

Board Office Use: <b>Legislative File Info.</b>	
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Enactment Number	14-0957
Enactment Date	6/11/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

## Memo

**To** Board of Education

**From** Gary Yee, Ed.D., Acting Superintendent  
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action *Maria Santos*  
Vernon Hal, Deputy Superintendent, Business & Operations

**Board Meeting**

**Date** June 25, 2014

*(To be completed by  
Procurement)*

**Subject** Memorandum of Agreement - Mills College - (contractor) - Summer Learning Program - 922/Family, School, and Community Partnerships Department  
(site/department)

**Action Requested** Approval of a Memorandum of Agreement between the Oakland Unified School District and Mills College, Oakland, CA, to be primarily provided via the Family, School, and Community Partnerships Department for the period of May 15, 2014 through August 15, 2014.

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

OUSD's 21<sup>st</sup> Century Community Learning Center grants for elementary and middle school sites include Supplemental Funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with existing after school lead agency partners to provide enhanced and increased summer services at schools that will operate Title 1 funded morning academic programs. Mills College will provide an additional 3 hours of afternoon enrichment so students can participate in a full day, 6 hour program.

**Discussion**  
*One paragraph summary of the scope of work.*

Approval by the Board of Education of a Memorandum of Agreement between the District and Mills College, Oakland, CA, for the latter to work in partnership with the regular summer school program to expand and enhance summer enrichment and support services for students; work collaboratively with the summer school to provide afternoon enrichment, physical activity, and support services, enabling students to participate in a full 6-hour, daily summer learning program at Life Academy for the period of May 15, 2014 through August 15, 2014, at no cost to the District.

**Recommendation** Approval of a Memorandum of Agreement between Oakland Unified School District and Mills College. Contractual services to be provided by the Family, School, and Community Partnerships Department for the period of May 15, 2014 through August 15, 2014.

**Fiscal Impact** Funding resource name (please spell out): No Fiscal Impact

**Attachments** Memorandum of Agreement  
Certificate of Insurance

**MEMORANDUM OF AGREEMENT BETWEEN A NON-PROFIT ORGANIZATION  
AND 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 Mills College TRIO Programs, Educational Talent Search and Upward Bound.

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to OUSD, the students, or the parents; and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said services/program on school(s), site(s) ("Schools") selected in Section II of the MOU.

**II. Program Sites**

Unless otherwise agreed to in writing by the parties, the School(s) governed by this agreement are the following:

1. Life Academy
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**III. CONTRACTOR Responsibilities/Scope of Services**

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

1. A brief description of the type of services your program generally provides.

The mission of METS is to increase college-going rates for first-generation, low-income youth in Oakland through services that include college tours, summer programs, financial aid advising, and college advising. The purpose of the summer program is to provide an opportunity for youth to be academically engaged over the summer, work on skills such as math, writing, science and explore colleges and careers.

2. The relevant experience of the CONTRACTOR personnel that will be providing the services:

The Mills TRIO staff is knowledgeable about the college admission process, financial aid, and other topics associated with pursuing a higher education and promoting a college-going culture. All staff have experience and ability to effectively work with students with diverse academic, socioeconomic, cultural, and ethnic backgrounds. Staff is mission-driven and passionate about programs designed to identify and provide services for individuals from disadvantaged backgrounds. They have the ability to coordinate and facilitate academic support programs including advising, workshops, fieldtrips, assessment, follow-up and resource referral; teaching staff has the ability to demonstrate effective teaching and counseling skills; excellent written, oral and interpersonal communication skills.

3. Please check **all** of the expectations or goals below that are in agreement with your program's services.

- Ensure a high quality instructional core
  - Develop student's social health/skills
  - Develop student's emotional health
  - Develop student's physical health
  - Develop student's cognitive and academic skills
  - Create equitable opportunities for learning
  - Ensure, maintain, or support high quality and effective instruction
  - Prepare students for success in college and careers
  - Help ensure, create, and/or sustain safe, healthy and supportive schools
  - Create accountability for quality
  - Help create full service community schools in OUSD
  - Increase, raise graduation rates
  - Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- B. Ensure that all CONTRACTOR 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 on these School(s).

