

Board Office Use: Legislative File Info.	
File ID Number:	14-1117
Introduction Date:	06/25/2014
Enactment Number:	
Enactment Date:	



Memo

To: Board of Education

From: GARY YEE, EdD, ACTING SUPERINTENDENT; By: VERNON E HAL, Deputy Superintendent

Board Meeting Date: 06/25/2014

Subject: Professional Service Contract

Contractor: Jennifer Beck Consulting of Alameda, CA

Services for: 991-FOOD SERVICES

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Jennifer Beck Consulting , Alameda, CA, for the latter to provide: development strategy including prospecting, review of past funding applications, determination of funding needs, establishment of goals and assessments, relationship building, and preparation of letters of interest and proposals. for the period of 03/26/2014 through 03/26/2015 in an amount not to exceed \$7,395.00.

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

In preparation of the opening of the new central kitchen in 2016, Nutrition Services needs to raise additional capital - foundation and government - in order to research and plan and build staff capacity. We are also in need of funds to support programs such as School Produce Markets and Harvest of the Month.

Discussion:
(QUANTIFY what is being purchased.)

development strategy including prospecting, review of past funding applications, determination of funding needs, establishment of goals and assessments, relationship building, and preparation of letters of interest and proposals.

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Fiscal Impact: Funding resources below not to exceed \$7,395.00

\$7,395.00 CHILD NUTRITION SCHOOL PROGRAM

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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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between Jennifer Beck Consulting
(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:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 03/26/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100.00, whichever is later. The work shall be completed no later than 03/26/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Seven Thousand Three Hundred and Ninety Five Dollars (\$7,395.00) [per fiscal year], at an hourly billing rate not to exceed \$85.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: No Reimbursements.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* NONE, 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.
- 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.
- 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:

OUSD Representative:

Name: JENNIFER LE BARRE
Site /Dept.: 991-FOOD SERVICES
Address: 900 High Street
Oakland, CA 94606
Phone: 510-434-3334

CONTRACTOR:

Name: Jennifer Beck
Title: Owner
Address: 1017 Pearl Street
Alameda, CA 94501
Phone: 510-517-0421

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.

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.
 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 OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 et seq. and section 87100 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (https://www.epls.gov/epls/search.do)
- 25. Litigation: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. Signature Authority: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT

VERNON E HAL

 President, Board of Education
 Superintendent or Designee

05/21/2014

Date

Secretary, Board of Education

Date

CONTRACTOR

Jennifer Beck

Contractor eSignature

05/22/2014

Date

Jennifer Beck , Owner

Print Name, Title

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.

Three private foundation grant applications and one government grant application. Also, prospecting funding sources and consulting with Nutrition Services on development strategy.

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 checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" 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 checked="" 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(s): Not Applicable
No Restricted Funds

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.

Jennifer Beck Consulting

Development Strategy Proposal OUSD Nutritional Services Department Jennifer LeBarre, Executive Director

The following is an outline of a development strategy, based upon our conversation earlier this week, that I believe will help you and your department select funders that best fit your fundraising needs, and prepare the most competitive applications possible. Once we determine a defined scope of work, I will be able to share with you an estimated return in investment. I have raised over a million dollars for my clients over time in private and government grants. I look forward to helping you develop a fundraising strategy and raising funds for your incredibly worthwhile programs.

PROGRAMS THAT NEED FUNDING:

- School-based Produce Markets
- Harvest of the Month
- California Thursdays
- Elevating the Lunch Lady
- *Professional Development**
- *Capacity Building (staffing)**
- Instructional Farm (long-term strategizing)

*We can fundraise for these components separately, or build them into other grant proposals

