

Board Office Use: Legislative File Info.	
File ID Number	18-2183
Introduction Date	11/14/18
Enactment Number	18-1758
Enactment Date	11/14/18 If



Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Andrea Bustamante, Executive Director, Community Schools and Student Services Dept.
Ali Metzler, Coordinator, Community School Leadership

Board Meeting Date November 14, 2018

Subject Memorandum of Understanding
Contractor: Parent Leadership Action Network (PLAN)
Services For: Community Partnerships, Community Schools and Student Services Dept.

Action Requested and Recommendation Approval by the Board of Education of the Memorandum of Understanding between the District and Parent Leadership Action Network (PLAN), Oakland, CA, for the latter to partner with schools to move from traditional parent involvement to Transformative Family Engagement where schools, families and communities share responsibility and are equal partners in student outcomes; and creation of Parent Action Team using PLAN's Parent Leadership and Organizing curriculum at REACH Academy for the period of August 1, 2018 through July 31, 2021, at no cost to the District.

Background
(Why do we need these services? Why have you selected this vendor?) Parent Leadership Action Network (PLAN) works to empower parents to be leaders in their children's education, so that all children get an excellent education. Parents want their children to succeed in school, but many lack the skills, knowledge, and confidence to successfully navigate the school system on their children's behalf. PLAN trainings give parents the tools they need to be active in their child's learning. PLAN organizing connects families who are transforming schools.

Competitively Bid Was this contract competitively bid? No
If no, exception: No fees to OUSD for services; In-kind partnership.

Fiscal Impact Funding resource(s): No Fiscal Impact

Attachments

- Memorandum of Understanding
- Scope of Work
- Statement of Qualifications
- Certificate of Insurance
- Clearance Letter

**MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED
SCHOOL DISTRICT**

I. Parties

The purpose of this Memorandum of Understanding (“MOU”) is to establish a relationship between Oakland Unified School District (“OUSD”) and **Bay Area Parent Leadership Action Network (PLAN)**.

WHEREAS, the BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)’s services or program described in this MOU will be provided at no cost to OUSD (or students or parents unless otherwise agreed upon by both parties); and

BOTH PARTIES HEREBY enter into this MOU to enable BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) to provide said program(s) selected in Section II of the MOU.

II. Site Name(s)

Unless otherwise further agreed to in writing by the parties, the School Sites governed by this MOU are the following (attach separate document if more space is needed):

District 7: REACH Academy

II. CONTRACTOR Responsibilities/Scope of Services

A. Provide a description of the services that your program(s) will be providing to OUSD. Please be specific by answering all of the following questions.

1. A detailed description of the type of services your program(s) will provide to OUSD (reference Exhibit A: Scope of Work)
2. A description of your organization and relevant experience (reference Exhibit B: Statement of Qualifications)
3. Please disclose all costs to parents or students (if applicable). If no such costs, leave blank or write “N/A.”

“Not Applicable”

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

4. **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

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

- B. Ensure that all BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) personnel, including subcontractors, will comply with any policy and systems in place at OUSD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—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 at these School(s).
2. **Anti-Discrimination**—It is the policy of OUSD that in connection with BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)'s services under this MOU there shall 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, age, or other legally protected class. Therefore, the BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) agrees to comply with all applicable Federal and California laws.
3. **Conflict of Interest**—BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) shall not hire any OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) agrees to alert OUSD in writing if and when a potential conflict arises.
4. **Family Education Rights and Privacy Act**—BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) shall observe all District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records. A separate Data Sharing Agreement is required if BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) seeks identifiable student information.

- C. **Tuberculosis Screening:** BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) is required to screen employees and agents who will be present at OUSD sites during the current school year. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) affirms that each person has current proof of negative TB testing on file and TB results are monitored. Please see **Section IV** for the relevant documentation that is required.

- D. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)'s services under this MOU. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) 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

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

MOU, 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 contact with OUSD pupils in providing services to the District under this MOU. [Please see **Section IV** for the relevant documentation that is required.]

In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) related person, employee, representative or agent from any OUSD school; site; and/or property, BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

E. Insurance

1. **General Liability:** (a) BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) maintains general liability insurance that names OUSD as an additional insured, for operations, students, volunteers, and personnel at location where BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) provides programs/services with at least \$1 Million in coverage, and furnish certificate of said insurance to OUSD. Please see **Section IV** for the relevant documentation that is required.
2. **Workers' Compensation:** If CONTRACTOR employs any person to perform work in connection with this MOU, 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. The CONTRACTORS' Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Please see **Section IV** for the relevant documentation that is required.

Check one of the boxes below:

- X BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) 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.

- F. **Communication**—BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) agrees to communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)'S services are aligned with the School(s) and OUSD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or OUSD staff, BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) shall provide reasonable data and information to students participating in the BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)'s program.
- G. **Confidentiality**—BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of OUSD. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so long as there is no information from which the identity of any student in the BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)'s program as a participant could be made.

