Board Office Use: Legislative File Info.	
File ID Number:	13-2559
Introduction Date:	11/06/2013
Enactment Number:	
Enactment Date:	



Memo

Board of Education To:

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

Board Meeting Date: 11/20/2013

Subject: **Professional Service Contract**

> **Contractor:** William Winston of Oakland, CA

Services for: 909-PROFESSIONAL DEVELOPMENT

Board Action Requested

Ratification by the Board of Education of a Professional Services Contract between the District and William Winston, Oakland, CA, for the latter to provide: The consultant will work and support the Intern and Recommendation: William Winston, Oakland, OA, for the latter to provide the Section of Understanding (MOU) between the District Partnership Program by developing the Memorandum of Understanding (MOU) between the District and the college and university partners. The responsibilities are as follows: Initiating contact with the designated staff at the college or university who is responsible for the MOU, communicating with the college and university partners about the MOU process, the writing of the MOU, and the negotiation of the MOU content, receiving approval from the OUSD legal department, submitting and tracking the MOU through the approval process. for the period of 07/01/2013 through 06/30/2014 in an amount not to exceed \$15,000.00.

Background:

(A one paragraph explanation of why the consultant's services are needed.) This contractor has been specifically trained in writing legal documents that focus on OUSD partnership with the Institutes of higher education.

Discussion:

(QUANTIFY what is being purchased.)

The consultant will work and support the Intern Partnership Program by developing the Memorandum of Understanding (MOU) between the District and the college and university partners. The responsibilities are as follows: Initiating contact with the designated staff at the college or university who is responsible for the MOU, communicating with the college and university partners about the MOU process, the writing of the MOU, and the negotiation of the MOU content, receiving approval from the OUSD legal department, submitting and tracking the MOU through the approval process.

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Fiscal Impact: Funding resources below not to exceed \$15,000.00

\$15,000.00 MEASURE G PARCEL TAX

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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PROFESSIONAL SERVICES CONTRACT 2013-2014

Thi	s Agreement is entered into between William Winston
(C0 the	DNTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons exially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and impetent to provide such services. The parties agree as follows:
1.	Services : CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
2.	Terms : CONTRACTOR shall commence work on07/01/2013, 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, 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 (
	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
	Agreement except:
	which shall not exceed a total cost of
5.	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

7. **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 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

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. 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

Requisition No. R0400370	P1402647 P.O. No.

profession for services to California school districts.

rate, total payment requested.

eRev. 3/11/13

Professional Services Contract

OUSD Representative:		CONTRACTOR:	
Name:	LISA SPIELMAN	Name:	William Winston
Site /Dept.	. 909-PROFESSIONAL DEVELOPMENT	Title:	Owner
Address:	2607 Myrtle St.	Address:	1821 Clemens Road
_	Oakland, CA 94607	_	Oakland, CA 94602
Phone:	273-2337	Phone:	510-406-5668

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.
- 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.
- 10. 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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- 13. **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:
 - 1. **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.
 - 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

OAKLAND UNIFIED SCHOOL DISTRICT

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.

CONTRACTOR

MARIA SANTOS	10/21/2013	William Winston	10/21/2013
☐ President, Board of Education ☐ Superintendent or Designee	Date	Contractor eSignature	Date
		William Winston, Owr	ner
Secretary, Board of Education	Date	Print Name, Title	

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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.

The consultant will negotiate and communicate with the Districts' colleges and university partners, specifically about the partnership programs. The consultant will monitor, keep records, and track the MOUs through the approval process.

