Board Office Use: Legislative File Info. File ID Number: 3-2683 2/11/2013 Introduction Date: **Enactment Number: Enactment Date:** 



## Memo

To:

Board of Education

From:

GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent

Board Meeting Date: 12/11/2013

Subject:

Professional Service Contract

Contractor:

Gynelle McBride of Oakland, CA

Services for: 305-OAKLAND TECHNICAL

Board Action Requested Ratification by the Board of Education of a Professional Services Contract between the District and and Recommendation: Gynelle McBride, Oakland, CA, for the latter to provide: 722 hours of Brief Intervention for Substance Abuse techniques with students, facilitation of individual and group counseling sessions, development and maintenance of a student tracking system, support of the implementation of a substance abuse program at Oakland Technical High School, and participation in biweekly Coordination of Services Team meetings for the period of 08/05/2013 through 12/31/2013 in an amount not to exceed \$20,216.00.

## Background:

(A one paragraph explanation of why the consultant's services are needed.)

Oakland Technical High School's California Healthy Kids data indicate the need for substance use/abuse prevention and intervention services for students; the Safe and Supportive Schools grant supports services that respond to the needs indicated by the surveys of the site's students, staff, and parents.

#### Discussion:

(QUANTIFY what is being purchased.)

722 hours of Brief Intervention for Substance Abuse techniques with students, facilitation of individual and group counseling sessions, development and maintenance of a student tracking system, support of the implementation of a substance abuse program at Oakland Technical High School, and participation in biweekly Coordination of Services Team meetings

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Enactment Number:	13-2499	
Enactment Date:	12/11/13 01	



Fiscal Impact: Funding resources below not to exceed \$20,216.00

\$20,224.80 S3 Safe & Supportive Schools

Attachments: Professional Services Contract including Scope of Work

Waiver Summary

Resume / Statement of Qualifications

EPLS Search Results Page

Insurance Certification (if no Waiver was granted)

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<b>T</b> 1 :	Gynelle McBride
(CC) the spe	s Agreement is entered into between
1.	<b>Services</b> : CONTRACTOR shall provide the ("Services" or "Work") as described in <b>Exhibit "A,"</b> attached hereto and incorporated herein by reference.
2.	Terms: CONTRACTOR shall commence work on, or the day immediately following approval by the Superintendent
	if the aggregate amount CONTRACTOR has contracted with the District is below in the current fiscal year; or, approval
	by the Board of Education if the total contract(s) exceed\$83,400.00 _, whichever is later. The work shall be completed no later than
3.	Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The
	compensation under this Contract shall not exceed
	Dollars (\$20,216.00) [per fiscal year], at an hourly billing rate not to exceed\$28.00 per hour. This sum shall be for
	full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to,
	labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.
	If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.
	OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for
	OUSD, except as follows: No Reimbursements
	Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.
	The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.
4.	Equipment and Materials: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this NONE
	Agreement except: NONE
	which shall not exceed a total cost of
5.	CONTRACTOR Qualifications / Performance of Services:
	<b>CONTRACTOR Qualifications</b> : CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and,/or regulations, as they may apply.
	<b>Standard of Care</b> : CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
6.	<b>Invoicing</b> : Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
7.	<b>Notices</b> : All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:
eRe	7. 3/11/13 Requisition No. R0400284 P.O. No. P1401217

#### **Professional Services Contract**

OUSD Representative:		CONTRA	CONTRACTOR:		
Name:	STACI ROSS-MORRISON	Name:	Gynelle McBride		
	t.: 305-OAKLAND TECHNICAL Title:		Owner		
		1211 60th			
	Oakland, CA 94611		Oakland, CA 94621		
Phone: _	510-450-5400	Phone:	510-691-6468		
Notice cha	all he effective when received if personally s	enued or if mailed three	on days after mailing. Fither party must give written notice		

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. Status of Contractor: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

#### 9. Insurance:

- 1. Unless specifically waived by OUSD, the following insurance is required:
  - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- □ CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- iii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

#### OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
- Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 11. **Assignment**: The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 12. Non-Discrimination: It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

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#### **Professional Services Contract**

- Drug-Free / Smoke Free Policy: No drugs, alcohol. and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
- 14. Indemnification: CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 15. Copyright/Trademark/Patent/Ownership: CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 16. Waiver: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 17. **Termination**: OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 18. Conduct of CONTRACTOR: CONTRACTOR will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, which include:
  - Tuberculosis Screening: CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
  - 2. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 19. **No Rights in Third Parties**: This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 20. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
  - 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
  - 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
- 21. Limitation of OUSD Liability: Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 22. **Confidentiality**: CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

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#### **Professional Services Contract**

- access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 23. **Conflict of Interest**: CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.
  - CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
  - Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (https://www.epls.gov/epls/search.do)
- 25. **Litigation**: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **Integration/Entire Agreement of Parties**: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. **Counterparts**: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority**: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT		CONTRACTOR	
MARIA SANTOS	09/04/2013	Gynelle McBride	11/11/2013
President, Board of Education	Date	Contractor eSignature	Date
■ Superintendent or Designee			
D. D. 16	12/12/13	Gynelle McBride, Owner	
Secretary, Board of Education	Date	Print Name, Title	

File ID Number: 3-2683	
Introduction Date: 12/1/13	
Enactment Number: 13-24	79
Enactment Date: 12/11/13	_
Bv:	

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### **EXHIBIT "A" SCOPE OF WORK**

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Contractor will provide 722 hours (30 hours per week) of Basic Interviewing Interventions (derived from Motivational Interviewing evidence-based practice) for Oakland Technical High School students who are identified as using substances on school site or during school hours to reduce students' risk of continued and/or escalating substance use/abuse and as an alternative to suspension.