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

- H. **Register With/Update Provider Database**—In order to maintain accurate up-to-date information on the services provided, Bay Area Parent Leadership Action Network. (PLAN) shall register in OUSD's provider database, update schools of operation prior to commencing services during subsequent school years, and update during the current school year when Bay Area Parent Leadership Action Network. (PLAN)'s schools of operation change.

IV. Required Documents

BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. **TB and Fingerprinting Clearance**

Contractor (Individual):

- X Submit clearance letter from authorized agency verifying individual has been Fingerprinted/Criminal Background Checked for this current fiscal year. Additionally, please provide documentation from health care provider showing negative TB status of individual within the last four years.

Contractor (Agency):

- X Attach clearance letter from Agency/Community-Based Organization/Non-Profit Organization on agency letterhead verifying all personnel, including subcontractors, have been Fingerprinted/Criminal Background Checked and have TB clearance for this current fiscal year and signed by authorized personnel.

B. **Insurance**

Contractor (Individual/Agency):

- X Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer. The additional insured address must read: Oakland Unified School District, Attention: Risk Management, 1000 Broadway Suite 440, Oakland, CA 94607. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

V. Responsibilities of Oakland Unified School District

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN).
- B. **Janitorial Service**—Provide necessary services to maintain this space, which may include janitorial services, maintenance, utilities, and technology support.

VI. Duration

This MOU is for the 08/01/2018 -- 07/31/2021 period.
[Insert mm/dd/year] [Insert mm/dd/year]

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

VII. Termination

Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This MOU may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

VIII. Defense/Indemnity/Hold Harmless

Each party to this MOU agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IX. Jurisdiction

This MOU shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court or the United States District Court for the Northern District of California shall have jurisdiction over any civil action arising out of or relating to this MOU.

X. Notices

Any notice provided for in this MOU shall be in writing and effective upon receipt at the address set forth below in this section, delivered by any of the following means: personal delivery; certified U.S. mail, return receipt requested; or electronic mail. Either party may change the addresses below by giving notice of such change pursuant to this section.

DISTRICT

Contact: Marion McWilliams
Title: General Counsel
Address: Office of the General Counsel
1000 Broadway, Suite 680
Oakland, CA 94607
Phone: 510-879-8535
Fax: 510-879-4046
Email: marion.mcwilliams@ousd.org

BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)

Contact 1: Pecolia Manigo, Executive
Director
Contact 2: Monica Green, Program Director
Address: 7200 Bancroft Ave Suite 269
Oakland, CA 94605

Phone 1: (510) 444-7526

E-mail: pecolia@parentactionnet.org and
monica@parentactionnet.org

**MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED
SCHOOL DISTRICT**

OUSD Sponsoring School/Department: Community Schools/Student Services---Community Partners

I. 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.

XII. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

XIII. Integration and Modification

This MOU constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This MOU may be amended or modified only in writing, signed by both Parties.

XIV. Assignment

The rights and obligations of the each Party under this MOU shall not be assigned without the express prior written consent of the other Party.

XV. Waiver

No delay or omission by either Party in exercising any right under this MOU shall operate as a waiver of that or any other right provided for in this MOU.

XVI. No Rights in Third Parties

This MOU does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

XVII. Counterparts

This MOU and all amendments and modifications to it may be executed in counterparts, and all counterparts together shall be construed as one document.

XVIII. Intellectual Property

During the term of this MOU, any works created by or inventions of Bay Area Parent Leadership Action Network. (PLAN), his agents or employees, within the scope of the work contracted herein shall belong to the District together with all associated copy rights and patents. Bay Area Parent Leadership Action Network. (PLAN) shall not publish any aspect of the work performed hereunder without prior written consent of the District.

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

XIX. Relationship of Parties

This is not an employment contract. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN), in the performance of this Agreement, shall be and act as an independent contractor. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) 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.

BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) 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 BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)'s employees. In the performance of the work herein contemplated, BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) 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.

XX. 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.

XXI. Incorporation of Recitals and Exhibits

The Recitals and each exhibit attached hereto are hereby incorporated herein by reference. BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Agreement, the terms and provisions of this Agreement shall govern.

XXII. Public Document

This contract, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

OAKLAND UNIFIED SCHOOL DISTRICT

BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN)

Asma Ery 11/15/18
President, Board of Education Date (mm/dd/year)
Superintendent
Chief or Deputy Chief

PAM
Date (08/01/18)

Dyl Handman 11/15/18
Secretary, Board of Education Date (mm/dd/year)

Pecolia Manigo, Executive Director

Form approved by OUSD General Counsel for 2017-18

Office of the General Counsel
APPROVED FOR FORM & SUBSTANCE
By: Andrea Epps
Andrea Epps, Attorney at Law

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

EXHIBIT "A" SCOPE OF WORK

Description of Services to be Provided and Specific Expected Outcomes: Highlight each program that you provide to OUSD. Attach a separate document if more space is needed.