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2.	of th atter Oak	ne service(s): 1) H nding school 95% land children hav	How many more Oakland of or more? 3) How many rove access to, and use, the	children are graduating more students have me le health services they	from high school? 2) How maningful internships and/or page	pecific. For example, as a result any more Oakland children are aying jobs? 4) How many more program participation (Students OR DEPARTMENT.
			-		s colleges and university pa ords, and track the MOUs	
	proc	ess.		·		
3.		inment with Di ck all that apply.)	strict Strategic Plan:	ndicate the goals and v	isions supported by the servi	ces of this contract:
		- ·	ality instructional core	_	Prepare students for succe	•
		•	motional and physical heal		- , , - - - - - - -	ve schools
		•	opportunities for learning effective instruction	_	 Accountable for quality Full service community dis 	trict
4	_				- SSP (required if using St	
4.	_	ise select:	minumity School Sha	tegic Site Flair – CS	SSF (required in using Si	iale of Tederal Tulius).
			uded in Board Approved	I CSSSP: (no additiona	documentation required)	
		- Item Number(s	s): Not Applicable			
			No Restricted Funds			
			ded as modification to electronically via email of s			g documents to the Resource
		Relevant page date school	ge of CSSSP with action it site name, both principal a	em highlighted. Page n	nust include header with the w	vord "Modified", modification
		•	ouncement for meeting in			
		_	_		proved indicating approval of	the modification.
		4. Sign-in shee	t for meeting in which the	CSSSP modification wa	s approved.	

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ContractsOnline: Contract Waiver Summary

Site Number-Name: 909-PROFESSIONAL DEVELOPMENT

Principal / Department Head: LISA SPIELMAN

Contractor Name: William Winston

Business Name: William Winston

Contract Type: Standard

Anticipated Start Date: 07/01/2013 Contract End Date: 06/30/2014

Rate Type: HOURLY Contract Amount: \$15,000.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: WAIVED

Waiver-Reduction Type: WAIVED

Other Reduction Amount:

Approval Date: 09/23/2013

Approved by Deputy Superintendent

Billing Waiver Status: NA Approval Date:

Fingerprint Waiver Status: Approved Approval Date: 10/15/2013

TB Test Waiver Status: Approved Approval Date: 10/15/2013

William L. Winston

1821 Clemens Road Oakland, CA 94602 (510) 531-0541 / (510) 406-5668 wwinston@pacbell.net

Summary Rèsumé

GENERAL CAPABILITIES

- Create and develop academic curricula and teach various subjects at various levels—traditional elementary grades 4-6, all subjects; middle grades 6-8 and high school grades 9-12, integrated-core and departmentalized programs, specialty in teaching *English* (literature and composition) and *World History & Cultures*.
- Develop and manage publication staffs; edit and publish school literary magazines and newspapers.
- Write and edit for professional publications.
- Address professional groups on matters of philosophy and the implementation of programs in education.
- Write grant applications.
- Design, develop, and manage computer-writing labs and networks; teach computer applications.
- Develop websites using Microsoft Front Page.
- Develop and present workshops in the teaching of writing, publishing student writing, and teaching computer applications.
- Develop and provide inservice training programs for teachers.
- Develop and supervise Elementary and Middle School faculties—initiate, develop, and administer school programs.
- Develop and manage alternative certification and teacher support programs.

EDUCATION, CREDENTIALS & AUTHORIZATIONS

1990	California Commission on Teacher Credentialing Clear Secondary Credential — English; World History
1985	CALIFORNIA COMMISSION ON TEACHER CREDENTIALING Professional Clear Secondary Credential — English; World History
1983	University of California, Berkeley, Bay Area Writing Project Fellowship — Summer Invitational Institute for Teacher-Consultants
1980	California Commission on Teacher Credentialing Clear Administrative Services Credential
1969-1970	University of California, Berkeley, School of Education Standard Life Teaching Credential — K-9 and Adult Education

1965-1969 University of California, Berkeley

B.A. in Anthropology; Minors in English and Humanities

1965 University of California, Santa Barbara

Undergraduate course work

EMPLOYMENT HISTORY

2011-2013 OAKLAND UNIFIED SCHOOL DISTRICT—

DEPARTMENT OF NEW TEACHER SUPPORT & DEVELOPMENT

Management Consultant

Consult and provide services in collaboration with Manager and Program Coordinators—BTSA Induction Program; Intern Partnership Program; Student Teaching Practica—university partnership agreements, computer technology training and maintenance.

2007-2011 OAKLAND UNIFIED SCHOOL DISTRICT—

DEPARTMENT OF NEW TEACHER SUPPORT & DEVELOPMENT

Management Consultant

Consult and provide services in collaboration with Manager and Program Coordinators—BTSA Induction Program; Intern Partnership Program; National Board Certification Program; Highly Qualified Teacher Support Program (CLAD/CSET)—department budgets, university partnership agreements, website, computer technology training and maintenance.