2. **Anti-Discrimination**—It is the policy of OUSD that in connection with CONTRACTOR's services in 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, or age. Therefore, the CONTRACTOR agrees to comply with applicable Federal and California laws.
  3. **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 OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. CONTRACTOR agrees to alert OUSD in writing if and when a potential conflict does arise.
  4. **Family Education Rights and Privacy Act**—CONTRACTOR shall observe 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.
- C. **Required Documents**—Ensure that all CONTRACTOR personnel who will be on OUSD premises have been: (a) fingerprinted; (b) submitted to a criminal background check via Livescan or a similar service as required by the Education Code, and (c) taken a tuberculosis test. Please see **Section IV** for the relevant documentation that is required.
- D. **Insurance**—Provide evidence of general liability insurance that names OUSD as an additional insured, for operation students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1M in coverage, and furnish certificate of said insurance to OUSD.

**OR**

1. **Waiver**—CONTRACTOR is not required to maintain insurance under this agreement if the Risk Management Officer signs a waiver of insurance. You may contact the Risk Management Officer at 510.879.1612. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
- E. **Communication**—Communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the CONTRACTOR'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, provide reasonable data and information to students participating in the CONTRACTOR's program.

- F. **Confidentiality**—CONTRACTOR 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. CONTRACTOR 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 CONTRACTOR's program as a participant could be made.

#### IV. **Required Documents**

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. Contractor (Individual):

- Completion of Pre-Consultant Screening Process—Attach a letter from Human Resources showing completion of Pre-Consultant Screening for this current fiscal year. This process will include a check of all of the following:
  - o Fingerprinting—Attach documentation
  - o Criminal Background Check—Attach documentation
  - o Tuberculosis Clearance—Documentation from health care provider showing negative TB status within the last four years.

Contractor (Agency):

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

B. Contractor:

- Insurance—see Section III(D) for specifications. Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer.

#### 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 CONTRACTOR.
- B. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.

C. **Data**—Ensure that CONTRACTOR has reasonable access to student assessment and evaluation data necessary to inform instruction and periodically review student progress and to provide the study.

1. For the purpose of cohort determination, for instructional purposes, or for academic research purposes, at the sole discretion of OUSD, provide CONTRACTOR access to student assessment data for all students at School(s) including, but not limited to, California Standards Test (CST) scores and site-based assessments. Students identified may be protected by the use of ID numbers.
2. Provide CONTRACTOR with any other student information reasonably necessary to provide its services consistent with the CONTRACTOR's program and to evaluate the impact of its program on students at School(s).

#### VI. Duration

This MOU is for the 2013 -- 2014 school year.

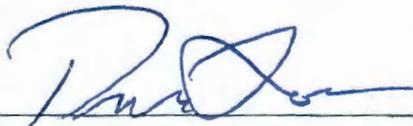
#### VII. Termination

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

#### VIII. Hold Harmless/Indemnity

Each party to this MOU agrees to 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.

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

By:  Dated: 4/9/2014 (MM/DD/YYYY)

Sponsoring Department or Site Principal

By:  Dated: 5/19/14 (MM/DD/YYYY)

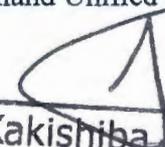
Mayra Guevara (Print Name)

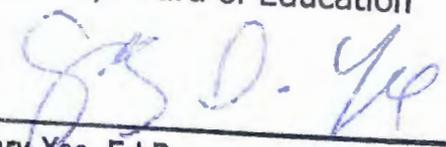
Mills College TRIO Programs, METS (CONTRACTOR)

Approved as to form and procedure

By:  Dated: 5/29/14 (MM/DD/YYYY)

Jacqueline Minor, General Counsel  
Oakland Unified School District

 6/12/14  
David Kakishiba  
President, Board of Education

 6/12/14  
Gary Yee, Ed.D.  
Secretary, Board of Education

**TRiO**

May 28, 2014

Family, School & Community Partnerships  
Oakland Unified School District  
746 Grand Ave.  
Oakland, CA 94610

RE: Live Scan Fingerprinting and TB testing for Mills College TRIO Staff



Dear OUSD Personnel:

This letter is to verify that all Mills College TRIO Programs staff is required to be fingerprinted prior to employment. The test is administered through an outside agency. Mills Public Safety Department receives the DOJ results and e-mails the department the clearance report for each employee. DOJ results are filed in the personnel file. If there were to be criminal history reported for a prospective employee they will not be considered for employment.