Leaders for Engaged and Active Parents (LEAP) is a 3-year program that partners with schools to move from traditional parent involvement to Transformative Family Engagement where schools, families and communities share responsibility and are equal partners in students outcome.

1. **School Sites Partnering with the Leaders for Engaged and Active Parents Program (LEAP) receive**

- Services of a part-time Parent Organizer and Family and School Partnership Lead
- Creation of Parent Action Team using PLAN's Parent Leadership and Organizing curriculum
- Annual Assessment of school community infrastructure, culture and practices around family engagement in student achievement
- Site support to develop recommendations for family engagement in the School Site Plan
- Monthly coaching and check-ins with school leadership
- Quarterly professional development opportunities for school site teachers and staff
- Support for organizing school partner organizations
- Team of up to four parent leaders participate in Summer Academy,
- LEAP program provides child-care services, food, translation and interpretation

LEAP Partner Site- Partial-Service Model

School Community Gains:

- Services of a part-time Parent Organizer and Family and School Partnership Lead
- Creation of a Parent Action Team using PLAN's Parent Leadership and Organizing curriculum
- Assessment of school community infrastructure, culture and practices around family engagement in student achievement
- Site support to develop recommendations for family engagement in the School Site Plan
- Team of up to four parent leaders participate in Summer Academy,
- Monthly coaching and check-ins with school leadership
- School provides child-care services, food, translation and interpretation

Summer Academy is an intensive capacity-building academy for parent leaders to gain:

- Understanding of federal, state education policy
- Ability to recognize and champion the systems, resources, programs and skills that demonstrate effective school family partnerships
- Ability to work cooperatively and establish respectful relationships with parents, staff and administrators of different cultural ethnic and language backgrounds, as well as with those with different perspectives on family engagement
- A network of Parent Advocates and a Learning Community

**MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED
SCHOOL DISTRICT**

EXHIBIT “A” SCOPE OF WORK Continued

Teams of up to four parent leaders participate in Summer Academy,

- Team creates a draft family engagement plan for the school community
- Team receives two on-site coaching sessions to monitor and revise the site plan
- Each individual creates multidimensional personal Leadership Profile, that identifies assets, development and action plan

Team of two parent leaders participate in Summer Academy,

- Team creates a draft family engagement plan for the school community
- Team receives an on-site coaching session to monitor and revise the site plan
- Each individual creates multidimensional personal Leadership Profile, that includes assets, development and action plan

PARENT ACTION PARTNER ORGANIZING AND LEADERSHIP DEVELOPMENT SITES

- Support in organizing parents to form a Parent Action Team
- Support in Leadership Development for members of School Site Council and Sub-Committee for English Language Learners
- Conduct of Know Your Educational Rights Workshop
- Support in organizing school site parent volunteer program to support student academic growth
- Organizing parents to participate in school site, neighborhood-district, OUSD city-wide and state-wide advocacy campaigns

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

EXHIBIT "B" STATEMENT OF QUALIFICATIONS

Description of Organization and Relevant Experience: For individual consultants, a résumé will suffice. Attach a separate document if more space is needed.

Founded in 2004, Bay Area Parent Leadership Action Network (PLAN) works to empower parents to be leaders in their children's education, so that all children get an excellent education.

We believe all parents want their children to succeed in school. But many lack the skills, knowledge, and confidence to successfully navigate the school system on their children's behalf.

PLAN engages and empowers parents through training, organizing, and campaigns. Our trainings give parents the tools they need to be active in their child's learning. Our organizing connects families who are transforming schools. Our parent-led campaigns, such as Oakland LEAD, equip parents to serve as leaders in challenging and changing systems that aren't working for our kids.

We actively work with parents to create unity across language and culture, strengthening their efforts to hold all stakeholders accountable for providing a quality education to every student and for respecting and valuing every child and family.

From the beginning, PLAN's has chosen to work with parents of color at "low performing" schools, to have the greatest impact on increasing the number of students graduating from high school college and career ready. Since 2013, our programs have served 2,000 parents: 42% of them Latino, 30% Black, 6% Filipino, 5% Chinese, 5% Vietnamese, 5% Arabic, 1% each Laotian, Samoan, Tongan, American Indian, African, and 2% other.

Our PLAN to LEAD and Parents Ready for School programs developed parent and staff leaders, who conducted school-readiness training for parents in their community, with funding from Zellerbach Foundation and First 5 Alameda County. Graduates from PLAN to LEAD are employed with school districts as Parent Liaisons, Outreach Specialists, Department Chairs, and in other leadership roles. Our graduates advanced the transformation of at least 25% of East Oakland schools in OUSD between 2010-2014.

