

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M - E - M - O - R - A - N - D - U - M

TO: Pat Ditri
FROM: Kim Conti 
RE: Board Agenda Item
DATE: June 4, 2013

The Superintendent recommends, the committee concurs and I so move that the Board accept the proposal to provide professional services in the area of student support for the 2013-2014 school year from Wellness Management Services of Trinitas Regional Medical Center, 225 Williamson St., Elizabeth, NJ in an amount not to exceed \$82,000.00 in accordance with the information in the hands of each board member. Account number 11-000-216-320-01-19.

**Wellness Management Services
Trinitas Regional Medical Center
Proposal for Provision of Student Support/Guidance Center**

Problem/Need:

- Provide support for students who are at risk (experience academic and/or behavior difficulties)
- Decrease CST referrals
- Improve educational performance
- Prevent the disproportional representation of student subgroups from being referred to CST, and subsequently classified

Proposed Solution:

Establish a Student Support/Guidance Center at UHS so students can receive counseling services to support their educational performance

Outside consultants would be sought to facilitate the following:

- Facilitate the development and implementation of individual and group counseling sessions to improve student coping skills and behavior, i.e. anger management, how to deal with peer pressure, skill building
- Consult and follow-up with administration, teachers, and CST, related service providers, and teacher assistants regarding strategies to support students so they are successful at school
- Consult and follow-up with parents/guardians

Why Independent Consultants Rather Than Utilizing District Staff

- This information will be presented to district staff (i.e. school counselors and CST) who will then turn-key this plan to continue this program and its services
- The initial development of this program requires many hours of ongoing training/consultation/evaluation and follow-up to provide a program that supports at risk students

Reasons for Selecting Consultant

- Sole qualified bid
- Previously provided services to the district in
- A Licensed Psychologist who will oversee the program has several years experience managing a therapeutic high school and providing counseling/consultation services to other school districts

Program Evaluation

- Teacher, administration, and support staff observation and feedback
- Decrease in students referred to the CST
- Decrease in discipline referrals

NOTICE TO BIDDERS

TOWNSHIP OF UNION BOARD OF EDUCATION
2369 MORRIS AVENUE
UNION, NEW JERSEY 07083

SPECIFICATIONS FOR BID TO PROVIDE PROFESSIONAL SERVICES IN THE AREA OF STUDENT SUPPORT FOR 2013-2014 SCHOOL YEAR

The Board of Education of the Township of Union (the "Board") is seeking proposals for a student support/guidance program to improve the behavior and academic success of "at risk" high school students. Vendor shall provide individual and group counseling services and consultation with teachers, administrators, and parents as needed and as assigned. Vendor will also provide training of school counselors, school psychologist, and school social workers to turn-key program.

Minimum ten (10) years clinical experience as a licensed clinical social worker or licensed psychologist and proven track record of implementing student support and guidance programs is required.

All providers shall be NJ State licensed clinical social workers or psychologists or qualified interns who are directly supervised by an LCSW or Licensed Psychologist. Proposals shall also contain: (a) Certificate of Employee Information Report (AA); (b) Business Registration Certificate; (c) W-9 and (d) Insurance certificate in the form required by the Township of Union Board of Education.

Proposals must be in writing and must contain fixed rates for all services and fees. All fee proposals shall be fixed for one (1) year from the date of the award and may not change or be withdrawn except by the permission of the Board. Proposals shall be submitted no later than **THURSDAY, MAY 16, 2013**. Proposals must contain a Curriculum Vitae or resume for all who may be assigned to handle these matters. The award shall be made to a vendor whose response is most advantageous to the Board, price and other factors considered. All providers shall have a criminal background screening prior to assignment in the district. The Board shall have the option of terminating this engagement upon thirty (30) days notice to the Provider.

Provider is required to sign the contract in the bid specifications. The Company shall sign a statement that it shall indemnify, defend and hold the district harmless from any and all liabilities for any claims which may arise as a result of the engagement of the Company.

Proposals will be opened and read aloud in the Board of Education conference room at the Administration Building, 2369 Morris Avenue, Union, New Jersey on **THURSDAY, MAY 16, 2013** at **11 a.m.** Your proposal must be received prior to that date and time. Two original proposals shall be submitted by regular or overnight mail, no email proposals allowed. The Board shall not be responsible for late or misdelivered proposals.

