

Board Office Use: Legislative File Info.	
File ID Number	14-0936
Introduction Date	6/11/14
Enactment Number	14-0932
Enactment Date	6/11/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education  
Gary Yee Ed.D., Superintendent

From 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 Amendment - 1  
Jamie Keller Berkeley CA (Contractor, City/State) -  
Sequoia 151 (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Jamie Keller.  
 Services to be primarily provided to Sequoia 151 for the period of 02/14/2014 through 06/12/2014, in an amount not to exceed \$ 500.00.

Background Additional time is needed for consultant to complete work with teachers and students. Current funding is projected to run out before the end of the year.  
*A one paragraph explanation of why an amendment is needed.*

Discussion Consultant will provide an additional 12.5 hours of reading intervention consultation with teachers and below basic students.  
*One paragraph summary of the amended scope of work.*

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Jamie Keller.  
 Services to be primarily provided to Sequoia 151 for the period of 02/14/2014 through 06/12/2014, in an amount not to exceed \$ 500.00.

Fiscal Impact Funding resource name (please spell out) Title One  
 \_\_\_\_\_ not to exceed \$ 500.00

Attachments

- Contract Amendment
- Copy of original contract

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	14-0930
Introduction Date	6/11/14
Enactment Number	14-0932
Enactment Date	6/11/14



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 1  
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Jamie Keller (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 2/14, 2014, and the parties agree to amend that Agreement as follows:

1. **Services:**  The scope of work has changed.  ONLY the funding source has changed.  
**If the scope of work has changed:** Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.  
 Revised scope of work attached. OR, The CONTRACTOR agrees to provide the following amended services:  
 Contractor will provide an additional. 12.5 hours of reading intervention consultation

2. **Terms (duration):**  The term of the contract is unchanged.  The term of the contract has changed.  
**If the term has changed:** The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.

3. **Compensation:**  The contract price is unchanged.  The contract price has changed.  
**If the compensation has changed:** The contract price is amended by  
 Increase of \$ 500.00 to original contract amount  
 Decrease of \$ \_\_\_\_\_ to original contract amount  
 and the new contract total is \_\_\_\_\_ dollars (\$ 17,500.00 )

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

There are no previous amendments to this Agreement.  This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

Maria Santos 5-13-14  
 President, Board of Education Date  
 Superintendent or Designee  
Gary Yee 6/12/14  
 Gary Yee, Secretary, Board of Education Date

[Signature] 3-24-14  
 Contractor Signature Date  
Jamie Keller, Reading Consultant  
 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.

Consultant will provide an additional 12.5 hours of reading intervention consultation with teachers and below basic students.

SCOPE OF WORK

Jamie Keller will provide a maximum of 12.50 hours of services at a rate of \$40.00 per hour for a total not to exceed \$ 500.00. Services are anticipated to begin on 2/14/2014 and end on 06/12/2014.

1. Description of Services to be Provided: Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what this Contractor will do.

Consultant will provide reading intervention consultation services to teachers and below basic students. Assessment information will be analyzed and detailed student learning plans will drawn up and implemented.

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.

As a result of having reading difficulties addressed, students will be more successful in class. As a result of being more on par with their peers, students will attend school more often. As a result, they will graduate on time with their cohort and will advance to higher education or employment.

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

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

**4. 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", 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.
-



**AMENDMENT ROUTING FORM**

**2013-2014**

**PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1**

**Directions**

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

**Attachment Checklist**

- Contract amendment packet including Board Memo and Amendment Form
- Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
- A Board Approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (Required) katia.hazen@ousd.k12.ca.us

**Contractor Information**

Contractor Name	Jamie Keller	Agency's Contact	Jamie Keller
OUSD Vendor ID #	I006147	Title	Reading Consultant
Street Address	1116 Spruce Street	City	Berkeley
Telephone	(510) 434-2235	State	CA
		Zip	94707
		Email	jamiekeller1@gmail.com

