

Board Office Use: Legislative File Info.	
File ID Number	14-2361
Introduction Date	1-28-15
Enactment Number	15-035
Enactment Date	1/28/15 OA



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To Board of Education

From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 1/28/15

Subject Professional Services Contract - Lincoln Child Center
- Laurel Elementary (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Lincoln Child Center. Services to be primarily provided to Laurel Elementary for the period of 09/01/2014 through 06/15/2015.

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

Counselor on contract with Lincoln Child Center will provide counseling support to Laurel students. Laurel has a significant group of students experiencing trauma and multiple factors that contribute to behavior issues.

Discussion
One paragraph summary of the scope of work.

The counselor will support teachers with coaching and consultation in effective behavioral interventions, as well as coordinate the COST team and SST process. Counselor will have caseload of students to work with to support appropriate school behavior, peaceful conflict resolution and the development of social emotional skills.

Recommendation Ratification of professional services contract between Oakland Unified School District and Lincoln Child Center. Services to be primarily provided to Laurel Elementary for the period of 09/01/2014 through 06/15/2014.

Fiscal Impact Funding resource name (please spell out) _____ not to exceed 10,000.00

Attachments

- Professional Services Contract including scope of work
- Fingerprint/Background Check Certification
- Insurance Certification
- TB screening documentation
- Statement of qualifications

Board Office Use: Legislative File Info.	
File ID Number	14-2361
Introduction Date	1-28-14
Enactment Number	15-0135
Enactment Date	1/28/15 O.A.



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Lincoln Child Center (CONTRACTOR) and Oakland Unified School District (OUSD). 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:

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 on 09/01/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100. in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 06/15/2015.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Ten Thousand-
Dollars (10,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 25.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: _____

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 \$ 0.00.
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 professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
6. **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 rate, total payment requested.
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 Services Contract

OUSD Representative:

Name: John Stangl
Site /Dept.: Laurel Elementary
Address: _____
Phone: 510-531-6868
Email: _____

CONTRACTOR:

Name: Allison S. Becwar
Title: Officer (Executive)
Address: 4368 Lincoln Ave
Oakland Ca 94602
Phone: 510-531-3111
Email: _____

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 from OUSD's Risk Management.) 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.

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 30 days prior 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:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will 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.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
 21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
 22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. Conflict of Interest: CONTRACTOR shall abide by and be subject to all applicable, 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 without the prior approval of OUSD Human Resources.

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.sam.gov/).

- 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.

- 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.

- 31. W-9 Form: If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT
[Signature]
President, Board of Education
Superintendent
Chief of Deputy Chief
Secretary, Board of Education

CONTRACTOR
[Signature: Allison S. Becwar]
Contractor Signature
Allison S. Becwar
Officer (Executive)
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-2361
Introduction Date: 1/28/15
Enactment Number: 15-0135
Enactment Date: 1/28/15
By: [Signature]

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 WITHOUT 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.

Counselor on contract with Lincoln Child Center will provide counseling support to Laurel students. Laurel has a significant group of students experiencing trauma and multiple factors that contribute to behavior issues. The counselor will support teachers with coaching and consultation in effective behavioral interventions, as well as coordinate the COST team and SST process. Counselor will have caseload of students to work with to support appropriate school behavior, peaceful conflict resolution and the development of social emotional skills.

Professional Services Contract

- 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.**

The counselor will support teachers with coaching and consultation in effective behavioral interventions, as well as coordinate the COST team and SST process. Counselor will have a caseload of students to work with to support appropriate school behavior, peaceful conflict resolution and the development of social emotional skills.

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

- | | |
|--|--|
| <input type="checkbox"/> Ensure a high quality instructional core | <input type="checkbox"/> Prepare students for success in college and careers |
| <input type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

- 4. Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: _____
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of CSSSP 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 CSSSP modification was approved.
 3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the CSSSP modification was approved.