Bid specifications are available by request to James J. Damato, Board Secretary/General Counsel, Township of Union Board of Education, 2369 Morris Avenue, Union, New Jersey 07083; 908-851-6411. Any technical questions or assignment-related questions may be submitted to Kim Conti, Director of Special Services at 908-851-4426.

**SPECIFICATIONS FOR BID TO PROVIDE
TOWNSHIP OF UNION BOARD OF EDUCATION PROFESSIONAL SERVICES**

BID FORM

Price per diem \$ 455.56

*Estimated number of days per year 100

Maximum number of days per year 180

For purposes of bid comparison, the bids will be compared using the following formula:

$$\text{Price per diem} \times 100 \text{ (estimated days)} = \frac{\$ \text{ 82,000.00 }}{\text{TOTAL ESTIMATED BID}}$$

No other charges are permitted; i.e., travel time, etc.

Authorized Signature

Date

***Estimated number of days is an estimate only. The actual number of days assigned is in the discretion of the Board and will be as assigned by the Board. The actual number of days may be more or less than the estimated number, in the discretion of the Board.**

SPECIFICATIONS FOR BID TO PROVIDE PROFESSIONAL SERVICES
SAMPLE FORM OF CONTRACT

**PROFESSIONAL DEVELOPMENT CONTRACT BETWEEN
THE TOWNSHIP OF UNION BOARD OF EDUCATION AND**

This document shall serve as a form of agreement (hereinafter "Agreement") between the independent contractor, _____ (hereinafter "Contractor") and the Township of Union Board of Education (hereinafter "Board") also collectively known as the "Parties".

Nature of Engagement – Services shall be those identified in the Notice to Bidders, Bid Specifications and as assigned by the Director of Special Services (hereinafter "Board Representatives" as appropriate. The Contractor shall provide any reports and/or updates to the Board Representatives as requested.

Duration of this Agreement – This agreement shall commence on September 1, 2013 and terminate on June 30, 2014. The Board of Education may cancel this Agreement upon thirty (30) days written notice to the other.

Scheduling – Training seminars will be scheduled between the Contractor and the Board Representatives at such locations as designated by the Board Representatives.

Independent Contractor – The Contractor shall in all respects be considered an Independent Contractor as that term is defined in Federal and State Law and regulations. It is expressly understood that no employer-employee relationship exists between the parties by virtue of this Agreement.

Insurance – The Contractor shall provide to the Board proof of insurance in the following form and minimum limits:

Professional Liability	\$ 1,000,000
Workers' Compensation	500,000
General Liability	1,000,000

All insurance policies shall name the Township of Union Board of Education as additional insured and proof of said policy shall be provided on the standard ACORD form.

Indemnification – To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Board for any and all claims, damages or expenses (including attorney fees) which may arise as a result of this engagement and the services provided hereunder.

Billing – Invoices shall be provided to the appropriate Board Representatives for approval by the Board. Payments shall be made in accordance with the attached Schedule "A".

Jurisdiction/Forum – The parties agree that any disputes which may arise from the implementation of this agreement shall be referred to the Superior Court of Union County.

Required State Forms - The Contractor shall provide and attach hereto the following documents:

1. Affirmative action approval form (Certificate of Employee Information Report)
2. NJ Business Registration Certificate
3. W-9
4. Insurance Certificate

Requisite Authority – The undersigned representatives of the Parties have the requisite authority from their respective entities to sign this Agreement and legally bind said respective Parties.

TOWNSHIP OF UNION
BOARD OF EDUCATION

By: _____

By: _____

Dated: _____

Dated: _____

RESUME

Rodger Goddard, Ph.D.
359 West End Road
South Orange, New Jersey 07079
(973) 763-0991

N.J. Psychology License # 2597 N.J. Educational Provider # 1161

New Jersey Professional Development & Education Registration Provider: # 1161

EDUCATION:

Ph.D. Clinical Psychology	City University of New York, N.Y., N.Y.	1985
Internship in Clinical Psychology	Roosevelt Hospital, New York, N.Y.	1983
M.A. General Psychology	City University of New York, N.Y., N.Y.	1983
B.A. Psychology	Sarah Lawrence College, Bronxville, N.Y.	1976
	School of Engineering, University of Michigan Ann Arbor, Michigan	1973