All TRIO personnel are also asked to take a TB test. The TB test is done by an approved Mills College clinic or at the employee's personal health care provider. Our HR department receives TB test clearance results and notifies the department. Staff is asked to provide proof of TB clearance if obtained through their own healthcare provider. TB clearance results are kept in the personnel file.

The following is a list of the current Mills College TRIO staff:

Mayra Guevara, Mills Educational Talent Search Director  
Paula Fonacier, Mills Educational Talent Search Program Coordinator  
Barbie Penn, Mills Educational Talent Search Academic Advisor

Joe Omega, Mills Upward Bound Program Interim Director  
Munyiga Lumumba, Mills Upward Bound Program Associate Director  
Thelma Woods, Mills Upward Bound Program Academic Coordinator  
Thomas Nishi, Mills Upward Bound Program Academic Advisor  
Maricela Juarez, Mills Upward Bound Program Academic Advisor  
Jennifer Guevara, Mills Upward Bound Program Student Support Services Coordinator

The Mills TRIO Program staff has proof of Fingerprint and TB test clearance.

Sincerely,

A handwritten signature in black ink, appearing to read "Mayra Guevara".

Mayra Guevara  
METS Program Director  
510 430-3126  
[mguevara@mills.edu](mailto:mguevara@mills.edu)

Mills College  
TRiO Programs

Reinhardt Hall C Wing  
5000 MacArthur Blvd.  
Oakland, CA 94613

Phone: 510.430.2177  
Fax: 510.430.2309  
Email: [trio@mills.edu](mailto:trio@mills.edu)

# TRiO



## MILLS COLLEGE TRIO PROGRAMS:

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and educationally support students from disadvantaged backgrounds. Educational Talent Search and Upward Bound are part of the Federal TRIO Programs. TRIO programs target to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post baccalaureate programs.

**Upward Bound (UB)** is a federally funded college preparatory program that offers assistance to low-income and first-generation college-bound students. The focus of Upward Bound is to develop skills needed for a college education. UB is dedicated to helping participating students graduate from high school with a solid foundation (i.e. completion of required coursework and a strong GPA) necessary for entering college. Upward Bound continues to support participants to ensure continued college enrollment and, ultimately, graduation. The Upward Bound Program at Mills College is one of the 1900 federally funded TRIO Programs across the nation and has been serving the Oakland Unified School District since 1966.

### Mills College Upward Bound Program Description

Mills College Upward Bound is a federally funded educational program serving 178 high school students from disadvantaged and/or low-income families (as defined by federal income guidelines) from select schools in the Oakland Unified School District. The program motivates and prepares students for success in education beyond high school by offering the following free year-round services:

#### **Academic Year**

- Saturday College: Students participate in 18-20 Saturday College dates between October-May. Students receive academic enrichment through social/cultural workshops, English, math, science, SAT Prep courses that supplement their current course load.
- Staff visit school sites: once a week to keep track of attendance and grades and provide academic, career and personal advising. Seniors receive assistance with college admissions and financial aid process.
- Tutoring: available weekday afternoons for most high school subjects
- Students receiving a C- or lower in academic subjects are required to attend tutorials until their grade improves.

#### **Six-week summer rigorous academic program**

- Intensive instruction in English, math, science, computers, and foreign language.
- Tutorials
- Social/Cultural Workshops
- Recreational Activities, Educational and Cultural Field Trips
- Work-study Program (Internships)

Students accepted into the program are expected to remain in the program until high school graduation and to make a serious commitment to their academic education. Parents/guardians are also expected to make a commitment by attending meetings and ensuring that students meet their program responsibilities.