SUSAN P. ANDRIEN LICENSED MARRIAGE FAMILY THERAPIST

5529 Marshall St, Oakland, California 94608 (510) 712-2508 SPAndrien@gmail.com

EDUCATION:

- June, 2001** **Masters of Psychology**
New College of California, San Francisco, CA
Graduate Psychology Program
- May, 1995** **Bachelor of Arts, Management of Human Services**
University of Massachusetts, Boston, MA
College of Public and Community Services

PROFESSIONAL EXPERIENCE:

- 2010-Present** **Program Manager:** Lincoln Child Center, Oakland, CA
Manage HOPE, an Alameda County school-based mental health program serving thirteen K-12 schools; Early Childhood Mental Health Consultation Program, serving Pre-K and T-K at four schools; and New Highland and Rise Family Resource Center, serving two Pre-K through 5 schools.
- ❖ Provide program and clinical supervision for clinical staff, milieu staff and trainees
 - ❖ Manage program budgets of 2 million
 - ❖ Work with school administrators to support positive school climate, social emotional learning and family engagement
 - ❖ Provide professional development and ongoing support for teachers in social emotional wellness and Restorative Practices
 - ❖ Support schools with Coordination of Services
- 2010** **Clinical Case Manager - Restorative Justice Coordinator** County of Alameda, Behavioral Health Care Services, Oakland CA
Coordinated and supervised school-wide Restorative Practices Initiative and pilot programs at Edna Brewer Middle School
- ❖ Worked with administrators to develop school wide systems that shift the community in a Restorative direction
 - ❖ Facilitated Harm Circles and Circles of Support and Accountability (COSAs) for students experiencing challenges
 - ❖ Developed a school-wide social/emotional curriculum to be implemented by teachers in 55 minute CARE classes
 - ❖ Provided professional development and ongoing support for teachers in social emotional wellness and Restorative Practices
 - ❖ Provided clinical supervision for the on-site Clinical Case Manager and for graduate student interns and trainees both on-and off- site.
 - ❖ Trained clinical staff on topics including Culturally Responsive Treatment, Group Therapy, Child Development and Restorative Justice
 - ❖ Provided bi-weekly training for graduate student interns and trainees on topics including, but not limited to: child abuse reporting, treatment planning, adolescent development, and culturally responsive treatment.

- 2006- 2010 Clinical Case Manager** County of Alameda, Behavioral Health Care Services, Oakland CA
 Provided mental health services to children and their families at Edna Brewer Middle School
- ❖ Provided clinical supervision for graduate student interns and trainees
 - ❖ Conducted weekly individual therapy
 - ❖ Facilitated 2-4 weekly group therapy sessions
 - ❖ Provided case management for up to 25 clients
 - ❖ Participated in all appropriate school meetings, including IEP, SST, SART, and disciplinary meetings
 - ❖ As part of the Coordinated Services Team (COST), collaborated with the school administrators and support services providers to address the needs of the school community
 - ❖ Provided staff development to teachers and administrators covering a range of mental health topics
 - ❖ Assumed leadership role in planning and implementing cross-program projects
 - ❖ Participated in County-wide school-based services Oversight
- 2009-2012 Guest Professor, John F Kennedy University, Pleasant Hill & Berkeley CA**
- ❖ Provided instruction in adolescent treatment and expressive arts therapy to graduate psychology students
- Summer 2008 Algebra Academy Director Oakland Unified School District, Oakland CA**
 Administrator of *Algebra Academy*, a summer math intervention at Edna Brewer Middle School for 100 rising 8th and 9th graders.
- ❖ Oversaw the logistics of the summer math program, including enrollment, scheduling, guest speakers, and field trips.
 - ❖ Provided supervision and support for staff, including four math teachers, six tutors, a counselor, security guard and attendance clerk.
 - ❖ Developed and administered a strict discipline policy
- 2001-2006 Clinician** Lincoln Child Center's Opportunity Schools Program, Oakland CA
 Provided mental health services to children and their families at Carter Middle School
- ❖ Provided weekly individual therapy to 8-10 clients
 - ❖ Facilitated 2-4 weekly group therapy sessions
 - ❖ Provided case management for 15-20 clients
 - ❖ Supervised Intervention Specialists
 - ❖ Maintained MediCal paperwork, including intake, assessment, updating treatment plans and documentation of all client interactions and communications