SKILL SUMMARY:

Educational & School Consultation	Psychological Assessment and Treatment
Teacher & School Staff Training & Presentations	Treatment of Child & Adult Clinical Disorders
Administration, Leadership & Management	Budget, Hiring & Marketing
School Administrator & Managerial Coaching	Organizational Development & Consultation
Corporate Presentations and Seminars	Educational & School Program Development
Health Care Program Development & Program Implementation	Response Intervention for At Risk, Classified Disruptive and Learning Disabled Students

PROFESSIONAL HISTORY:

1986 - Present	School & Corporate Consultant / Psychologist	Corporate & School Consultation, Training, Presentations and Program Development Private Practice Clinical Psychology Child, adolescent, adult and family psychotherapy and assessment. Success Skills, LLC South Orange, New Jersey 07079
1989 - Present	Chief Psychologist / Director	Wellness Management Services The Family Resource Center Trinitas Psychological Services Trinitas Internship Training Program Trinitas Regional Medical Center Dept. of Behavioral Health and Psychiatry Elizabeth, N. J. 07202
1987 - 1989	Director	Family Services Substance Abuse Services Goldwater Memorial Hospital Roosevelt Island, N. Y. 10028

ACHIEVEMENTS:

- ▶ **School Consultation and Training:** Creation and implementation of programs for school districts to improve student achievement. Creation of curriculum materials and coursework to improve student learning, study, test taking, organization and communication skills. Seminars, presentations, consultation and program development to improve teacher effectiveness and student achievement. Design of process and structural system improvements for schools to more effectively engage, motivate and guide disruptive, aggressive, under motivated and at risk students. Provision of prevention and intervention programs for schools to deal with students at risk of drug and alcohol abuse and gang involvement. Creation of programs to help schools prevent, prepare for and deal with student crisis, aggression and suicidal intent. Provision of violence and bullying prevention programs. Implementation of programs to help schools increase parent engagement and involvement in student success. Creation of programs to help schools guide ADHD and conduct disordered students. Introduction of student study and learning skill assessment tools to help districts pinpoint critical areas for student centered intervention. Delivery of Brain Based Research programs to align teaching methods with the needs of today's students. Consultation services provided to Child Study Teams and Intervention and Referral Services to improve the assessment, pre-classification and classification processes of students with learning and behavioral disabilities.
- ▶ **Corporate and Organizational Wellness Program Implementation:** Corporate consultation and interventions to reduce employee health care costs. Development of programs to aid high health risk employees. Assessment of corporate health risk exposure. Leadership and course materials development for seminars on Health Improvement, Stress Management, Smoking Cessation, Weight Reduction, Exercise, Nutrition and Drug Abuse in the Workplace. Creation of an intervention program for Police to help officers and cadets learn stress inoculation, trauma coping, conflict resolution and communication skills and techniques. Provision of patient Health Improvement programs for medical practices, health care clinics and agencies.
- ▶ **Corporate Organizational Development, Consultation and Training:** Creation, marketing and directorship of corporate and organizational consultation and seminar services. Creation of programs to improve organizational, manager and employee productivity, communication and effectiveness. Creation and provision of seminars and programs on Customer Care, Leadership, Employee Motivation, Total Quality Management, Customer Satisfaction, Service Improvement, Interdepartmental Coordination, Change Management, Conflict Resolution, Time Management, Cultural Diversity and Process Improvement in the workplace. Development of corporate seminar course materials and media presentations. Employee promotion and hiring assessments. Employee and customer satisfaction surveys to assist in organizational goal setting and achievement. Middle and upper level manager coaching. Consultations on guiding and improving under performing, aggressive and at risk employees. Corporate crisis intervention. Design and implementation of programs to help managers and employees cope with downsizing and plant closing issues.
- ▶ **Set Up and Directorship of Outpatient Clinic:** Designing, development and directing of outpatient satellite psychiatric clinic for the expansion of hospital psychiatry services. Contract negotiating with Managed Care Companies for utilization of the outpatient satellite clinic services. Directing of marketing campaign to position the new clinic among competitors in, New Jersey. Network development with managed care companies, employee assistance programs, school administrators, physician groups, churches, court system, parent groups, businesses and

corporations. Public relations and marketing campaign and materials development. Setting up of computer information systems to support clinic administration, billing and marketing.