**Compensation and Terms – Must be within the OUSD Billing Guidelines**

Original Contract Amount	\$ 17,000.00	Original PO Number	P1406123
Amended Amount	\$ 500.00	New Requisition #	R0410372
New Total Contract Amount	\$ 17,500.00	Start Date	02/14/2014
Pay Rate Per Hour (Required)	40.00	End Date	06/12/2014
		Number of Hours (Required)	12.50

**Budget Information**

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

Resource #	Resource Name	Org Key	Object Code	Amount
3010	Title 1	1514850101	5825	\$ 500.00
			5825	\$
			5825	\$

**Approval and Routing (in order of approval steps)**

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

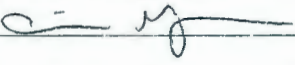

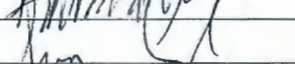

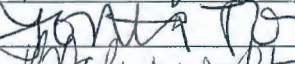

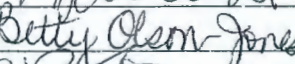



OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epls.gov/epis/search.do>)

1.	<b>Site Administrator or Manager</b>	Name	Katia Hazen	Phone	5316696	Fax	5316611	
	Site / Department	Sequoia 151						
2.	Signature				Date Approved	3/24/14		
	<b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships	Signature				Date Approved	4/30/14	
3.	<b>Regional or Executive Officer</b>	Signature				Date Approved	5/2/14	
	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>	Signature				Date Approved	5-13-14	
4.	<b>Superintendent or Board of Education</b> Signature on the legal contract							
5.	<b>Legal</b> Required if not using standard contract	Approved	Denied - Reason		Date			
<b>Procurement</b>	Date Received	PO Number		P1406123				



**Sequoia School Site Council**  
Sign in Sheet

Date March 4, 2014

Name (Print)	Signature	Role
Adrian Goldstein		Parent
Joe Hayes		Secretary/Parent
Reka Lal		Community Partner
Katia Hazen		Principal
Sean Cavanaugh		Co-Chair/Parent
Sonja Ebel		Co-Chair/Parent
Tontra Love		Teacher/Parent
Barbara Schmidt		Teacher
Betty Olson-Jones		Teacher
Shaless Peoples		Parent
Tameka Reed		Parent/DELAC Rep.
Alice Ruby		Parent
Martin Bond		Parent

**Sequoia Elementary School  
School Site Committee  
March 4, 2014  
6 – 7 pm**

**Community Norms:**

- Start and End on Time
  - Keep students at the center of the discussion
  - Assume positive intent
- Be mindful of air time
  - Tell the truth (without blame or judgment)
  - Work toward solutions within our possibilities

**Time Keeper:** Barbara Schmidt

**Notes:** Joe Hayes

**Process Checker:** Tontra Love

**Overall Goals and Objectives:**

1. Funding approvals

Topic	Outcome	Time	Facilitator
<b>Agenda Overview, Roles, and Community Agreements</b>	Review agenda, goals, and norms Whip around introductions	6:00 5 min	Sean/Sonja
<b>Approve minutes</b>	Review and approve minutes	6:05 5 min	Sean/Sonja
<b>Funding Allocations</b>	Approve funding for 2013-14 \$11,759 in Title 1	6:10 10 min	Katia
<b>Funding Allocations</b>	Approve funding for 2014-15	6:20 35 min	Katia
<b>Reflections Closing</b>	Appreciations	6:55	Sean/Sonja

In attendance were: Sean Cavanaugh, Tontra Love, Martin Bond, Adrian Goldstein, Shaless Peoples, Katia Hazen, Joe Hayes, Betty Olson-Jones, Barbara Schmidt

**Agenda Overview, Roles, and Community Agreements**

Sean Cavanaugh brought the meeting to order at 6:10 and we reviewed the agenda and reviewed the community norms in silence.

**Approve minutes**

Minutes from last time: Is this from January, or from the CSSSP mini-retreat? January. Any corrections needed to the January minutes? Hearing none, the minutes stand approved.