- ❖ Attended all appropriate school meetings, including IEP, SST, SART and disciplinary meetings
- ❖ Planned and implement an intensive therapeutic summer camp program for children from multiple schools, including logistics, staff coordination, and clinical services
- ❖ As part of the Mental Health Team, collaborated with all school mental health providers to address the needs of the school community
- ❖ Provided staff development to teachers and administrators covering a number of mental health topics
- ❖ Assumed leadership role in planning and implementing cross-program projects

2000-2001

School-Based Counseling Intern: New Connections Behavioral Healthcare/Community Counseling, Concord, CA

Provided counseling to individuals, groups and families at Oak Grove Middle School and Riverview Middle School

- ❖ Provided assessment, crisis intervention and brief therapy to students referred by school administration, teachers and parents
- ❖ Made classroom presentations on alcohol and tobacco prevention and related topics.
- ❖ Facilitated linkages to other social services when appropriate
- ❖ Worked with people from a wide variety of ethnic, cultural and socioeconomic backgrounds

1998-1999

Extended Care Coordinator New Village Public Charter School, Oakland, CA

Managed daily operations of the Extended Care Program.

- ❖ Developed and implemented a billing system
- ❖ Hired and supervised Instructional Assistants
- ❖ Developed and implemented project-based after-school curriculum, which was tied to whole school themes
- ❖ Developed Wildcat Canyon Ranch partnership and project-based off-site social, emotional and science instruction program
- ❖ Grant writing

Spring 1998

Instructional Assistant New Village Public Charter School, Oakland, CA

Assisted classroom teachers with daily activities including curriculum development and implementation.

1995-1997

Resident Service Coordinator; First Realty Management, Brockton MA

Managed daily operation of a community center in a federally assisted housing development

- ❖ Prepared, submitted, and received a Federal Drug Elimination Grant; assisted with management of the \$125,000 grant
 - Implemented on-site Computer Learning Center
- ❖ Developed and implemented educational and social after-school

programs, including a teen internship and drug prevention program, a Summer Free Lunch program and a Bikes For Kids program

- ❖ Provided basic intervention and social service referrals to residents
- ❖ Initiated formation of a Resident Council and served as Facilitator
- ❖ Recipient of the "1997 Gold Key Award" First Realty Management's highest award for individual contribution.

- Fall 1995 Independent Consultant : Youth Voice Collaborative, Boston, MA**
Designed and implemented curriculum for a nine-week current events session for Boston teens participating in a media literacy program
- 1992-1995 Workshop Facilitator: Norfolk County District Attorney's Office, Dedham, MA**
Co-facilitated violence prevention workshops at high schools throughout Massachusetts and assisted with the annual conferences for the Student Alliance Against Violence and Racism
- 1991-1995 Infant/Toddler Teacher Jack and Jill Child Care, Quincy, MA**
Designed and implemented age-appropriate curriculum for children ranging from 6 wks-18 mos.
- Summer 1998 Counselor: North American Trails, Carlisle, MA**
- Summer 1995** Responsible for supervising adolescents throughout a camping tour of the Western United States and Canada Taught group living skills, teamwork, personal goal setting, and environmental responsibility
- Summer 1994 Team Logistics Leader: Learning Forum Super Camp, Oceanside, CA/Westfield, MA**
Promoted team building, youth empowerment, and personal growth for high school students
- Led and supervised student activities
 - Facilitated team meetings and assisted in conflict resolution

COMMUNITY ACTIVITIES:

- April 2014 Community Schools National Forum Presenter**
- May 2014 CMHACY California Mental Health Advocates for Children and Youth 34th Annual Conference Presenter**
- 2008- 2009 Advisory Board Member and Fundraising Committee Chair *Brothers on the Rise, Oakland CA***
Brothers on the Rise (B.O.T.R.) responsibly empowers boys in Oakland to achieve individual success, develop healthy relationships and contribute to a more just and equitable society. We accomplish this through gender-responsive programs that engage males personally and professionally in social

service and social change. The board provides advice, guidance, fundraising and support for Brothers on the Rise and its Executive Director (E.D.) in order to strengthen the organization, its programs, and its participants.