DEVELOPMENT STRATEGY

- (1) Prospecting: Search databases for private and public funders whose mission, funding priorities and history of giving are aligned with OUSD programs.
- (2) Review past applications: Review and assess past applications (not funded) and provide suggestions on how to make the proposals highly competitive.
- (3) Determine funding needs: For each program, determine budget and plan for growth. Provide answers to the following questions (for example):
 - a. What is the current budget for Harvest of the Month?
 - b. How will Harvest of the Month grow in the coming year? In 5 years?
 - c. What is the projected budget of Harvest of the Month for the next 3-5 years?
- (4) Establish goals and assessments: For each program, determine purpose, measurable goals and assessments (if none currently exist).
- (5) Build Relationships with Potential Funders and Maintain good relationships with Current Funders: Develop strategies to build relationships with potential funders by scheduling meetings, inviting Program Officers to school-based events, taking Program Officers on tours of sites, etc. Develop strategies to maintain good relationships with current funders by

Jennifer Beck Consulting

inviting them to participate in school-based events, taking them on tours of programs, sending them flyers of upcoming events, etc.

- (6) Prepare LOIs and proposals for foundations and government agencies: Keep a calendar of application deadlines and prepare LOIs and proposals throughout the year.
- (7) Instructional Farm: Strategize fundraising strategies that may include grants, capital campaign fundraising, individual giving and fundraising events (depending on capacity - this could be done in partnership with the Center for Ecoliteracy or other community partners).

Estimated Hours & Rates (over a 12 month period)

The exact costs for LOI and proposal writing will be determined based on the number of foundations and government agencies found during the prospecting phase that we decide to pursue based on their funding priorities, giving history and our shared vision.

The minimum I would expect to provide you with is: **3 private foundation applications and 1 government grant application.**

The high end of what I expect to be able to provide you is: **5 private foundation applications, and 2 government grant applications.**

Of course, if we find more projects that appear to be good fit, then we can pursue those as well.

	Task	Estimated Hours	Rate/hr	Total
1	Prospecting	5-10	\$85	\$425 - \$850
2	Review past applications	3-5	\$85	\$255 - \$425
3	Determine Fundraising Needs	3-6	\$85	\$255 - \$510
4	Establish Goals & Assessments	3-6	\$85	\$255 - \$510
5	Strategize Relationship-Building	3-5	\$85	\$255 - \$425
6	Prepare LOIs & Proposals	60-110	\$85	\$5,100 - \$9,350*
7	Strategize Instructional Farm Fundraising	10-40	\$85	\$850 - \$3,400
				\$7,395 - \$15,470

I would be happy to go through this proposal with you and tailor it exactly to your development needs and your budget. Please contact me with any questions. I look forward to hearing from you.

ContractsOnline: Contract Waiver Summary

Site Number-Name: 991-FOOD SERVICES

Principal / Department Head: JENNIFER LE BARRE

Contractor Name: Jennifer Beck

Business Name: Jennifer Beck Consulting

Contract Type: Standard

Anticipated Start Date: 03/26/2014

Contract End Date: 03/26/2015

Rate Type: HOURLY

Contract Amount: \$7,395.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: WAIVED

Waiver-Reduction Type: WAIVED

Other Reduction Amount:

Approval Date: 04/01/2014

Approved by Deputy Superintendent

Billing Waiver Status: Approved

Approval Date: 05/21/2014

Fingerprint Waiver Status: Approved

Approval Date: 05/21/2014

TB Test Waiver Status: Approved

Approval Date: 05/21/2014

Jennifer Dana Beck

1017 Pearl Street, Alameda, CA 94501
Phone: 510.517.0421 E-mail: jenniferdana72@gmail.com

PROFESSIONAL EXPERIENCE

Grant writer

Alameda, CA

Freelance

October 2005-present

Research and write federal, state, and local grant proposals for individuals and organizations.

- \$600,000 in federal grants for Hayward Public School District
- \$50,000+ in city grants for California charter schools
- \$40,000 in NEA grants for Oakland theater arts after-school program
- \$50,000 from private foundations for New York based non-profit organization

Boys & Girls Clubs of San Francisco

San Francisco, CA

Director of Corporate Giving

October 2007 - December 2010

- Raised over \$535,000/yr in corporate sponsorships, grants and contributions.
- Wrote and reported on grants from corporate foundations.
- Built partnerships with corporations to design program and event sponsorships.