**Funding Allocations** Approve funding for 2013-14: \$11,759 in Title 1 (Refer to blue table)

I'm proposing we use the balance of the midyear adjustment (\$6,259.76) for paying supplies from EBAC.

Q: The \$500 is ...?

A: I want to \*add\* this amount to what Jamie is receiving, for example. This is money that's currently unallocated from our current budget, plus \$5,500 from the midyear adjustment.

Q: Jamie Keller does what?

A: Upper grade reading intervention.

Katia: Any discussion around this? There are obviously competing uses for this money... So let's discuss this proposal

SC: Seems like it's a carry-on convo from last year re: the importance of having money to pay ahead, in case of a shortfall. I think this is a good use of the funds.

B O-J: I move we approve your proposal for the use of these funds.

MB: Second.

SC: All in favor?

Motion **passes** unanimously.

**Funding Allocations:** Approve funding for 2014-15

Thinking about programmatic uses for money, using resources more strategically. There are currently activities that \*interrupt\* instruction; we'll work on that for next year.

For next year: fully funded for 16 teachers.

2 additional noon supervisors, for 3 days a week.

AmeriCorps volunteers on the yard with the lower grades 4 days/week.

Q: On the funds we're talking about tonight (refer to second table, starting from the bottom), can you take us through these?

AFTER SCHOOL LEARNING&SAFEHOOD(6010) – Healthy Start: this is about 100 kids.

Q: Are these categorical funds? That is, acknowledging that the distinction is becoming obsolete, are these funds currently restricted in their use?

A: Yes.

BS: I'd like to see the possibility of augmented human connection. The Common Core has been helpful, but can be reinforced with the availability

AG: SHS is awesome. But there's a definite need for before-care. Also, that we have two programs, one with an income limit and one w/o, is disturbing to me. Also, there's a capacity constraint – communication has not always been clear about who's eligible. We start with off-site programs, people stick with it – our community would be better served if we had an on-site aftercare program that was available to everyone (\*and\* before-care), that was just one program, that everyone knew about.

KH: This aftercare program is considered an *academic intervention*, so it's really supposed to be targeted at those who need it most first, then opened up to a more general population. The intent of those funds is not just childcare – that's why the attendance requirement exists. There's formal instruction, w/writing units, etc.

Can we bring this up for next time, including the before-care question?

AG: I'm disturbed that, looking at the two aftercare programs, it's not a random selection into each, racially, economically, etc.

TL: Reka and I have discussed this. There could be a different program; it wouldn't be backed by EBAC, though, and they'd lose that funding. (Different program for TK and K, but couldn't integrate all grades that way.) Reka has discussed a before-care program, but it would be fee-based.

AG: But even just yard supervision starting at 8:00? I know that's not before-care, but...



SC: Continuing up the items in the second table...refreshments for incenting parent participation for meetings (Title I).

KH: We've traditionally allocated the entire amount for meeting refreshments.

EIA/LEP: Traditionally allocated the entire amount for Kristin Papania's work. Again, these are restricted funds.

SC: How many kids is this?

KH: About 17-18% of Sequoia's total enrollment are English Language Learners, so between 60-75 students.

KH: EIA/SCE: These are not restricted funds. See that \$10,000 allocated for copier maintenance.

Katia displayed the RTI (response to intervention) pyramid, showing that 85% of kids respond to the standard curriculum. Above that, 10% of kids require more intensive intervention and another 5% require intensive attention. I'd like to shift a little more resources into teacher coaching: interpreting and responding to the results that you're getting.

Kara deKernion has been amazing in this regard, gone above and beyond. This is an example of a really effective intervention.

Title I: The \$28,000 for Heroes would include the training and management of conflict managers. Put the balance towards Kara – this is unlikely to fully fund her for the year, but I'd be looking for other supplemental funds

MB: which of these items can we discuss (in terms of flexibility of spending choices)?