- 1995-1997 Partnership Board Member: *Brockton Fights Back*, Brockton, MA**
Served on the Multi-Cultural Task Force, participated in monthly partnership meetings, and assisted in the planning and implementation of several community wide activities including the annual Multi-Cultural Summer Solstice, Peace Walk, and Community Newsletter
- 1996 Local Congressional Campaign Coordinator, Quincy, MA**
Organized local campaign events and fund-raisers
- 1995 Accompaniment: *Nueva Esperanza*, Guatemala**
Provided American presence in a cooperative village of newly returned Guatemalan Refugees
- 1993-1995 Volunteer: University of Massachusetts at Boston, Boston MA**
Member of the Policy Board, Member of the Student Leadership Committee, and organized and participated in the Human Rights Fact-Finding Trip to Guatemala

PROFESSIONAL REFERENCES

Barbara McClung, LMFT Director, Behavioral Health Initiatives Family, School and Community Partnerships Department Oakland Unified School District 415-533-3709 barbra.mcclung@ousd.k12.ca.us

Allison Becwar LCSW, Chief Program Officer, Lincoln Child Center 510-867-0944 allisonbecwar@lincolnchildcenter.org

Jamie Marantz Executive Director Core Learning, Alameda County Office of Education 510- 390-0032 jmarantz@acoe.org

Marian Q Meadows LCSW, Clinical Services and professional Development Director Safe Passages 510-918-1089 marian@hardknee.com

Katherine Sullivan, Extended Services Director, West Contra Costa Unified School District 510-469-8538 Ksullivan@wccusd.net

Sean McClung, Impact Academy Principal, Envision Charter Schools 510-384-8495 sean.mcclung@post.harvard.edu

ANDREA MC BRIDE FOSTER

1353 Carleton St.
Berkeley, CA 94702
(510) 205-3633
andreamcbride@yahoo.com

Objective:

To obtain a position in a mental health or public service agency that fosters the ideas of hope, wellness, recovery and rehabilitation for the population served.

Education:

Argosy University

Master of Arts Counseling Psychology

GPA: 3.82

BBS #: 65916 MFT Intern

Completed: October 2010

Fisk University

Bachelor of Arts Psychology

Completed: May 2005

Employment History:

Lincoln Child Center: Conyes Academy Non- Public School Day Treatment Program

Day Treatment Clinician

Provide individual, child, group, family and collateral therapy to severely emotionally disturbed children and their families

Complete Initial Assessment Summaries, treatment plans, Community function evaluations, and day treatment notes

Provide support, coaching, and crisis intervention to clients, milieu counselors, caregivers and staff

Maintain accurate records in accordance with medi-cal billing and standards

Provide Case management services to clients and families as needed

Lead classroom consultation meetings with special education teachers and milieu counselors

Assess psychotherapeutic and case management needs of children and families and develop treatment plans and plans of action and support.

Participate in planning and implementation of 6 week summer program

Participate in treatment reviews, IEP meetings and case conferences as needed

May 2013-Present

Fred Finch Youth Center: Alameda In home Crisis Stabilization and Therapeutic Behavioral Services

Mental Health Therapist

Provided strength based individual, family, child, and collateral therapy

Completed Initial Assessment Summaries, treatment plans, Community function evaluations, Progress Summaries,

Functional Analysis Assessments

Provided Behavioral plans and interventions to children, teens and families

Maintain accurate records in accordance with Medi-Cal billing and standards

Provided client with one-to-one behavioral interventions in client's home and school s to prevent higher level of care in foster homes and prevent psychiatric hospitalization.

Provide short-term, brief individual, crisis interventions, case management and psycho-educational training, and family therapy through the In-home Crisis Stabilization program

April 2011- December 2012

Bay Area Community Services: Four Bridges Creative Living Center/ Woodroe Place Crisis Residential Facility/Towne House Creative Living Center

Senior Mental Health Worker/Relief Mental Health Worker/Mental Health Rehabilitation Specialist

Provide individual and group counseling, day rehabilitation services, and crisis intervention to clients.

Group Counseling Leader on various mental health topics: anger management, job readiness, wellness recovery action plan (WRAP), self-esteem, substance abuse, boundaries, exercise, health, depression, and mood swings.

