

Board Office Use: Legislative File Info.	
File ID Number	10-2209
Introduction Date	12/6/10
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

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

Board Meeting Date
(To be completed by Procurement) _____

Subject Professional Services Contract -
 Dr. Teresa Doyle _____ Oakland _____ CA _____ (contractor, City State)
 _____ Special Education _____ (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Dr. Teresa Doyle. Services to be primarily provided to Special Education for the period of 09/01/2010 through 06/30/2011.

Background
A one paragraph explanation of why the consultant's services are needed.
 The contracted services are for various independent neuropsychological educational evaluations for students who are or who are currently being considered for special education and related services by Oakland Unified School District. The District is required to provide these services pursuant to California Education Code 56329(b).

Discussion
One paragraph summary of the scope of work.
 Contract between OUSD and Teresa Doyle (Oakland, CA) for the latter to conduct up to five independent neuropsychological evaluations for students to be in compliance with the standards established by California Education Code 5600 *et seq.* Contractor will also provide findings and assessment reports for each of the students assessed for the period of August 02, 2010 through March 31, 2011

Recommendation Ratification of professional services contract between Oakland Unified School District and Dr. Teresa Doyle. Services to be primarily provided to Special Education for the period of 09/01/2010 through 06/30/2011.

Fiscal Impact Funding resource name (please spell out) SE Basic Instrsupv - Spec Ed
 _____ not to exceed \$ 22,000.00

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

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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2010-2011

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

- Services:** The 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 09/01/2010, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/30/2011.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Twenty two thousand Dollars (\$ 22,000.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

- 4. Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - 1. Individual consultants:**
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 - 2. Agencies or organizations:**
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- 5. 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 \$ _____.
- 6. 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.

- 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:

OUSD Representative:

Name: John Rusk
Site /Dept.: Special Education
Address: 2850 West Street
Oakland, CA 94608
Phone: (510) 879-8717

CONTRACTOR:

Name: Dr. Teresa Doyle
Title: Proprietor
Address: 5330 College Avenue SUITE 220
Oakland CA 94618
Phone: (510) 594-1926

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

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

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

10. Insurance:

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

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

- 12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
- 14. **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
- 15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 16. **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 - 1. **Tuberculosis Screening**
 - 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial: TD

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

- 20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 - 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 - 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.
 CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
 Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 09/01/2010 Work shall be completed by: 06/30/2011 Total Fee: \$ 22,000.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos
 President, Board of Education
 Superintendent or Designee

 Secretary, Board of Education

 Date

CONTRACTOR

Teresa Doyle
 Contractor Signature

8/18/10
 Date

Dr. Teresa Doyle Proprietor
 Print Name, Title

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Contract between OUSD and Teresa Doyle (Oakland, CA) for the latter to conduct up to five independent neuropsychological evaluations for students to be in compliance with the standards established by California Education Code 5600 et seq. Contractor will also provide findings and assessment reports for each of the students assessed for the period of August 02, 2010 through March 31, 2011

SCOPE OF WORK

Dr. Teresa Doyle will provide a maximum of 128.00 hours of services at a rate of \$ 175.00 per hour for a total not to exceed \$ 22,000.00.

Services are anticipated to begin on 09/01/2010 and end on 06/30/2011.

1. Description of Services to be Provided Please provide a one or two paragraphs program description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and the outcome specific to this consultant.

The contractor will provide independent neuropsychological evaluations established by the requirements for an independent educational evaluation per 34 CFR 300.502. These evaluations may provide additional information related to the students's suspected areas of disability, educational performance and possible interventions.

2. Specific Duties and Outcomes: Be specific as to what *this* consultant will do. Provide details as to program participation (Students will...) and measurable outcomes (Participants will be able to...).

The contractor will conduct student observations for 4-5 students as part of the assessment for Special Education . She will also provide a findings and a report pertaining to each of the students assessed

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

Please select:

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

Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified" and the modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the SPSA modification was approved.
3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the SPSA modification was approved.