KH: The top two. The restrictions on Title I are that these funds must supplement, not supplant, etc. It's not just supervision: the intent is towards mentoring and leadership, teaching kids social skills that show them how to be good winners and losers.

AG: Every year, we acknowledge what the problems are with the current system, w/o really resolving these problems.

BS: It's time to take a vote on this. Can we put the wish list off until next week?

KH: Yes.

TL: Can we add Reka's concerns [allocating extra funds for intervention time during afterschool hours, or hiring someone to do pullouts with students during afterschool hours] for next week as well?

KH: Yes.

TL: Do we have to take a vote tonight, then?

KH: Yes; I need to take this in with the budget tomorrow.

BS: Motion that we pass the budget for 2014-15 as it reads here, with the five items outlined in the second table below.

BO-J: Seconded.

SC: All in favor?

Motion **passes** unanimously.

### **Reflections/Closing**

Thanks to Martin for winning us dinner at the CSSSP mini-retreat last Wednesday!

SC: Motion to adjourn?

BS: Seconded.

Meeting was adjourned by unanimous vote.

•Next SSC meeting April 1, 2014, 6 – 7 pm

2013-14 Funds			
Title I(3010)	Mid year adjustment	7,852.63	<b>1,592.87</b> to Consultants (Kara de Kernion Reading Intervention and Writing Coaching) Object code 5825 Total of 5,500 in Consultants (5,000 to Kara, 500 to Jamie Keller to fully fund each for 2013-14)
			<b>6,259.76</b> Balance to Supplies for Core Values Program from EBAC. Object code 4310

2014-15 Funds			
Title I(3010)		44,071.18	<b>28,000</b> Heroes
			<b>16,071.18</b> Reading Intervention and Teacher Coaching (KdK)
EIA/SCE		50,691	<b>40,691</b> Reading Intervention and Teacher Coaching for ELA. Object code 5825 \$22,691 KP \$18,000 JK
			<b>10,000</b> Copier Maintenance. Object code 5610
EIA/LEP		24,401	To ELD Consultant for small group instruction (KP)
Title I - Parent Participation(3010)		1,045.78	To Meeting Refreshments
AFTER SCHOOL LEARNING&SAFEHOOD(6010)		96,955.18	To Afterschool Program

Wish list:

- ST Math, online visual-based math instruction for k-5. Cost: \$41,000 for year 1 (including PD), \$3,700/year thereafter. <http://web.stmath.com/>
- .8 STIP Sub: \$30,000

Other Funding Plans:

- EBAC: \$3,740.24 (Balance of \$10,500 due for Americorps)
- Social Work Interns: \$14,000





# AMENDMENT ROUTING FORM

2013-2014

## PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1

### Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<input checked="" type="checkbox"/> Contract amendment packet including Board Memo and Amendment Form
	<input checked="" type="checkbox"/> Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
	<input checked="" type="checkbox"/> A Board Approved copy of the original contract and any prior Amendments.
OUSD Staff Contact	Emails about this contract should be sent to: (Required) <u>Katia.hazen@ousd.k12.ca.us</u>

### Contractor Information

Contractor Name	Jamie Keller	Agency's Contact	Reading Consultant		
OUSD Vendor ID #	I006147	Title	Reading Consultant		
Street Address	1116 Spruce Street	City	Berkeley	State	CA
Telephone	(510) 434-2235	Email	jamiekeller1@gmail.com		
		Zip	94707		

### Compensation and Terms - Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 17,000.00	Original PO Number	P1406123		
Amended Amount	\$ 500.00	New Requisition #	R0410372		
New Total Contract Amount	\$ 17,500.00	Start Date	02/14/2014	End Date	06/12/2014
Pay Rate Per Hour (Required)	40.00	Number of Hours (Required)	12.50		

### 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
9011	Title 1	1514850101	5825	\$ 500.00
			5825	\$
			5825	\$

### Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epls.gov/epls/search.do>)