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2.	of the atter	ne se nding land	service(s): 1) How many more Oakland children an ing school 95% or more? 3) How many more stude	e graduating fents have mea services they	vices of this Contract? Be specific. For example, as a result from high school? 2) How many more Oakland children are iningful internships and/or paying jobs? 4) How many more need? Provide details of program participation (Students THE GOALS OF THE SITE OR DEPARTMENT.
	gran stud supp cess	nt, is lents port satio	is for the Basic Interviewing Specialist to servents to consider the effects of substance use/abrt reduction and cessation of substance use ar	e 100 student use and part nd abuse. Th	an objective in the Safe and Supportive Schools ts per year with the Basic Interviews to motivate icipate in psychoeducational and support groups to e outcome expected of the reduction and/or h as a safe community will increase as evidenced by
3.			ment with District Strategic Plan: Indicate the all that apply.)	e goals and vis	sions supported by the services of this contract:
			sure a high quality instructional core	×	Prepare students for success in college and careers
	×	Dev	evelop social, emotional and physical health	×	Safe, healthy and supportive schools
		Crea	eate equitable opportunities for learning		Accountable for quality
		High	gh quality and effective instruction	×	Full service community district
4.		-	ment with Community School Strategic Site select:	e Plan – CSS	SSP (required if using State or Federal Funds):
			ction Item included in Board Approved CSSSP:	(no additional	documentation required)
		– It	Item Number(s): Not Applicable		<del></del>
			No Restricted Funds		
			ction Item added as modification to Board A anager either electronically via email of scanned do		SSP - Submit the following documents to the Resource or drop off.
		1.	Relevant page of CSSSP with action item highlig date, school site name, both principal and school		ust include header with the word "Modified", modification hair initials and date.
		2.	Meeting announcement for meeting in which the	CSSSP modif	ication was approved.
		3.	Minutes for meeting in which the CSSSP modific	ation was app	roved indicating approval of the modification.
		4.	Sign-in sheet for meeting in which the CSSSP m	odification was	s approved.



# ContractsOnline: Contract Waiver Summary

Site Number-Name: 305-OAKLAND TECHNICAL

Principal / Department Head: STACI ROSS-MORRISON

Contractor Name: Gynelle McBride

**Business Name: Gynelle McBride** 

Contract Type: Standard

Anticipated Start Date: 08/05/2013 Contract End Date: 12/31/2013

Rate Type: HOURLY Contract Amount: \$20,216.00

## **Applicable Waivers**

## **Approved by Risk Management**

Insurance-Reduction Waiver Status: NA

Waiver-Reduction Type: \$1,000,000 Required

Other Reduction Amount: NA

**Approval Date:** 

**Approved by Deputy Superintendent** 

Billing Waiver Status: NA Approval Date:

Fingerprint Waiver Status: NA Approval Date:

TB Test Waiver Status: NA Approval Date:

## Gynelle McBride

510.691.6468 mobile

gynellemcbride@gmail.com

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### Summary of Qualifications

- Self-motivated, great with people, and posses a high degree of professional integrity.
- Well rounded, flexible team player, and have the ability to learn quickly.
- Excellent communications skills
- Skilled in applying a logical and common sense approach to seeking practical solutions.
- Well-organized, excellent communications and great problem solver who enjoys challenges.
- Communicates effectively when dealing with people of diverse interest and levels of authority.

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## Relevant Experience

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### Oakland Technical High School- 4/2012 - Present

4351 Broadway, Oakland, CA

**Brief Interviewing Specialist-** As a Brief Interviewing Specialist, my duties entail; conducting basic interventions for Oakland Technical High School students who have been identified using substances on the school site or during school hours. This basic intervention allows for a significant reduction in the escalating of substance use. The framework of this position also includes: case management, coordinating

events, establishing positive groups, and creating safe environments for students to gain support and receive proper awareness regarding substance use and its consequences. I also assist in the development of tracking systems to effectively contribute to each student; coupled with implementation of substance abuse methods and programs that target occasional users, dependent users, and severe abusers with all intention to decrease future substance use.

### California Mentor Network - 2011 - 4/2012

1479 Salmon Way, Hayward, CA

**Service Coordinator-** As a Service Coordinator, I ensure the welfare of disabled young adults with severe mental illness by strategizing plans for their overall growth, such as: individual service and program plans, alongside managing their personal goals, duties also entail: developing behavioral management objectives, activity coordinating, and assisting the director with all creative planning, team building, and client assessments.

