

Board Office Use: Legislative File Info.	
File ID Number	11-3084
Introduction Date	12/05/2011
Enactment Number	11-2513
Enactment Date	12-14-11 <i>YS</i>



Memo

To The Board of Education

From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date
(To be completed by Procurement) 12/14/11

Subject Professional Services Contract -
East Bay Agency for Children Oakland CA (contractor, City State)
910/Early Childhood Education (site/department)

Action Requested Approval of a professional services contract between Oakland Unified School District and East Bay Agency for Children. Services to be primarily provided to 910/Early Childhood Education for the period of 11/01/2011 through 06/30/2012.

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

Implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of a Professional Service Contract between Oakland Unified School District and East Bay Agency for Children (EBAC), Oakland, CA for the latter to provide a collaborative implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children; staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents at Cox@Reach, and Brookfield Child Development Centers for the period of November 1, 2011 through June 30, 2012, at no cost to District.

Recommendation Approval of professional services contract between Oakland Unified School District and East Bay Agency for Children. Services to be primarily provided to 910/Early Childhood Education for the period of 11/01/2011 through 06/30/2012.

Fiscal Impact Funding resource name (please spell out) No Fiscal Impact
 To District _____ not to exceed \$ 0.00

- Attachments**
- Professional Services Contract including scope of work
 - Fingerprint/Background Check Certification
 - Commercial General Liability Insurance Certification
 - TB screening documentation
 - Statement of qualifications

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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2011-2012

This Agreement is entered into between the Oakland Unified School District (OUSD) and East Bay Agency for Children (EBAC) (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the services described in **Exhibit "A,"** attached hereto and incorporated herein by reference ("Services" or "Work").
- Terms:** CONTRACTOR shall commence work on 11/01/2011, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/30/2012.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed ZERO Dollars (\$0.00). 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: N/A

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the 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.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 - Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A which shall not exceed a total cost of \$ 0.00.
- CONTRACTOR Qualifications / Performance of Services.**

CONTRACTOR Qualifications. 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.

Standard of Care. 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.

- Notices:** 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:

Professional Services Contract

OUSD Representative:

Name: John Santoro
Site /Dept.: 910/Early Childhood Education
Address: 495 Jones Avenue
Oakland, CA 94603
Phone: (510) 639-3340

CONTRACTOR:

Name: Dianna Linn
Title: Director of Clinical Services
Address: 303 Van Buren Street
Oakland CA 94610
Phone: (650) 630-3950

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

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.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

9. 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.

10. Insurance:

1. Commercial General Liability Insurance: 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.

- ii. 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.

11. Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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.
14. **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 drugs on these sites.
15. **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.
16. **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.
17. **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.
18. **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.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 1. **Tuberculosis Screening**
 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.

Contractor initial: 

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

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the 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).

Professional Services Contract

- 22. **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.
- 23. **Confidentiality.** The 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 access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **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.
- 25. **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.
- 26. **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.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District'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.
- 28. **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.
- 29. **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.
- 30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

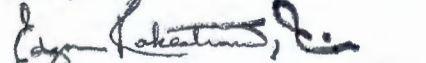
Summary of terms and compensation:

Anticipated start date: 11/01/2011 Work shall be completed by: 06/30/2012 Total Fee: \$0.00

OAKLAND UNIFIED SCHOOL DISTRICT


 President, Board of Education

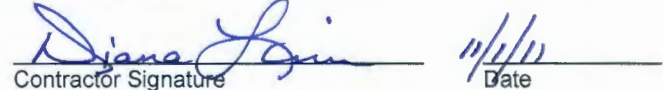
Superintendent or Designee


Secretary, Board of Education

12/15/11
Date

12/15/11
Date

CONTRACTOR


Contractor Signature 11/1/11
Date

Dianna Linn Director of Clinical Services
Print Name, Title

LEGISLATIVE FILE

File ID Number 11-3084
Introduction Date 12-5-11
Enactment Number 11-2513
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EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Approval by the Board of Education of a Professional Service Contract between Oakland Unified School District and East Bay Agency for Children (EBAC), Oakland, CA for the latter to provide a collaborative implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children; staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents at Cox@Reach, and Brookfield Child Development Centers for the period of November 1, 2011 through June 30, 2012, at no cost to District.