1.	Site Administrator or Manager	Name	Katia Hazen	Phone	5105316696	Fax	5105316611
	Site / Department	Sequoia 151					
2.	Signature					Date Approved	4-1-14
	Resource Manager	If using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships					
3.	Signature					Date Approved	
	Regional or Executive Officer						
4.	Signature					Date Approved	
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
5.	Signature on the legal contract						
Legal Required if not using standard contract	Approved					Denied - Reason	Date
Procurement	Date Received					PO Number	

Board Office Use: Legislative File Info.	
File ID Number:	14-0667
Introduction Date:	05/14/2014
Enactment Number:	140755
Enactment Date:	5/14/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

## Memo

**To:** Board of Education *M. Santos*  
**From:** GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent  
**Board Meeting Date:** 05/14/2014  
**Subject:** Professional Service Contract  
**Contractor:** Jamie Keller of Berkeley, CA  
**Services for:** 151-SEQUOIA

**Board Action Requested and Recommendation:** Ratification by the Board of Education of a Professional Services Contract between the District and Jamie Keller, Berkeley, CA, for the latter to provide: Consultant contract is for professional development of teachers in implementation of new reading intervention program and reading intervention of below basic students in grades 3 - 5. for the period of 02/14/2014 through 06/12/2014 in an amount not to exceed \$17,000.00.

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

A persistent literacy achievement gap exists for below-basic students. Helping teachers learn effective implementation of new curriculum and remediation techniques will improve student learning.

**Discussion:**  
(QUANTIFY what is being purchased.)

Consultant contract is for professional development of teachers in implementation of new reading intervention program and reading intervention of below basic students in grades 3 - 5.

Board Office Use: Legislative File Info.	
File ID Number:	14-0666
Introduction Date:	05/14/2014
Enactment Number:	14-0735
Enactment Date:	5/14/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

**Fiscal Impact:** Funding resources below not to exceed \$17,000.00

\$17,000.00 IASA-I BASIC GRANTS LOW INCOME

**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)

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	14-0666
Introduction Date	05/14/2014
Enactment Number	14-0755
Enactment Date	5/14/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between Jamie Keller  
(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 02/14/2014, 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 06/12/2014.

- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed seventeen thousand Dollars (\$17,000.00) [per fiscal year], at an hourly billing rate not to exceed \$40.00 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.

**5. CONTRACTOR Qualifications / Performance of Services:**

**CONTRACTOR Qualifications:** CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

**Standard of Care:** CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

- 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:

Professional Services Contract

**OUSD Representative:**

Name: KATHLEEN HAZEN  
Site /Dept.: 151-SEQUOIA  
Address: 3730 Lincoln Avenue  
Oakland, CA 94602  
Phone: 510-5313-6696

**CONTRACTOR:**

Name: Jamie Keller  
Title: Owner  
Address: 1116 Spruce Street  
Berkeley, CA 94707  
Phone: 5105248697

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.



Professional Services Contract

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

MARIA SANTOS

- President, Board of Education
- Superintendent or Designee

Secretary, Board of Education

03/10/2014

Date

5/15/14  
Date

CONTRACTOR

Jamie Keller

Contractor eSignature

03/10/2014

Date

Jamie Keller, 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.

Professional development in implementation of reading intervention and consultation with teachers regarding reading intervention for below basic students. As a result of having better reading intervention, students will stay in school and successfully graduate from high school. Students will be less likely to miss school because they are not below grade level. As a result of having higher literacy levels, students will be more likely to access higher paying jobs. As a result of increased attendance, students will access health services.