### Cityteam International- 2011- Present

722 Washington Street, Oakland, CA

**Volunteer Case Manager-** As a Case Manager, I participate in the overall strategy of rehabilitation for the chronic homeless, mentally-ill, and addicted populations of Downtown and West Oakland. This involves processing intake, determining treatment/transition plan, making referrals towards employment/education opportunities, and building this data into the case management filing process.

#### Alegria Community Living - 2008-2011

Franklin Street, Oakland, CA

Case Manager- During my tenure, as a Case Manager, my duties included assisting the Administrator with all office administrative duties such as: answering phones, calendar scheduling, organizing shuttle services and doctor's appointments for disabled residents. The bulk of duty entailed assessing every assigned case and developing stratagems for personal development. The personal success of each individual relied exclusively on the plan established, which also consisted of updating confidential medication records, accessing all forms of social services resources which ensured proper assistance for clients. Tasks included: researching events for clients, activity coordinating, event planning, coordinating strategies with doctors, physical therapist, and family members to ensure each resident reached their maximum accomplishments. I managed petty cash, facilitated meal plans, and extracurricular activities. Duties also included: assisting disabled residents with their daily care; such as, hygiene, chores, and additional activities, which provided each client optimal support and success.

#### Richmond Unified School District- 2004-2007

Bissell Ave. Richmond, CA

**Special Education Teachers Assistant-** While working as a Special Education Teachers Assistant with the Richmond Unified School District, my duties entailed: Attending meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behavior management, CPI, IEPs, etc.)

for the purpose of acquiring and conveying information relative to job functions. This allowed me the ability to communicate with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and implementing IEP objectives. Duties also entailed: reinforcing lessons presented by teachers and reviewing material with students one-on-one or in small groups. This position required—recordkeeping, such as tracking attendance and calculating grades enforcing school/class rules, helping teach students proper behavior while on school campus; assisting teachers prepare for lessons by getting materials ready or setting up equipment, all while supervising students throughout the semesters.

### Home Health Care-2001-2003

Willow Glen, San Jose, CA

**Home Health Assistant-** Duties included: providing overnight, in home support services to geriatric individuals. Duties encompassed assistance with Activities of Daily Living, companionship, medication administration, daily health file documentation, meeting with families and doctors regarding IEP goals to assess and complement the needs and requirement of each client for their most favorable success.

### Pacific Bell/SBC-2003

Folsom Street, San Francisco, CA

**Business Customer Service Representative-** customer service is first and foremost. Alongside perfect customer service, details included: answering phone calls in queue, supplying every customer with excellent and detailed data regarding their businesses, upgrading equipment, sales, handling new accounts, and troubleshooting.

#### **Education**

- Bachelors of Arts (B.A.), Psychology at Mills College
- Associates (A.A.), Liberal Studies at Contra Costa College

https://mail.google.com/mail/u/0/?ui=2&ik=94f7d98bb4&view=pt&q=mcbride&search=query&th=1406940f087d09aa

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/21/2013

ERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS TIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the posts (ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). TACT PRODUCER Khoe & Associates 328 15th St Oakland CA 94612 INSURER(S) AFFORDING COVERAGE Phone: 510-465-3993 Fax: 510-580-9470 NSURER A: THE HARTFORD INSURANCE INSURED Gynelle M. Mcbride MISURER B. 1211 60th Avenue Oakland, CA 94621 COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS. EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. POLICY EFF POLICY EXP (MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE LIMITS POLICY NUMBER INSR WVD GENERAL LIABILITY EACH OCCURRENCE 1,000,000 DAMAGE TO RENTED X COMMERCIAL GENERAL LIABILITY 300,000 PREMISES (Ea occurrence) CLAIMS-MADE X OCCUR 10,000 MED EXP (Any one person) 1,000,000 X 57SBMBF2051 05/21/2013 05/21/2014 PERSONAL & ADV INJURY 2,000,000 GENERAL AGGREGATE 2,000,000 GENTL AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMP/OP AGG | \$

COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY BODILY INJURY (Fer person) ANY AUTO SCHEDULED AUTOS NON-OWNED ALL DWNED **BODILY INJURY (Per accident)** \$ PROPERTY DAMAGE (Per accident) AUTOS \$ UMBRELLA LIAS EACH OCCURRENCE S OCCUR CLAIMS-MADE AGGREGATE 3 RETENTIONS WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT NIA E.L. DISEASE - EA EMPLOYEE, \$ yes describe under DESCRIPTION OF OPERATIONS below E L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Scheduse, If more space is required)

THE OAKLAND UNIFIED SCHOOL DISTRICT IS NAMED AS AN ADDITIONAL INSURED WITH

RESPECT TO CONTRACT FOR SERVICES (MANAGMENT CONSULTANT)

10 DAYS NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM

#### CERTIFICATE HOLDER

PRO-

THE OAKLAND UNIFIED SCHOOL DISTRICT 900 HIGH STREET RISK MANAGEMENT DEPT OAKLAND, CA 94601

#### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PH