Director of Institutional Giving

- Prepared over 15 government grant contracts (local, state and federal) and 30+ grants from private foundations for a combined revenue of over \$2 million.
- Utilized numerous sources to research and identify new funders.

Oakland Community After School Alliance

Oakland, CA

Executive Director

January 2007 - August 2007

- Designed and implemented advocacy initiatives with city government and community leaders for the benefit of after-school programs in Oakland.
- Led partnership meetings to bring schools and service providers together for the After School Education and Safety (ASES) and 21st Century grants.
- Collaborated with Laney College to design Workforce Development course.

Jewish Coalition for Literacy

Oakland, CA

East Bay Director

August 2005-December 2006

- Wrote funding proposals, raising approximately \$50,000 for East Bay office.
- Managed school-based tutoring programs with a focus on early elementary literacy.
- Built partnerships with East Bay social service agencies and public schools.
- Designed and led ongoing volunteer trainings.
- Supervised administrative staff.

Interfaith Neighbors**New York, NY***Program Director*

October 2003-June 2004

- Responsible for designing and overseeing academic and social programming for after-school agency serving over 100 at-risk middle school students from East Harlem.
- Supervised a staff of 10 full-time and part-time educators, social workers, and volunteer staff. Interviewed and hired employees.
- Conducted observations of teachers and provided them with feedback, curricula and educational resources.
- Communicated with students' families regarding students' progress and behavior.
- Wrote agency newsletter.
- Organized large-scale agency events.

Millennium Arts Academy**New York, NY****ACCION Academy**

January 2003-June 2004

Educational Consultant

- Advised colleagues on education policy, curriculum, school scheduling, and budget.
- Co-authored new school proposals for both academies.
- Both proposals resulted in the actualization of new schools for under-served middle and high school students in the Bronx.

New York Cares**New York, NY***Senior Manager of Education Programs*

January 1998 - February 2000

- Chosen as one of the organization's first Senior Managers.
- Co-wrote the Senior Manager job description.
- Served as committee chair on strategic planning committee.
- Participated in citywide mentoring partnership committee as working group chairperson.
- Mentored new staff members and interns.

Manager of Education Programs

August 1997-January 1998

- Developed and maintained over 40 volunteer education projects in public schools, community centers, and homeless shelters.
- Built partnerships with non-profit agencies, local schools, and after-school programs.
- Created and facilitated on-going series of tutor training workshops and produced supplementary resource materials.
- Supervised and trained volunteer leaders.
- Initiated community service program for children and designed corresponding resource materials.

TEACHING EXPERIENCE

The Outreach High School Program

Teacher

New York, NY

November 2000-June 2003

- Taught high school literature and English Regents preparatory classes in New York City's alternative district (South Bronx and Bedford-Stuyvesant campuses).
- Coordinated and taught college preparatory program at Lehman College.
- Earned teaching license in social studies (7-12 grades).

PACE University

Cohort Leader

New York, NY

September 2001-June 2002

- Led three on-line groups of 2000/2001 Teach For America corps members in *The Community and School Leadership* and Educational Psychology courses.
- Advised new teachers on methods for building effective school partnerships with community organizations.
- Assisted students in grant-writing process.
- Provided resources and support to new teachers.

Project Chrysalis Middle School

Teacher

Houston TX

August 1996-June 1997

- Taught social studies curriculum.
- Designed project-based learning curriculum, utilizing community resources.
- Co-wrote school's mission statement and classroom management policies.

Tijerina Elementary

Teacher

Houston TX

August 1994-June 1996

- Instructed self-contained 6th grade classroom.
- Chaired curriculum committee.
- Earned Texas teaching certificate in K-6 education.

EDUCATION

Bank Street College of Education

Master of Science in Education

Concentration: Educational Leadership

New York, NY

January 1997-May 2001

Teach For America

Teacher training program

Houston, TX

June 1994-June 1996

University of Michigan

Bachelor of Arts

Concentration: Social Sciences

Ann Arbor, MI

September 1990-May 1994