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ensure a high quality instructional core      | <input checked="" 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 checked="" type="checkbox"/> Create equitable opportunities for learning   | <input checked="" type="checkbox"/> Accountable for quality                             |
| <input checked="" 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): 151SQI1ASQI1B6061

**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.



***ContractsOnline: Contract Waiver Summary***

**Site Number-Name: 151-SEQUOIA**

**Principal / Department Head: KATHLEEN HAZEN**

**Contractor Name: Jamie Keller**

**Business Name: Jamie Keller**

**Contract Type: Standard**

**Anticipated Start Date: 02/14/2014**

**Contract End Date: 06/12/2014**

**Rate Type: HOURLY**

**Contract Amount: \$17,000.00**

***Applicable Waivers***

**Approved by Risk Management**

**Insurance-Reduction Waiver Status: NA**

**Waiver-Reduction Type: \$1,000,000 Required**

**Other Reduction Amount: NA**

**Approval Date:**

**Approved by Deputy Superintendent**

**Billing Waiver Status: NA**

**Approval Date:**

**Fingerprint Waiver Status: NA**

**Approval Date:**

**TB Test Waiver Status: NA**

**Approval Date:**

### *Education*

- TEFL Certification from the International TEFL Corporation (2008)
- Educational Therapy Certificate from UC Berkeley Extension (2004)
- MA in Education from UC, Berkeley— Advanced Reading Leadership Language Program) (2002)
- Reading and Language Specialist Credential-UC Berkeley 2004
- Life-long Clear Multiple Subjects and Single Subjects Credentials -UC Berkeley (1978)
- BA from UC Berkeley (1973)

### *Experience*

#### 2007-Present **SAT and College Application Essay Coach**

- Coach juniors, seniors, and transfer students on their application essays for UC and other universities/colleges
- Help students select realistic college choices
- Volunteer at Berkeley High School as a college essay coach
- Work with students on college essays nationally via Skype
- Prepare students for SAT reading and writing sections
- Cooperatively work with other College Counselors
- Helped compile Berkeley High School college essays for "The Berkeley Book of College Essays," Stone Bridge press

#### 2010-present **TEFL /ESL Teacher**

- Organize classes and create curriculum for small group cooperative ESL learning classes
- Help students improve their writing and understanding of English through interactive speaking and writing exercises

#### 2000-2011 **Instructor for UC Berkeley and Extension**

- Taught Business Communication (Writing and Speaking) for Berkeley Hass School of Business and currently submitted proposal for new cooperative learning class for non-English native speakers
- Taught "Observing and Instructing the Young Literacy Learner" and "Early Literacy Development Practicum" for the UC Reading Instructor Certificate through UC Extension
- Supervised interns at New Learning Clinic in Berkeley and in accompanying assessment class

#### 2001-Present **Educational Therapist in private practice**

- Devise learning strategies for children with learning differences in reading, writing, and math

- Strengthen writing, comprehension, and organizational skills for elementary, middle and high school students
- Work closely with the resource specialists, principals, and classroom teachers to provide optimum remediation
- Conduct formal and informal assessments to drive individual remediation practices

### *Training*

- Language! —A Multisensory literacy intervention curriculum in reading, writing, grammar, spelling, and vocabulary
- Making Math Real— A multisensory approach to teaching math



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2013

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

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

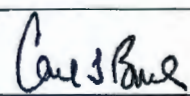
<b>PRODUCER</b> Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contactus@hiscoxusa.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Hiscox Insurance Company Inc</td> <td>10200</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hiscox Insurance Company Inc	10200	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b> Jamie Keller 1116 Spruce Street BERKELEY CA 94707														

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	N	UDC-1391895-CGL-13	10/21/2013	10/21/2014	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATU-TORY LIMITS OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> Oakland Unified School District Attn: Risk Management 900 High Street Oakland, CA 94601	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2010/05)

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SOWISEE-01 MGRAY

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/22/2014

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

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


<b>PRODUCER</b> Irene C. Herman Ins. Services 422 Presidio Ave San Francisco, CA 94115	<b>CONTACT NAME:</b> Matthew Gray <b>PHONE (A/C, No, Ext):</b> (415) 447-4212 <b>E-MAIL ADDRESS:</b> matt@ireneinsures.com	<b>FAX (A/C, No):</b> (415) 447-4181
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Nancy Deming 3075 California St Oakland, CA 94602	<b>INSURER A:</b> The Hartford Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		57SBMZ3181	02/14/2014	02/14/2015	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder as additional insured.

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