- ▶ **Chief Psychologist:** Management and supervision of Clinic Directors and Psychology Staff as Chief Psychologist in one of New Jersey's largest psychiatric services. Overseeing of budgeting, strategic planning, goal setting, program creation, unit operations, quality process reengineering and standards compliance in Psychiatry Department. Leadership of Psychiatry Units' implementation of processes to improve profitability, service quality, productivity, customer satisfaction and continued adaptation to the changing health care environment. Recruitment, hiring, training, career development and evaluation of psychologists, clinicians and support staff.
- ▶ **Behavioral Medicine Program Creation:** Establishment of Behavioral Medicine Program to serve physician-medical groups, health care clinics and hospital medical/surgery departments. Development of a pain management clinic with an off site physical therapy/rehabilitation center.
- ▶ **Internship Director:** Directorship of American Psychological Association accredited Psychology Internship program. Program administration. Supervision of interns. Intern course leadership.
- ▶ **Change Management Leadership:** Establishment of training program for Department of Psychiatry staff to meet the demands of the changing health care environment. Mental health care worker training in: 1) short term, group and individual psychotherapeutic interventions, 2) preventive behavioral health care skills, 3) managed health care company interfacing skills, 4) cost effective models of psychiatric intervention, and, 5) process improvement techniques.
- ▶ **ONJ Training & Team Member:** Served as an evaluator with Quality New Jersey team to assess Baldrige Award criteria for a major New Jersey corporation. Received training in assessment of organizational processes for Baldrige award criteria continuous quality improvement items.
- ▶ **Marketing and Contract Negotiation:** Directing of marketing campaign for Psychiatry Department Services through The Wellness Management Program. Initiation of contracts with insurance and managed care companies for the provision of psychiatric services for employees and insurance plan members.
- ▶ **IT Consultant:** Co-coordination of Information System implementation for the Department of Psychiatry to computerize patient records, billing and charting. Training of Psychiatry Department Staff Members in the use of patient database management.
- ▶ **Critical Incident Trauma Debriefing & Consultation:** Marketing of trauma intervention and trauma prevention programs for companies, public organizations and government agencies (e.g., including the Police Training Academy). Provision of debriefing, critical incident and trauma response services.
- ▶ **Public Speaking:** Media presentations and interviews on topics including personal health care improvement, psychiatric, childcare, parenting, wellness and trauma recovery issues in various media forums (e.g., TV, radio, newspaper, Star Ledger, The Suburban News, The News Record, WJDM, etc.) to market health care and psychiatry Services.
- ▶ **Process Improvement Leadership:** Chairman of Psychiatry Department's Quality Assurance Program. Devising of cost effective strategies and process control measures to improve mental health service delivery, effectiveness and profitability.
- ▶ **Psychiatric Services Development:** Creation and directorship of Department of Psychiatry Short Term Cognitive Behavioral Group Psychotherapy Program for the delivery of focused, short term psychiatric services. Creation and development of a wide variety of program services to improve psychiatric unit effectiveness.

BOOKS / PUBLICATIONS

Book Author: Power Success Skills: "Achieving Success in School and Life – A Program for Improving Student Motivation and Academic Achievement"

Book Author: "The Health Power Program: A Body, Mind, Heart and Soul Integrative Approach for Building Positive Health Skills"

Authorship of numerous articles for local New Jersey newspapers and magazines on parenting and mental health care issues

Co-editor, Trinitas Psychiatry Newsletter

"Boyhood Separation Anxiety Disorder: Thought Disorder and Object Relations Psychopathology as Manifested in Rorschach Imagery." Journal of Personality Assessment (1989) Vol. 53, No. 2

"The Focused Child: Dr. Goddard's 10 Minute a Day Program for Building Critical Success Skills in Our Media Saturated Children"

RESEARCH

Dissertation: "Gender and Non-Gender Disturbed Boyhood Separation Anxiety Disorder: The Role of Aggression, Thought Disorder, and Object Relations as Manifested in Rorschach Imagery."