SCOPE OF WORK

East Bay Agency for Children _____ will provide a maximum of _____ hours of services at a rate of \$0.00 per hour for a total not to exceed \$0.00. Services are anticipated to begin on 11/01/2011 and end on 06/30/2012.

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.

- Use a relationship-based consultation model to increase all preschool children's social-emotional skills development.
• Provide direct work with staff (in the classroom) and families (including home visits).
• Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet all children's social emotional needs in an environment that utilizes research based preschool curriculum.

2. Specific Outcomes: What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Provide staff that is well versed in a broad range of work with all children who have challenging behaviors including children with special needs.

- Work with evaluators to collect and analyze data pertinent to all partners.
• Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
• Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- [x] Ensure a high quality instructional core
[x] Develop social, emotional and physical health
[x] Create equitable opportunities for learning
[x] High quality and effective instruction
[x] Prepare students for success in college and careers
[] Safe, healthy and supportive schools
[] Accountable for quality
[] Full service community district

4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word “Modified”, modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/10/11

PRODUCER 510-437-1900
 Cook, Disharoon & Greathouse
 P.O. Box 12909
 Oakland, CA 94604-
 David D. DeMeter

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED	INSURERS AFFORDING COVERAGE	NAIC #
East Bay Agency for Children Attn: Debbie Christou 303 Van Buren Avenue Oakland, CA 94610	INSURER A: NIAC	
	INSURER B: Hartford Fire Insurance Co.	19682
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	201108866NPO	11/14/11	11/14/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	201108866NPO	11/14/11	11/14/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	201108866UMBPO	11/14/11	11/14/12	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B		OTHER FIDELITY	57BDDAH7778	11/14/11	11/14/12	FIDELITY 434,000
A		PROFESSIONAL LIAB	201108866NPO	11/14/11	11/14/12	PROF LIAB \$3ML/\$1ML

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 SEE ATTACHED NOTEPAD FOR A LIST OF ADDITIONAL INSURED.

CERTIFICATE HOLDER	CANCELLATION
OAKLUN1 OAKLAND UNIFIED SCHOOL DISTRICT/DEPARTMENT OF STUDENT FAMILY & STUDENT SERVICES 1025 2ND AVENUE P-15 OAKLAND, CA 94606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Andria Noguera</i>

NOTEPAD:

HOLDER CODE OAKLUN1
INSURED'S NAME East Bay Agency for Children

EASTBA1
OP ID: AN

PAGE 2
DATE 11/10/11

OAKLAND UNIFIED SCHOOL DISTRICT, THE CITY OF OAKLAND, ITS COUNCIL MEMBERS,
DIRECTORS, OFFICERS, AGENTS, EMPLOYEES AND ASSIGNS ARE ADDITIONAL INSURED
PER #CG2026 ATTACHED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)
Early Childhood Education**

This Letter of Agreement establishes the intention of East Bay Agency for Children (EBAC) and E. Morris Cox @ REACH Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at E. Morris Cox @ REACH CDC. The parties agree to collaborate as follows:

E. Morris Cox @ REACH CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and East Bay Agency for Children (EBAC).

East Bay Agency for Children (EBAC) will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to EBAC and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

Joint Responsibilities between East Bay Agency for Children (EBAC) and E. Morris Cox @ REACH CDC include:

- Implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.
- EBAC and E. Morris Cox @ REACH CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

EBAC and E. Morris Cox @ REACH CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, EBAC recognizes that it is responsible for ensuring that the terms of contracted services with E. Morris Cox @ REACH CDC are fulfilled.


This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.



Dianna Linn
Director of Clinical Services
East Bay Agency for Children

11-9-11

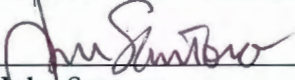
Date



Patricia Sheehan, Site Administrator
REACH State Preschool

10-12-11

Date



John Santoro
ECE Director, OUSD

10-4-11

Date

Dr. Tony Smith, PhD.
Superintendent

Date

**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)
Early Childhood Education**

This Letter of Agreement establishes the intention of East Bay Agency for Children (EBAC) and Brookfield Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Brookfield CDC. The parties agree to collaborate as follows:

Brookfield CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and East Bay Agency for Children (EBAC).