Work with clients and staff to identify rehabilitation goals and develop treatment plans

Provide services in collaboration with Alameda County Behavioral Health Care Services-Wellness
Recovery Values, strategies and practices
Maintain accurate and up to date client files to include Medi-Cal charting and billing
November 2008-March 2011

Family Paths: Treatment and Intervention Program

Marriage Family Therapist Trainee/Intern/Family Support Hotline Volunteer
Provided Adult Individual, Child and Family Therapy and crisis intervention to client's
Completed Initial Assessment Summaries, treatment plans and Community Function Evaluations for all client's.
Worked with client's to identify appropriate treatment plans goals to help facilitate the treatment needed at that time.
Maintained accurate and up to date client files that included medi-cal, county contract, and private pay clients.
Provided support to callers who called the family support hotline by providing counseling over the phone, gave social service referrals, referred callers to different local agencies in the community.
September 2009-September 2010

Alameda County Crisis Support Services

Crisis Intervention Counselor (Volunteer) Crisis Line Worker
Answer the Crisis line and provide support to individuals in Alameda County and other surrounding California Counties who are in Crisis Situations.
February 2009-June 2009

Catholic Charities CYO: St. Vincent School for Boys

Medical Records Secretary
Schedule medical, dental, operational procedures, and other health related appointments.
File medical/psychosocial records
Answer phones and retrieve messages
Administrative support to psychosocial staff
Prepare reminders for treatment authorization for therapists
Send request for JV-220-consent for medication for minor children to Social Workers
Prepare and circulate weekly medical and dental appointments
Verify medi-cal and Insurance eligibility and Information
Assist with medical billing for psychosocial staff
November 2007-September 2008

Lifelong Medical Care, Inc/Downtown Oakland Clinic

Case Manager: Supportive Housing Program
Provide social service assistance to patients
Connect patients with social service agencies in the community
Perform psychosocial assessments on clients
Provide Case Management services to clients at different housing sites, in the supportive housing program
Provide Advocacy and Counseling to clients
Support Group Leader for dual diagnosed individuals
Crisis Intervention
Organize Lunch and Learn Meetings, where clients learn about medical and mental health issues with lunch Served.
September 2006-October 2007

References Available Upon Request



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/26/2014

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (415) 541-7900 Wells Fargo Insurance Services USA, Inc. - CA Lic#: 0D08408 45 Fremont Street, Suite 800 San Francisco, CA 94105-2259	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: sanfrancisco.certs@wellsfargo.com																					
INSURED Lincoln Child Center 4368 Lincoln Avenue Oakland, CA 94607	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 70%;">INSURER A:</td> <td style="width: 20%;">Arch Insurance Company</td> <td style="width: 10%; text-align: center;">11150</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Arch Insurance Company	11150	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Arch Insurance Company	11150																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** 7328471 **REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	WVR					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NCPKG0304900	2/15/2014	2/15/2015	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
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	\$
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Oakland Unified School District is named as an additional insured as required by written contract with the named insured

CERTIFICATE HOLDER Oakland Unified School District Attn: Contracts Administrator 900 High Street Oakland, CA 94601	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

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 meets the consultant requirements (including the Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
 For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)
 For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

OUSD Staff Contact *Emails about this contract should be sent to: (required)*

Contractor Information

Contractor Name	Lincoln Child Center	Agency's Contact	Allison S. Becwar			
OUSD Vendor ID #	I003181	Title	Officer (Executive)			
Street Address	4368 Lincoln Ave	City	Oakland	State	Ca	Zip 94602
Telephone	510-531-3111	Email (required)				
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	09/01/2014	Date work will end	06/15/2015	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 25.00	Number of Hours (required)	400		

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
3010	Title 1 - Instruction	1314850101	5825	\$ 10,000.00
			5825	
			5825	
Requisition No. (required) R0151266			Total Contract Amount \$ 10,000.00	

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.sam.gov/>)

1.	Administrator / Manager (Originator)	Name	John Stangl	Phone	510-531-6868
	Site/Department (Name #)	Laurel Elementary		Fax	510-5316725
	Signature			Date Approved	10-20-14
2.	Resource Manager , if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships <input type="checkbox"/> Risk				
	<input checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	11-12-14
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature			Date Approved	
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<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				
	Signature			Date Approved	
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	

RECEIVED
 OCT 31 2014
 By