In 2012, parent leaders co-developed PLAN's Parent Organizing Fellowship Program, in which graduates of PLAN programs interned with our Lead Organizer to deepen their advocacy and organizing skills, with the support of The California Endowment.

In 2013, with funding from Kellogg Foundation, we launched Leaders for Engaged and Active Parents (LEAP), which has provided principals and staff in East Oakland school ongoing coaching and support to work with families as partners; and provided leadership development training to parents, for specific campaigns related to family engagement.

PLAN has had longstanding partnerships with the Oakland, Berkeley, and San Francisco school districts, among others. We were a core partner in the development of the OUSD Family, School and Partnership Office and have been on the OUSD Family Engagement Advisory Committee since its inception.

Since 2007, City of Oakland Head Start has been a partner with PLAN in our Parents Ready for School Program and PLAN to LEAD training. To date we have trained 140+ parents and 60% of Head Start Family Advocates. For the last 2 years, we have worked with Head Start to integrate our Parents Ready for School curriculum into its overall strategy. We collaborate with other organizations that work with families in early childhood settings, including Lotus Bloom, Tandem, First 5 Alameda County, and Bay Area Discovery Museum.

We work in partnership with many East Oakland agencies to ensure families are accessing services that will help their children be school ready.

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

PLAN's six-member Board oversees our operations and finances. All Board members receive ongoing training to ensure they are skilled in their fiduciary responsibilities. Our Financial and Admin. Team includes our Executive Director, Program Director, Communications & Development Lead, Administrative Lead and a contract Accountant.

Our Program staff reports to the Program Director and includes the Campaign Lead, the Organizing Lead and an Early Success Organizer. Additionally, the Family School Partnership Lead coordinates the Leaders for Engaged and Active Parents Program (LEAP) and guides and supports the work of a Parent Trainer and Parent Organizer

PLAN has successfully managed many restricted foundation grants as well as four consecutive competitively awarded from First 5 Alameda.



BAYAR-7

OP ID: LA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/20/2018

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

PRODUCER ISU Massie & Beck Ins. Serv. License #0B29340 P.O. Box 1272 Lafayette, CA 94549-1272 Massie & Beck Ins. Brkrs Inc.	925-283-5750	CONTACT NAME: Leslie Adams PHONE (A/C, No, Ext): 925-283-5750 E-MAIL ADDRESS: leslie@isumassie.com FAX (A/C, No): 925-283-5751																					
INSURED Bay Area Parent Leadership Act 7700 Edgewater Drive, #130 Oakland, CA 94621	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Nat'l. Alliance of Nonprofits</td> <td>10023</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nat'l. Alliance of Nonprofits	10023	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																					
INSURER A:	Nat'l. Alliance of Nonprofits	10023																					
INSURER B:																							
INSURER C:																							
INSURER D:																							
INSURER E:																							
INSURER F:																							

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"/> 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"/> PROJ. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		Y	2017-24319	12/01/2017	12/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2017-24319	12/01/2017	12/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property Section			2017-24319-PROP	12/01/2017	12/01/2018	

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

Oakland Unified School District is Additional Insureds as per CG2026/04/13, as required by written contract.

CERTIFICATE HOLDER	CANCELLATION
OAKLA14 Oakland Unified School District Attention: Risk Management 1000 Broadway Suite 440 Oakland, CA 94607	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 <i>Charles H. Massie</i>

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
 CONTRACTORS – SCHEDULED PERSON OR
 ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or



August 24, 2018

Martin Young
OUSD Partnerships Office

Dear Martin,

BAY AREA PARENT LEADERSHIP ACTION NETWORK. (PLAN) is pleased to submit for approval our Community Partner Memorandum of Understanding application.

In addition to the application attached are

- Certificate of required amount of Liability insurance and additional endorsement identifying Oakland Unified School District as a certificate holder.

We verify that all program personnel entering schools and/or interacting with students are screened for TB and their fingerprints are cleared by CA DOJ and FBI with subsequent arrest notifications. Below are the names, ATI Number and date of TB Clearance.

EMPLOYEE	TB CLEARANCE Complete	ATI Number
Green, Monica	3/26/18	M110GRM0004
Manuel-Spriggs, Minx	4/19/18	M110MAM005
Shane, Alexandra	9/21/15	M110SHA006

In addition to myself, authorized to speak on behalf of this application and partnership is Monica Green, Program Director.

Thanks for your assistance and patience.
Sincerely,

Pecolia
Pecolia Manigo, Executive Director

August 24, 2018

SAM Search Results
List of records matching your search for :

Search Term : bay* area* parent* leadership* action* network*
Record Status: Active

No Search Results