East Bay Agency for Children (EBAC) will fulfill the following responsibilities:

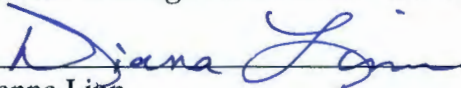
- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to EBAC and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

Joint Responsibilities between East Bay Agency for Children (EBAC) and Brookfield CDC include:

- Implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.
- EBAC and Brookfield CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

EBAC and Brookfield CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, EBAC recognizes that it is responsible for ensuring that the terms of contracted services with Brookfield CDC are fulfilled.

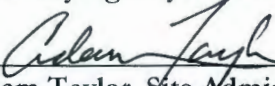
This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.



Dianna Linn
Director of Clinical Services
East Bay Agency for Children

11-9-11

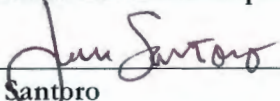
Date



Adam Taylor, Site Administrator
Brookfield Child Development Center

13 Oct 2011

Date



John Santoro
ECE Director, OUSD

10-4-11

Date

Dr. Tony Smith, PhD.
Superintendent

Date



October 10, 2011

Ms. Sheila Clark
Oakland Unified School District
Sheila.clark@ousd.k12.ca.us
Fax: 510.639.3340

Ms. Clark;

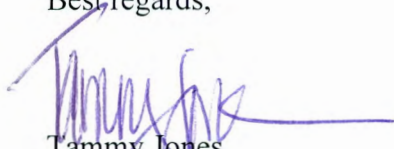
As an annual update regarding the following EBAC employees:

Vida Bowers
Nicole Laperdon
Liz Varon
Nancy Wallin

Please note that per the custodial contract that we (East Bay Agency for Children) signed with the DOJ, distribution of the live-scan documentation is prohibited by law. Additionally, the distribution of TB Test results is a HIPAA violation.

In an effort to comply with your requirements, I can verify that we have on file, as a condition of employment, fingerprint and TB clearances for each of the above-referenced individuals.

Best regards,


Tammy Jones
HR Manager
510.268.3770 x116

• ADMINISTRATIVE OFFICES
• 303 Van Buren Ave.
• Oakland, CA 94610
• Ph: 510.268.3770
• Fx: 510.268.1073
• www.ebac.org

• PROGRAMS
• Child Assault Prevention (CAP)
• Circle of Care
• Conley Day Treatment
• Fremont Healthy Start
• Hawthorne Family Resource Center
• Lafayette Day Treatment
• New Haven Day Treatment
• Oakland Day Treatment
• Prevention and Life Skills (PALS)
• Probation Mental Health
• Sequoia Day Treatment
• Sequoia Healthy Start
• Therapeutic Nursery School

• BOARD OF DIRECTORS
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• *President*
• Erica Brevet-Stott
• *V.P. Development*
• Dana Hughes
• *V.P. Governance*
• Randall Block
• *V.P. Finance,*
• *President Elect*
• Marlis Branaka
• *Secretary*

• Suzan Alsup
• Larry Anderson
• Anthony Barraeta
• Ramona Bascom, OP
• Catherine Fischer
• Carl Goldberg
• Rita Howard
• Tamara Johnson
• LaTonya Lawson
• Noel McArdell
• Sherry Pattera
• Christine Scrivani
• Marguerite Stricklin
• Natalie Van Tassel
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• Ted Westphal

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• Hon. Ignacio De La Fuente
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• Bette McKenzie
• Helen Mendel, C.M.D.
• Gary Meyer
• James Morris
• Brian Rogers
• Tony Smith
• Fritz Sparks
• Gail Steele
• David Stein
• Roger Thompson

• EXECUTIVE DIRECTOR
• Steve Eckert, LCSW

• Please Remember
• EBAC In Your Will

east bay agency for children

Building Healthy Families Since 1952

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
- For individual consultants: Proof of negative tuberculosis status within past 4 years
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant)
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured
- For All Consultants with employees: Proof of workers compensation insurance