Teresa Doyle, Ph.D.
5330 College Avenue
Oakland, CA 94618
(510) 594-1926
teresadoyle@mindspring.com

EDUCATION

Ph.D. Clinical Psychology, 1993
M.A. Clinical Psychology, 1989
California School of Professional Psychology, Berkeley/Alameda, CA
Program approved by the American Psychological Association

M.A. Art Therapy, 1981
University of Louisville, KY
Program approved by the American Art Therapy Association

B.A. Studio Art, Psychology Minor, 1979
Arizona State University, Tempe, AZ

Great Brooks Program, Jan. 1975-May 1977
St. John's College, Santa Fe, NM
Three academic year study in Classical Liberal Arts

CLINICAL EXPERIENCE

- | | |
|---------------------------|---|
| July 1993-
Present | Private Practice
Oakland, CA <ul style="list-style-type: none">• neuropsychological assessment of children, adolescents and adults• psychoanalytic psychotherapy for children, adolescents and adults• educational and program development consultation |
| July 1995-
August 2001 | McAuley Behavioral Health , St. Mary's Hospital and Medical Center, San Francisco, CA
Medical Staff, Clinical Faculty, Supervisor <ul style="list-style-type: none">• supervised predoctoral and postdoctoral interns learning neuropsychological assessment |
| Oct. 1994-
Aug. 1995 | Children's Hospital , Oakland, CA
<u>PASSAGE Program, Center for the Vulnerable Child</u>
Psychologist <ul style="list-style-type: none">• conducted psychological assessments of children in foster care system, ages 2-12• assisted in program development; provided supervision |
| March 1994-
Jan. 1995 | <u>Child Development Center</u>
On-Call Registered Psychologist <ul style="list-style-type: none">• Conducted psychological and neuropsychological assessment of culturally diverse clinical population of children, ages 4-17. Diagnoses included brain tumor, genetic illness, head injury, learning disabilities, ADHD and psychiatric disorders |
| Sept. 1992-
Aug. 1993 | <u>Child Development Center and Dept. of Psychiatry</u>
Postdoctoral Fellow in Neuropsychology <ul style="list-style-type: none">• responsibilities as above• participated as a member of multidisciplinary Neuro-Oncology Team• training included three hours of individual supervision plus seminars in neuropsychology and test administration weekly |

- Sept. 1991-
July 1993 **California Pacific Medical Center**, Dept. of Psychiatry, San Francisco, CA
formerly Children's Hospital of San Francisco, Dept. of Psychiatry
Psychology Fellow in Psychoanalytic Psychotherapy
- intake evaluations and psychoanalytic psychotherapy with adults and children of diverse diagnoses including major mental illness and severe character disorders
 - crisis intervention and case management services; collateral work with parents
 - intensive two-year long course of training included five hours of individual supervision plus twelve hours of seminars on diagnosis and treatment weekly
- July 1990-
Aug. 1991 **McAuley Neuropsychiatric Institute**, St. Mary's Hospital, San Francisco, CA
Psychology Intern
- psychodynamic psychotherapy with adults and children
 - psychological and neuropsychological assessment of child and adolescent psychiatric inpatients, ages 3-17
 - co-led psychotherapy group for women diagnosed with eating disorders
 - training included four to six hours of individual supervision and ten hours of seminars weekly in neuropsychological assessment, theory and technique of psychoanalytic psychotherapy, and group psychotherapy
- Sept. 1988-
Aug. 1989 **Comprehensive Child Crisis Service**, Children's Hospital, San Francisco, CA
Psychology Trainee
- crisis intervention, including evaluation for hospitalization, in primary psychiatric emergency service for children and adolescents of San Francisco
 - short-term and long-term psychotherapy; collateral work with patients