2005-2007 OAKLAND UNIFIED SCHOOL DISTRICT—

DEPARTMENT OF NEW TEACHER SUPPORT & DEVELOPMENT

Manager

Manage all department functions in collaboration with Program Coordinators (budgets; coach training and support networks; communications)—BTSA Induction Program; Intern Partnership Program; National Board Certification Program; Highly Qualified Teacher Support Program (CLAD/CSET); Instructional Services Professional Development Program (division managers and coaches).

and codenes)

2003-2005 OAKLAND UNIFIED SCHOOL DISTRICT—

DEPARTMENT OF NEW TEACHER SUPPORT & DEVELOPMENT

Co-Manager

Coordinator, OUSD/University Intern Partnership Programs

Manage relationship between the school district and participating colleges and universities with Internship Credential Programs; act as liaison between Internship Programs and the Division of Human Resources; prepare annual budgets, program guidelines, and annual reviews; prepare Memorandums of Understanding for IHE partnerships. Manage Support-Provider network in assigned schools; work with other field-support staff to provide for induction and inservice training for Pre-Interns, Interns and BTSA participants in assigned schools. Coordinate Summer Institute for New Teachers.

2002-2003 OAKLAND UNIFIED SCHOOL DISTRICT—

NEW TEACHER SUPPORT & DEVELOPMENT

Coordinator, College Partnership Internship Programs Field Support Staff

Manage relationship between the school district and participating colleges and universities with Internship Credential Programs; act as liaison between Internship Programs and the Division of Human Resources; prepare annual budgets, program guidelines, and annual reviews; prepare Memorandums of Understanding for IHE partnerships. Manage Support-Provider network in assigned schools; work with other field-support staff to provide for induction and inservice training for Pre-Interns, Interns and BTSA participants in assigned schools. Coordinate Summer Institute for New Teachers.

1997-2002 PROSPECT SIERRA SCHOOL, El Cerrito

Middle School Division Head (grades 5-8)

Overall, developed and supervised Middle School program. Supervised

faculty

and staff, including Lead Teachers, Specialist Teachers, and Administrative Assistant; worked with school Learning Specialist, School Counselor (psychologist), and Facilities Manager. Worked with administrative team, including Administrative Assistant, Executive Assistant, Director of Development, Director of Admissions, Elementary School Division Head, Assistant Head of School, Business Manager, and Head of School:

- •Worked with administrative team to seek, interview and hire new faculty, sculpting positions to utilize competencies and best serve the needs of the school.
- •Developed and produced complex master schedules, requiring comprehensive, varied and enriched programs—in the context of increasing enrollment (class sizes), limited classroom space, some part-time faculty, and some faculty shared with the K-4 campus.
- •Worked on curriculum-development teams.
- •Served as mentor for teachers in matters of content, methodology and classroom management.
- •Developed teacher goal-setting and evaluation protocols.
- •Taught regularly scheduled sections of *Grammar & Composition* (extension of the humanities core) to all 7th-grade students. Met with other teachers in teacher-parent conferences; wrote reports of student progress.
- •Developed full-scale 7th/8th-grade elective program.
- •Taught Literary Composition elective class and published the school's literary magazine, *Crimes of Reason*.
- •Guided development of 7th/8th-grade advisory program and served as an advisor.
- •Served on Master Planning/Facilities Committee.
- •Served on Professional Development Committee.
- •Served on Emergency-Response Planning Committee.
- •Developed and presented curriculum workshops for parents and teachers.
- •Addressed groups of parents and teachers on professional issues.