OUSD Staff Contact Emails about this contract should be sent to: sheila.clark@ousd.k12.ca.us

Contractor Information

Contractor Name	East Bay Agency for Children (EBAC)	Agency's Contact	Dianna Linn				
OUSD Vendor ID #	V001647	Title	Director of Clinical Services				
Street Address	303 Van Buren Street	City	Oakland	State	CA	Zip	94610
Telephone	(650) 630-3950	Email	dianna@ebac.org				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	11/01/2011	Date work will end	06/30/2012	Other Expenses	
Pay Rate Per Hour (required)	\$ 0.00	Number of Hours		Total Contract Amount	\$ 0.00

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
	No Cost		5825	\$ 0.00
	To District		5825	\$
			5825	\$
Requisition No.	Total Contract Amount			\$ 0.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epls.gov/epls/search.do>)

1.	Administrator / Manager (Originator)	Name	John Santoro	Phone	(510) 639-3340
	Site / Department	910/Early Childhood Education		Fax	(510) 639-4807
	Signature			Date Approved	10-12-4
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	
3.	Regional Executive Officer				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
4.	Signature			Date Approved	
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000				
	Signature				
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved		Denied - Reason	Date
Procurement	Date Received		PO Number		

Cpr

NICOLE LAPERDON

339 LENOX AVE., OAKLAND, CA 94610
(760) 815-0224 | NLAPERDON@GMAIL.COM

EDUCATION

Masters of Social Work, May 2009

San Jose State University, San Jose, CA

International Studies Abroad, Summer-Fall 2005

University of Belgrano, Buenos Aires Argentina

Bachelor of Arts in Psychology, June 2006

University of California, Santa Cruz

CREDENTIALS AND CERTIFICATES

- Registered ACSW, 6/2009—Present
- Pupil Personnel Credential, anticipated 10/2010
- Bilingual Counseling Certificate, 6/2008
- Substance Abuse Counseling Certificate, 5/2009

PROFESSIONAL QUALIFICATIONS

- Well versed in clinical practices with children and families of client's ages 0-3.
- Advanced knowledge of school-based mental health services.
- Experience working with children with special needs.
- Over 3 years of experience providing family, group, and individual therapy in homes, schools, and offices.
- Over 3 years case management experience.

RELEVANT EXPERIENCE

Therapeutic Supervision Counselor, The Parent Center, Santa Cruz, CA

1/2010—Present

- Provided brief family counseling to aid in reunification (a one year grant).
- Supervised in-home, court-ordered visits for families of children 0-10 with open CPS cases.
- Served children with special needs
- Coordinated services with all involved professionals.
- Documented all sessions for the courts.

Medi-Cal Counselor, Pajaro Valley Prevention, Watsonville, CA

4/2009—12/2009

- Provided school based family and individual counseling for eligible Medi-Cal eligible children ages 5-18.
- Counseled clients referred through the school system and Child Protective Services.
- Responsible for all required Medi-Cal charting, billing, case notes, treatment plans, and assessments.
- Case coordination with all professionals involved with child and family.

School Social Work Intern, Santa Theresa High School, San Jose, CA

8/2008—6/2009

- Counseled and provided case/crisis management services to individuals, groups, and families of students.
- Facilitated a girls self esteem group for children with special needs.
- Participated in multidisciplinary team meetings to coordinate services with school personnel.
- Provided referrals and linkages to community services.
- Attended IEP meetings in order to support students and provide psychosocial assessment information.
- Supported teachers with addressing the social-emotional needs of students.
- Co-facilitated the Camp Everytown student club in order to assist in decreasing racism and prejudice throughout Santa Teresa High School.
- Created and implemented Teen Domestic Violence student education program.
- Collected data for progress reports in order to track clinical services provided.

Social Work Intern, Bill Wilson Center, San Jose, CA 9/2007—6/2008

- Provided individual and family therapy sessions for low income youth ages 4-18 in an office setting.
- Facilitated group counseling for youth ages 14-17 in a residential home setting.
- Conducted initial intake assessment for parent-child interactive therapy with parents of children ages 2-7.