"Predicting Psychiatric Diagnosis from WAIS Test Scores." The Country Place, Litchfield, CN

"Demographic and Intellectual Correlates of Commitment to Psychotherapy." The Psychological Center, City University of N.Y.

Masters Thesis: "The Effect of Leadership Style on Group Psychotherapy Members' Treatment Outcome: Research Review"

Research Assistant: Affective Disposition, Use Preventive Health Care, and Medical Condition of Adult Outpatients." University of Connecticut Health Center, U. Conn., Farmington, CN.

Research / Editing Consultant: Research investigator and writing/editing consultant to Ruth Formanek, Ph.D. for publications on Piagetian theory and its application to education and parenting.

Bachelor's Thesis: "Impaired Language Development in the Learning Disabled Child: Literature Review and Case Study."

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS:

New Jersey Psychological Association

American Psychological Association

Quality New Jersey

American Society for Training and Development

Ruben Lambert, Psy.D.

9 Anthony Circle* Clark, NJ* 908-377-9942* Rlambert3763@aol.com

Education

- Sept 2004-Aug 2009 Doctor of Psychology in Clinical Psychology
American School of Professional Psychology
at Argosy University/Washington DC, Arlington, VA
- October 2006 Master of Arts in Clinical Psychology
American School of Professional Psychology
at Argosy University/Washington DC, Arlington, VA
- May 2004 Bachelor of Arts in Psychology
Kean University, Union, NJ
Graduated Magna Cum Laude

Clinical Employment

- Sept 2009-Present **Psychology Clinician**
Trinitas Regional Medical Center
Department of Wellness Management Services
Supervisor, Rodger Goddard, Ph.D.
Responsibilities include psychological consultation to George Washington School No. 1 in Elizabeth Township and Union High School in Union Township. The consultation to George Washington School consisted of a school wide assessment of teachers and administration to determine current behavioral, emotional, and learning problems amongst the students. Also, administration and teacher strengths and weaknesses were assessed. A student success program tailored specifically for George Washington School was designed followed by training of the teachers and administration.

At Union High School, responsibilities include consultation and skills training of administration, teachers and guidance counselors. General education students with behavioral, emotional, and learning problems were identified. Interventions such as individual, group and family therapy were put into place to provide support to the identified students and decrease student dilemmas. A multisystemic approach was used incorporating the teachers, guidance counselors and parents.

- January 2011-Present **Adjunct Professor**
Kean University, Psychology Department
Responsibilities consist of preparing lectures, assignments, and tests for students in Psychology class. Office hours are held in order to clarify concepts and provide individual instruction to students struggling with aspects of Psychology. Classes taught consist of General Psychology, Psychology of Learning, and Psychology of Adolescence.

Feb 2012-Present

Research at Rutgers University

MAP (Mental and Physical) Training Research

College students with mild to moderate depression participated in a 10 week meditation and cardiovascular exercise program. Pre and Post measures were conducted to assess changes in mood, cortical levels and brain wave functioning.

Supervised Training

Aug 2008-Aug 2009

Psy.D. Internship

Trinitas Regional Medical Center

Director, Rodger Goddard, Ph.D.

Individual, family and group therapy conducted on child, adolescent, and adult units. Outpatient cases also require case management. Intake assessments were conducted on both units and cases were presented at team meetings consisting of members from various mental health disciplines. A six-month rotation was completed in the Adult Partial Hospital Unit. The second rotation was with Wellness and Consultation Services. Psychoeducation presentations have been conducted with parents at Elizabeth Public Schools. Skills building groups with at risk students in Union Public Schools were facilitated. There were regular consultation with teachers and administration at various Union Middle Schools and George Washington School No. 1 in Elizabeth. Supervision consisted of 3 individual and 1 group supervision per week.

Sept 2006-June 2007

PsyD Externship

Essex County Hospital, Cedar Grove, NJ

Supervisor Barbara Alter, Ph.D.

Conducted psychological assessment of clients whose ages range from 18-65. Individual and group therapy was also conducted with clients of diverse ethnic backgrounds who suffer from severe mental illness.

Sept 2005-June 2006

PsyD Externship

Associated Clinical Services, Springfield, VA

Supervisor Edwin N. Carter, Ph.D.