RELATED CLINICAL EXPERIENCE

- Sept. 1985-
May 1990 **First Hospital Vallejo**, Vallejo, CA
Art Therapist
- developed art therapy program on inpatient psychiatric unit for children, ages 3-12
 - participated as a member of multidisciplinary team in conducting assessments, treatment planning and providing individual and group therapy
 - developed and led psycho-educational group for sexually abused children and led weekly multi-family art therapy group
 - supervised graduate art therapy students
- April 1985-
April 1986 **Oakes Children Center**, San Francisco, CA
Art Therapist
- individual and group art therapy with severely emotionally disturbed children, ages 3-10, in private therapeutic school. Diagnoses included Childhood Psychosis, Autism, Pervasive Developmental Disorder and Mental Retardation
- Sept. 1981-
April 1985 **Cordilleras Mental Health Center**, Redwood City, CA
Art Therapist
- developed art therapy program for 120 adults, ages 18-65, diagnosed with Schizophrenia and Major Affective Illness in sub-acute psychiatric hospital
 - member of multidisciplinary treatment team providing assessment, treatment planning, and program development
 - supervised graduate art therapy students
- Jan. 1980-
May 1981 **Norton Hospital**, Dept. of Psychiatry, Louisville, KY
Art Therapy Intern
- member of multidisciplinary treatment team on adolescent and adult psychiatric units in University of Louisville Medical School affiliated with teaching hospital
 - conducted assessments; provided individual and group art therapy

TEACHING

Conducting Psychotherapy with Neurodevelopmentally Atypical Children: An Integration of Psychoanalytic Theory and Neuropsychology

2006 **Private Practice, Oakland, CA**
MCEP Approved Provider

2003 **Northern California Society for Psychoanalytic Psychotherapy, Oakland, CA**

Theory and Technique of Neuropsychological Assessment

1995 - 2001 **McAuley Behavioral Health, St. Mary's Hospital and Medical Center, San Francisco, CA**

Child Psychotherapy

1993 - 1995 **Lincoln Child Center, Oakland, CA**

Neuropsychological Assessment

Objective Personality Measures

1994 **California Institute of Integral Studies, San Francisco, CA**
Adjunct Faculty/Doctoral Psychology Program

HONORS

2005 Lifetime Achievement in Education Award
Ann Martin Children's Center

1994 Student Member Paper Award
Northern California Society for Psychoanalytic Psychotherapy
Local Chapter of Division 39 of the American Psychological Association

1993 Student Commencement Speaker
California School of Professional Psychology, Berkeley/Alameda

1991 Outstanding Progress, Clinical Peer and Proficiency Review
California School of Professional Psychology, Berkeley/Alameda

1989 Nathan and Mildred Oremland Clinical Essay Award
Children's Hospital, Dept. of Psychiatry, San Francisco
Themes of Loss and Annihilation in a Case of Post-Traumatic Stress Disorder.

1983 Letter of Commendation, Cordilleras Mental Health Center, Redwood City, CA

1981 Student Commencement Speaker, Expressive Therapies Dept., University of Louisville, KY
Graduated Magna cum Laude, University of Louisville

1979 Dean's Honor List, Arizona State University, Tempe, AZ

PROFESSIONAL CREDENTIALS

Licensed Psychologist, State of California, PSY 13968, granted 1994
Professional Credentialed Member, American Art Therapy Association, Registration #85-100

PUBLICATIONS

Book Review: *The Abused Child* by Toni Heineman, Fort Da, Newsletter of NCSPP, April 1999

Reaping a Wild Harvest: On the Contributions of Charles Peirce to a Psychoanalytic Theory of Intersubjectivity. Fort Da, Newsletter of NCSPP, 1995

Using a Multi-Family Art Therapy Group to Engage Families in Treatment, Proceedings of the 20th Annual Conference of the American Art Therapy Association, San Francisco, CA, Nov. 1989



Consultant Fingerprint/Criminal Background Check Waiver Request

Directions

The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check. The OUSD contract originator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require Cabinet level approval (CFO, CSO, CAO or Assistant Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to resubmit the packet with documentation verifying that the consultant has completed this requirement.