AmeriCorps Member, Public Allies Silicon Valley, Milpitas, CA 9/2006—5/2007

- Hired as Program Coordinator for Bring Me A Book Foundation.
- Facilitated and coordinated parent workshops regarding the importance of reading aloud to preschool age children.
- Trained and coordinated volunteers in presenting workshops to parents.
- Participated in 5 hours per week of diversity and career development training.
- Coordinated three community service events in the Bay Area.

Crisis Counselor, Suicide Prevention Hotline, Santa Cruz, CA 4/2006—8/2006

- Provided crisis line services weekly.
- Linked clients with community resources.

Intern, California Rural Legal Assistance, Santa Cruz, CA 1/2006—6/2006

- Conducted initial interview and assessment of service needs.
- Reviewed client's needs with lawyer and communicated the lawyer's suggested next steps to the client.
- Referred clients to other social service agencies as appropriate.

COMMUNITY LEADERSHIP

Co-Chair, Lobby Days for Social Work Graduate Student Association, San Jose State University 9/2008—5/2009

Camp Leader, YMCA at Booksin Elementary School, San Jose, CA 6/2008—8/2008

RESEARCH EXPERIENCE

Independent Research Project, San Jose State 8/2008—5/2009

- Interviewed students and key informants to identify whether Camp Everytown improved ethnic identity development for graduate thesis.

Research Assistant, UC Santa Cruz 3/2005—6/2005

- Observed and recorded infant's reactions to laboratory stimulus for college professor's research project.

PROFESSIONAL & PERSONAL REFERENCES AVAILABLE UPON REQUEST

Elizabeth Varon, MFT 30717
5040 Proctor Ave.
Oakland, CA 94618
(510) 206-9563

OBJECTIVE

Provide program management and clinical supervision utilizing my skills as a Marriage and Family Therapist.

EDUCATION

Marriage and Family Therapist, MFT 30717, July 1993
M.S. in Clinical Psychology, Summa cum Laude, May 1991
San Francisco State University, San Francisco
B.A in Special Education, with Honors, April 1988
University of Florida, Gainesville

CLINICAL EXPERIENCE

Clinical Supervisor, STARS Community Services (April 2006- present)

Oversight of mental health and case management services to 8 public schools in the East Bay. Provide clinical supervision as well as quality review for the EPSDT program. Assist with development and coordination of the program, including collaboration with Alameda County Behavioral Health Care Services and several school districts.

Psychotherapist, Pathways to Wellness and Private Practice (Oct. 2004- April 2006)

Provided individual, couples and family therapy working with children and adults in short-term and long-term treatment.

Case Manager, Alameda County Behavioral Health Care Services (May 2001 - Sept. 2004)

Provided case management and consultation services to students and families in the AB3632 program including attending IEP's, and collaborating with seventeen Alameda County school districts. Worked collaterally with therapists, probation officers and DSS workers to coordinate care.

Early Childhood Services Coordinator, Jewish Family and Children's Services East Bay (July 2000 - May 2001)

Performed clinical observation, staff consultation, and led parent workshops to six Jewish preschools in the east bay. Coordinated the Preschool Partnership Project; a program that integrated a Jewish preschool with a state-funded preschool to establish community linkages.

Shelter Program Coordinator and Placement Evaluation Program Coordinator, Children's Garden, San Rafael (February 1994 - April 1998)

Coordinated a ninety-day assessment program for children in residential care where I conducted social/emotional evaluations. Supervised and consulted with home and classroom staff. Coordinated the Children's Garden Shelter. Duties included intake and initial assessment of child and collateral work with DSS, schools, psychiatrists and counselors. Supervised staff and conducted performance evaluations.

Counselor, Children's Health Council, Palo Alto (August 1991- August 1993)

Elementary school counselor for a program that offered crisis intervention and brief and long-term therapy to students and their families. Led groups on divorce, social skills development, and anger management. Provided consultation to staff and the Student Study Team involved in the IEP process.

Special Education Teacher, Burt Children's Center, San Francisco (August 1988-June 1988)

Taught elementary curriculum to students labeled Severely Emotionally Disturbed in a residential facility.

