverside, CA.

Phone:

E-mail:

## **OBJECTIVE**

To serve as Police Review Commission member with your organization to provide leadership excellence and learning to all stakeholders.

## **QUALIFICATIONS**

My experience as an educator and administrator has afforded me the responsibilities of planning, organizing, administering, evaluating, investigating and directing the work of staff, community leaders, parents, and teachers in order to provide necessary and effective leadership in areas of educational services. As a school leader I have collaborated with community leaders and safety experts to communicate and educate all stakeholders in all safety issues. Additionally, I have worked extensively with culturally diverse populations while receiving and reviewing concerns within the school setting. I am fluent in the Spanish language and find this to be an important asset in outreach with diverse populations; specifically where there are significant numbers of Spanish-speaking individuals.

## **EDUCATION**

Administrative Credential Program, Chapman University

Master of Arts in Education: Curriculum & Instruction, University of Phoenix

Single Subject Credential Program, Chapman University

Bachelor of Science: Business Administration, University of Arizona

## **Credentials Held**

Single Subject Credential (Business) – Chapman University

Supplemental Single Subject Authorization (Spanish) – CLAD – Chapman University

Professional Clear Administrative Services Credential – Chapman University

## **EMPLOYMENT**

Jan 2016-Present	Interim High School/ Middle School Principal & Assistant Principal – Alvord Unified School District Serving as Principal at high and middle school level for Administrators who are on extended leave from their school site.
2004-Aug. 2015	Administrator/Corona High School/Corona-Norco School District Served as an administrator at the high school level with specific responsibilities in the administration of all student services, assessment & accountability, curriculum, human resources, facilities, technology, and business functions of the school. <b>(Retired August 2015)</b>
2000-2004	ESL Coordinator and Department Chairperson/Centennial High School/Corona-Norco District Assisted in the administration of curriculum implementation, budget allocations and state compliance issues of the EL program. Directed & monitored student placement, assessment and progress. Coordinated and monitored parent advisory committee (ELAC) and parent in-service programs. Served as liaison between parents and teachers in department including site administrators. Served on

curriculum and textbook adoption committees at district level and site.  
Inventoried, purchased, disseminated and maintained department materials.  
Assisted site administrators in developing master schedules.

- 2001-2002      Avid Teacher/Centennial High School/Corona-Norco District  
Instruction in college entry level skills, writing, collaborative learning,  
motivation, and academic survival skills.
- 1998-2004      AP Spanish Language & Literature Teacher/Centennial High School/  
Corona-Norco District  
Instruction in Spanish courses levels 1 through 5, including Advanced Placement  
Language and Literature and International Baccalaureate Language B.
- 1994-1997      Middle School Teacher/St. Thomas School/San Bernardino Diocese  
Under the direction of the principal instructed in multiple subjects, grades 7th  
through eight.

### **Selected Skills Training & Expertise**

Multiple Skills Training for Administrators  
Organizational Management & Leadership  
At-Risk Instructional Strategies  
Inclusion Methods  
Educational Technology in Classroom  
Listening & Speaking Skills  
AP Spanish Language Curriculum  
ESL Learning & Strategies  
CATESOL Annual Conference  
Getting Results-TLC Consortium  
PUENTE Institutes  
Master Schedule Training & Lead  
Professional Development Coordinator  
Chairman WASC Committees  
School Wide Discipline Lead

Assessment: Theory & Practices  
Critical Thinking Models & Methods  
Standards Based Instruction  
Personnel Administration  
Life Span Development & Learning Tools  
SIOP Trainings  
AVID Summer Institutes  
CABE Institutes  
Verbal Judo Training  
AP Academies Workshops/ Trainings  
Teach with Your Strengths Trainings  
Professional Learning Communities- DuFour  
Testing Coordinator  
Intervention Committee Founder & Lead  
Liaison with Community Leaders

### **AWARDS**

Nominated for Bilingual Administrator of Year (2009 & 2011)  
Certificated Employee of the Month (May 1999. 2003)  
Certificated Employee of the Year (October 2004)  
Nominated for Teacher of the Year (January 2004)

### **MEMBERSHIPS**

Kiwanis  
CALSA  
ACSA