Conducted therapy and assessment of an outpatient population whose ages ranged from 6-55 years old. The clients were of diverse ethnic backgrounds and suffered from a wide range of mental disorders. Therapy was conducted in Spanish if a client was not proficient in English.

Sept 2003-Dec 2003

Undergraduate Internship

Conklin Youth Center, Hackensack, NJ

Supervisor Sharon Boyd-Jackson Ph.D.

Participated in case discussion meetings. Performed supervised intake interviews. Assisted with coordinating activities and supervised adolescents ages 11-17. Behavior modification interventions such as token economy were used to reinforce positive behaviors.

Supervised Employment

Sept 2007- Feb 2008 **Intensive In-Home Therapist**
Supreme Consultants
Provided home based behavioral interventions and family therapy for Latino children and adolescents. A portion of the therapeutic interventions were conducted in Spanish.

Employment

June-Aug 1998-2008 **Summer Camp Counselor**
The Shim Academy West, Roselle, NJ
The camp integrated children from various organizations such as Families and Communities Together, Kids Connection and Youth Connection. These programs support families in crises. Coordinated scholarly and physical activities for children ages 10-14.

Sept 1999-June 2008 **Substitute Teacher**
Elizabeth Board of Education, Elizabeth NJ
Performed an absent teacher's responsibilities in the classroom. Reviewed homework and taught new lessons to students. Worked with children in grades Pre-K to 8th grade.

June 1997-Sept 1997 **Lifeguard**
Inman Avenue Sports Club
Responsible for the safety of all pool patrons. Rescued drowning victims and administered first aid. Responsible for pool maintenance and checked to make sure chlorine was at a sanitary level.

Presentations:

August 2009 **Elizabeth Board of Education, School No. 1**
Conducted a series of workshops to teachers of an elementary and middle school on effective classroom management skills.

August 2010 **Woodbridge Township Housing Authority**
Conducted a series of presentations on communication skills and conflict resolution to the residents at 5 residential housing units directed by the Woodbridge Township Housing Authority. The residents' ages ranged from 50-85.

November 2, 2010 **Union Township Board of Education, Special Services Department**
Conducted a workshop to the staff on how to develop a conflict resolution and anger management program for student in middle school and high school.

February 18, 2011 **Union Township Board of Education, Special Services Department**
A workshop was conducted on Mental Illness in Schools to the staff of the Special Services Department. The lecture presented symptoms associated with various mental disorders and how it impacts a students' ability to learn in the classroom. Suggestions for faculty members were presented.

Volunteer Experience

- Nov 2008-Present **Director of Wellness Programs**
Board of Directors
So Shim Sa Zen Center, Warren, NJ
Teach Meditation and coordinate wellness classes for members
- June 1999-Aug 2005 **Martial Arts and Meditation Instructor**
The Shim Academy Headquarters, Elizabeth, NJ
Taught ages 3-80 martial arts and meditation. Promoted overall health of body and mind. Taught all ages self discipline, focus, and concentration.
- Jan 2004-April 2004 **Mentor**
Kean University Student, Union, NJ
Volunteered to mentor a student who was struggling with balancing school, personal life, and playing football. I was supervised by a professor at Kean University. Taught time management and study techniques. Also, taught meditation to improve focus and concentration. I motivated the student to achieve and succeed.
- Jan 2003-May2003 **Teacher Assistant in Undergraduate Statistics Class**
Kean University, Union NJ
Responsible for assisting students who did not understand statistics concepts. Graded homework and tests handed in by students.
- Jan 2001-April 2001 **Volunteer in First Aid Squad**
Clark First Aid Squad, Clark, NJ
Responded to medical emergencies in the community. Transported patients to the hospital. Administered first aid and documented patients symptoms.
- Jan 1999-May 1999 **Volunteer Medical Translator**
University of Medical and Dentistry New Jersey Health Clinic
Assisted communication between doctors and Spanish speaking patients. Diagnosis and recommendations were established with the assistance of my translation.

Professional Memberships

- 2004-Present Member, Psi Chi National Honor Society in Psychology
- 2004-Present Member, Phi Kappa Phi National Honor Society

Special Competencies

Native fluency in Spanish