Nancy Wallin, MFTI # 60594
1628 Cornell Avenue, Apt. 2, Berkeley, CA 94702
c: (530) 902-1154 / h: (510) 898-1492
purplemama2@yahoo.com

Qualifications

Independent, innovative Somatic Psychology graduate seeks Program Director position. Background includes 14 years owning school age day care, supervising staff, as well as positive therapeutic interactions with Elementary age children and their parents. 3 years working therapeutically with 2-5 year olds.

Education

Studies towards Pupil Personnel Service Credential <i>San Jose State University, San Jose, CA</i>	Present
Master of Arts in Counseling Psychology , Emphasis in Somatic Psychology <i>California Institute of Integral Studies, San Francisco, CA</i>	2009
Teaching Credential - Elementary Grades <i>UC Davis, Davis, CA</i>	1995
Bachelor of Arts in English <i>Whittier College, Whittier, CA</i>	1991

Career History/Accomplishments

Clinical Intern

<i>Therapeutic Nursery School, Oakland, CA</i>	2008-Present
<ul style="list-style-type: none">> Provide weekly non-directive play therapy interactions with 2-5 year olds> Work positively in a team environment> Facilitate weekly therapeutic interventions with parents and social workers> Skill in UR paperwork> Participate in team meetings, including IEP process> Provide therapeutic milieu interactions for groups of children	

Founder/Owner/Director of Licensed School Age Daycare Program	1995-2009
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A World of Learning, Davis, CA

- > Worked closely with children to assist with homework and discipline issues
- > Engaged with parents to aid children's social/emotional development
- > Developed nutrition programs and planned activities
- > Organized administrative tasks, supervised employees, ensured regulatory compliance
- > Managed all bookkeeping

Enrollment Coordinator	1999-2000
-------------------------------	-----------

Davis Waldorf School, Davis, CA

- > Coordinated and increased enrollment
- > Hired and supervised summer teachers
- > Created administrative policies

Volunteer Coordinator; Craft/Food Booth Coordinator; Festival Director	1996-2006
---	-----------

Whole Earth Festival, Davis CA

- > Organized and recruited volunteers for three day public festival on UC Davis Campus
- > Coordinated 170 crafts and food booths; organized all logistics for festival
- > Facilitated weekly staff meetings; provided support to staff of 40

references available upon request

Vida Bowers
8048 Greenridge Drive, #22
Oakland, California 94605
510-562-8771

EMPLOYMENT HISTORY:

Bowers Christian Preschool
Oakland, California (08/95 - 10/96)
(10/97 - present)

Assistant Teacher

Responsibilities included teaching pre-kindergarten academics and activities, menu scheduling, preparing and serving meals. Maintaining student records.

University of California Berkeley
Berkeley, California
APEX: Disabled Students Program (10/96 - 09/97)

Administrative Assistant

Responsibilities included reconciliation of General Ledger and Payroll Expense Reports. Preparing and processing a variety of University forms. Researching and resolving all accounting, payroll and personnel issues. Serve as Department Receptionist and Benefits Counselor.

University of California Berkeley
Berkeley, California
College of Chemistry (01/90 - 07/95)

Administrative Assistant

Responsibilities included processing invoices for payment by using POTS, CAPS, and BEARS systems. Researching and resolving all invoicing and accounting problems. Written and/or verbal communication with internal and external personnel. Telephone and parking recharges. File maintenance, training and unit backup.

Williams-Sonoma, Inc.
San Francisco, California (08/84 - 01/90)

Accounts Specialist (06/87 - 01/90)

Responsibilities included researching and resolving billing disputes, maintaining fraud listings, purchase orders, credit and collections, bad debts and the issuing and reconciliation of vouchers.

Assistant Supervisor (04/85 - 06/87)

Responsibilities included supervising staff of 10 employees. Maintaining production statistics for department. Initiated and implemented incentive program, employee evaluations, scheduling, projections, payroll and training.

Customer Service Representative (08/84 - 04/85)

Responsibilities included total customer service functions, inputting telephone/mail orders, order tracing and replacements, problem solving, correspondence, maintain on-line customers file, credits, refunds and extensive phone contact with customers.