Contractor Name	Dr. Teresa Doyle		
Originator Name	John Rusk	Site or Department	Foster/PEC
Which sites or locations will the contractor be working at? Foster/PEC			
TB Clearance Requirement <i>Proof of negative TB status is required for all consultants who will be working with OUSD students or staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one time speaker.</i> How is this contractor going to meet the TB clearance requirement? <input type="checkbox"/> Proof of TB clearance is in the contract packet <input checked="" type="checkbox"/> TB Waiver requested			

[TO BE COMPLETED BY AUTHORIZED OUSD EMPLOYEE ONLY.] CONTRACTOR's employees will have only limited contact, if any, with OUSD pupils and OUSD will take appropriate steps to protect the safety of any pupils that may come in contact with CONTRACTOR's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to CONTRACTOR for the services under this Agreement. As an authorized OUSD official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of OUSD. (Education Code § 45125.1 (c))

OUSD Representative's Name	John Rusk	Title	Coordinator
OUSD Representative's Signature		Date	9/1/10

Approval Cabinet Level approval required (CFO, CSO, CAO or Assistant Superintendent)

Approver Name	_____	Title	_____
Approver Signature	_____	Date	_____
Reason for Approval			

OUSD Consultant Billing Rate Guideline Waiver Request

Directions

All District professional services contracts must be paid at an hourly rate within the OUSD Billing Rate Guidelines. Principals and managers can submit a waiver request to pay consultants at a higher hourly rate or in special circumstances, a flat fee contract. Billing rate guideline waivers require Cabinet level approval (CFO, CSO, CCA, CAO or Assistant Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to renegotiate the compensation and resubmit the contract for approval.

Contractor Name	Dr. Teresa Doyle
Contract Originator Name	John Rusk
Site or Department	Foster/PEC
Requisition Number	R0100947

Reason for requested waiver:

- Specialized skills set justifies higher hourly rate, see resume or statement of qualifications attached
- Short-term contract requires a higher hourly rate. Contract is less than one month in duration.
- Other, please explain:

Approval Cabinet Level approval required (CFO, CSO, CCA, CAO or Assistant Superintendent)

Network or Executive Officer	Date
Cabinet Level	Date

CERTIFICATE OF INSURANCE

This certifies that STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
 STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
 STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
 STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
 STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder DOYLE, TERESA
 Address of policyholder 5330 COLLEGE AVE STE 220, OAKLAND, CA 94618
 Location of operations 5330 COLLEGE AVE, STE 220, OAKLAND, CA 94618
 Description of operations _____

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
97-KQ-2215-7	Comprehensive Business Liability	10-01-09	10-01-10	BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:				
<input checked="" type="checkbox"/> Products - Completed Operations <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Underground Hazard Coverage <input type="checkbox"/> Personal Injury <input type="checkbox"/> Advertising Injury <input type="checkbox"/> Explosion Hazard Coverage <input type="checkbox"/> Collapse Hazard Coverage <input checked="" type="checkbox"/> General Liability <input type="checkbox"/>				Each Occurrence \$ 1,000,000 General Aggregate \$ 2,000,000 Products - Completed Operations Aggregate \$ 2,000,000
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE
	<input type="checkbox"/> Umbrella <input type="checkbox"/> Other	Effective Date	Expiration Date	(Combined Single Limit)
				Each Occurrence \$ Aggregate \$ Part 1 STATUTORY Part 2 BODILY INJURY Each Accident \$ Disease Each Employee \$ Disease - Policy Limit \$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY
		Effective Date	Expiration Date	(at beginning of policy period)

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 10 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Name and Address of Certificate Holder

ADDITIONAL INSURED:

OAKLAND UNIFIED SCHOOL DISTRICT
 SPECIAL EDUCATION DEPARTMENT
 2850 WEST STREET
 OAKLAND, CA 94608

[Signature]
 Signature of Authorized Representative

Agent 7/14/2010
 Title _____ Date _____

Agent's Code Stamp

AFO Code 166

OUSD Consultant General Liability Insurance Reduced Insurance Requirement or Waiver Request