- •Wrote and continued to revise the *Student-Parent Handbook*.
- •Developed and organized Faculty Leadership Council to give voice to faculty in certain areas of administration and to promote collective authority and responsibility in professional matters.
- •Developed and organized Student Leadership Council to give voice to students, to promote collective responsibility, and to teach leadership skills.
- •Developed, organized and supervised week-long field-study trips to Yosemite (7th grade) and Catalina Island (8th grade).
- Organized ERB testing schedules and materials.
- •Counseled 8th-grade parents regarding high-school admissions; wrote letters of recommendation for students and advised students writing application essays.
- •Worked with the administrative team to manage all matters of student discipline.
- •Wrote student "profiles" for 8th-grade commencement program.
- •Designed and produced virtually all clerical work originating from the Division Head's office: memos; formal correspondence; program flyers, bulletins and special school calendars; weekly faculty, staff, and student *Bulletin*; weekly *Notes & Dates* to parents; all sections lists, record-keeping grids, and organizational tools for teachers; all schedule documents—master schedules for each grade level, individual teacher schedules and room-use schedules.

1996-1997 Montera Junior High School, Oakland Unified School District

Teacher: English 7/World History — core curriculum

Teacher-Representative: School Site Council & Reconfiguration Committee •Developed SSC proposal and implementation plan for new Macintosh Writing-Research Lab; designated developer.

1990-1996 SKYLINE HIGH SCHOOL, Oakland Unified School District

Teacher: English II; World History.

•Developed English II/World History interdisciplinary curriculum — (The Trial of William Golding).

Teacher/Publisher: English IV/Literary Composition.

- •Originated and developed English IV/Literary Composition class for seniors and school literary magazine.
- •Published: *The Flag of the Mob, 1995*; *Fish & Visitors*, 1996 English IV/Literary Composition class.

Teacher/Publisher: Journalism I.

- •Reorganized student newspaper staff and publication procedures.
- •Developed new *Oracle* format and implemented computer-layout process.
- •Published: Skyline Oracle school newspaper.

Developer/Coordinator: Macintosh Computer-Writing Lab

- •Designed facility; refurbished existing classroom.
- •Ordered hardware and software.
- •Developed original lab files for training.

- •Trained teachers and students for system and lab literacy.
- •Maintained systems (hardware and software) and network.
- •Coordinated use of the facility.

Representative: Faculty Advisory Council Teacher-Representative: School Site Council

reacher-Representative. School Site Council

1985-1990 MONTERA JUNIOR HIGH SCHOOL, Oakland Unified School District

Teacher: English I; Advanced Composition

•Originated and developed Advanced Composition class for 9th grade and school literary magazine.

Teacher/Publisher: (The Mind and Eye; 1988, 1989)

Teacher: World History

Developer/Coordinator: Apple Computer-Writing Lab

- •Wrote CTIIP grant application for Macintosh component.
- •Designed facility; refurbished existing classroom.
- Ordered hardware and software.
- •Developed original lab files for training.
- •Trained teachers and students for system and lab literacy.
- •Maintained systems (hardware and software) and network.
- •Coordinated use of the facility.

1985 <u>DoDDS/GERMANY WRITING PROJECT</u> (National Writing Project),

Erding, West Germany

Coordinator/Instructor: Summer Fellowship Consultancy Institute

- •Planned and coordinated three-week GWP institute for teachers in the Department of Defense Dependent Schools—U.S./German bases.
- •Presented workshops on teaching writing and responding to literature.
- •Evaluated presentations of workshop participants.
- •Directed writing-response groups.
- •Supervised computer facility for institute participants.

1983-Present BAY AREA, CALIFORNIA, AND NATIONAL WRITING PROJECTS

Consultant: Various Districts and Schools — Elementary; Secondary; College

- •Presented workshops on teaching writing Sentence and Paragraph Modelling.
- •Coordinated single- and multi-school staff Writing Project series.
- •Consulted on computer lab design and implementation.

1974-1985 JOAQUIN MILLER ELEMENTARY SCHOOL, Oakland Unified School District

Teacher: Grades 5-6

- •Developed new curricula and original materials in various subject areas.
- •Developed materials and classroom practice for Man: A Course of Study.
- •Published The Writers' Review and A Seeing and Unseeing...
- •Adapted from text, wrote scripts, and directed student plays: *The Hobbit; The Phantom Tollbooth.*

Acting Principal (1981-1982)

•Selected to serve in place of principal on special administrative assignment.

1969-1974 PRESCOTT ELEMENTARY SCHOOL, Oakland Unified School District

Teacher: Grades 4-6, and Special Education

•Piloted Man: A Course of Study (physical-social anthropology curriculum for grades 6-7).