Directions

All consultants are required to provide proof of General Liability Insurance with limits of One Million Dollars per occurrence. Additional information about this requirement can be found on the internet under Finances, Procurement and Distribution tab, document entitled "Quick Tips: Consultant General Liability Insurance." In rare circumstances, where appropriate, the District can reduce the required amount of insurance or waive the general liability insurance requirement. To request that your contract is considered for either a reduced amount of insurance or a waiver, complete this form and submit it with a copy of the contract to Risk Management. Waivers will only be granted in cases where the consultant will have no interaction with students.

Steps:

1. OUSD Contract Originator completes request form
2. OUSD Contract Originator submits request form and copy of contract with Scope of Work to Risk Management at 1025 2nd Avenue, Room 115A or email Reginald.crowell@ousd.k12.ca.us and Pauline.williams@ousd.k12.ca.us
3. Risk Management considers request and returns form within 10 business days to OUSD Contract Originator
4. If approved, OUSD Contract Originator submits form with completed contract to Procurement.

Contractor Name	Dr. Teresa Doyle	Contract Amount	\$ 22,000.00
OUSD Originator Name	John Rusk	Site / Department	Foster/PEC

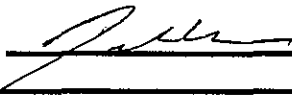
Why do you believe that this contract poses a low risk to the District and should be eligible for a reduction or waiver of the general liability insurance requirement?

PEC has 5 student assessments that must be completed within 45 days or we will be in violation of interim agreements for these students. These are interim agreements that couldn't receive resolution because the assessments were not completed. As a result, this leaves us at risk of potentially incurring significant legal fees.

Signature of Contract Originator Requesting Waiver

If submitted via email, type name and send from principal or manager's email account.

OUSD Principal or Manager



Date

Risk Management

Approved: Based on the scope of work provided, I approve the following adjustment to the General Liability Insurance requirement for this contract:

Reduced Requirement : \$ _____

Waiver of General Liability Insurance Requirement

Reason for reduction or waiver: _____

Denied: Unfortunately, this contract does not qualify for a reduction or waiver

Denial Reason: Working directly with children

Signature



Date 11/2/10

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2010-2011

Basic Directions

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

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

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

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

OUSD Staff Contact *Emails about this contract should be sent to:* **nikol.brandon@ousd.k12.ca.us**

Contractor Information

Contractor Name	Dr. Teresa Doyle	Agency's Contact	Teresa Doyle				
OUSD Vendor ID #	I005201	Title	Proprietor				
Street Address	5330 College Avenue SUITE 220	City	Oakland	State	CA	Zip	94618
Telephone	(510) 594-1926	Email	teresadoyle@mindspring.com				
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" 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	09/01/2010	Date work will end	06/30/2011	Other Expenses	
Pay Rate Per Hour (required)	\$ 175.00	Number of Hours	128.00	Total Contract Amount	\$ 22,000.00

Budget Information

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

Resource #	Resource Name	Org Key	Object Code	Amount
3301	Special Ed	9755300201	5825	\$ 22,000.00
			5825	\$
			5825	\$
Requisition No.	R0100947		Total Contract Amount	\$ 22,000.00

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.

1.	Administrator / Manager (Originator)	Name	John Rusk	Phone	(510) 879-8717
	Site / Department	Special Education		Fax	(510) 879-2907
	Signature	<i>John Rusk</i>		Date Approved	9/1/10
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	
3.	Regional Executive Officer				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
4.	Signature	<i>Sharon St. Casanares</i>		Date Approved	9/1/10
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000				
	Signature	<i>Maria Santos</i>		Date Approved	11-15-10
5.	Superintendent, Board of Education <i>Signature on the legal contract</i>				
Legal Required if not using standard contract	Approved	Denied - Reason			Date
Procurement	Date Received	PO Number	P1103541		



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