## Mills College TRiO Programs

Reinhardt Hall C Wing  
5000 MacArthur Blvd.  
Oakland, CA 94613

Phone: 510.430.2177  
Fax: 510.430.2309  
Email: trio@mills.edu



**Selection requirements**

Applicants must meet all of the following criteria to be considered:

The student must attend one of the target schools in Oakland:

- Castlemont
- Coliseum College Prep
- Fremont
- Life Academy
- LPS College Park
- McClymonds
- Oakland HS
- Oakland Tech
- Skyline

In addition, applicants must be:

· High School Student: 9th– 12th grade	· First Generation College Student
· US Citizen or Permanent Resident	· Low Income: The student must come from disadvantaged and/or low-income family

§ *Income status will be determined by information on the family’s most recent 1040 Federal Tax Form. Families on public assistance meet the income eligibility requirement.*

§ *First Generation: The student’s parents have not earned a bachelor’s or a higher degree.*

- Students must also demonstrate the need for academic services.

**UB Summer Program Information/Needs**

6 Weeks in length – June 16 – July 25, 2014 (Close 7/4/14)

Class time between 8:30 am – 2 pm

After school tutorials 2-4 pm

Approximately 200-220 students

12-15 Instructors & 10-13 office staff on site daily

Staff to student ratio (between 1-9 and 1-11 given the time of day – includes instructors and office staff only)

12-15 Classrooms

Computer lab access

Science Lab access

Library access

Access to auditorium for afternoon workshops (2x’s/week)

After school tutorial space

Office space for program staff (10-13)

Internet access

Campus security procedures

Breakfast and Lunch program availability

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# TRiO



## UB STAFF ORGANIZATION

All staff positions, with the exception of the instructors, tutors, and residential advisors, are filled by persons already employed by UB. The UB staff consists of the following :

### UB Staff Positions

Staff Position	No.	Time	Staff Position	No.	Time
Project Director	1	100%	Writing Specialist	1	50%
Associate Director	1	100%	Academic Year Instructors	7	10%
Advisors	2	100%	Tutors	8	15%
Student Services Coordinator	1	100%	Summer Instructors	8	100%
Office Manager	1	100%	Educational Technologist	1	50%

The current Director has a total of 35+ years of experience working with UB/TRIO. The UB Project Director provides strategic direction and leadership towards the achievement of the Project's mission, goals and objectives. The UB Director is responsible for project development and implementation, management of the financial budget while functioning effectively with a high degree of autonomy. The Director is also responsible for establishing strong collaboration with the campus community, target schools and the Oakland community.

The Associate Director, Advisors, Office Manager, Educational Technologist, Student Services Coordinator and Writing Specialist all provide administrative, professional, technical, and operational support utilizing independent judgment, analytical skill, and professional or technical expertise.

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**The Talent Search Program** is a federally funded educational program identifying and assisting individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. The Mills Educational Talent Search Program (METS) at Mills College has served the city of Oakland since 1998.

### **Mills College Educational Talent Search Program Description**

Mills Educational Talent Search (METS) is a federally funded educational program serving approximately 550 middle and high school students from disadvantaged and/or low-income families (as defined by federal income guidelines) from select schools in the Oakland Unified School District. The program motivates and prepares students for success in education beyond high school by offering the following free year-round services:

#### **Academic Year**

- One-on-one and group academic advising
- College planning
- Monthly Seminars with workshops on the following topics: study skills, college preparation and requirements, financial aid, scholarships, career exploration and planning, goal setting
- College campus field trips
- Educational/career/cultural field trips
- Access to computer lab
- Tutorial services at Mills College
- Referrals to other community services

#### **Five-week summer academic enrichment program**

- Summer Program for incoming 7<sup>th</sup>-12<sup>th</sup> graders, including Math and English skills instruction, SAT Prep course, College Prep, EBAYS Summer Science Research Institute, Career Exploration, Financial Literacy
- Social/Cultural Workshops
- Recreational Activities including Educational and Cultural Field Trips

METS students must meet with an advisor at least once per academic year and participate in at least 1 event/activity per academic year to remain active in the program.

#### **Selection requirements**

Applicants must meet all of the following criteria to be considered for the program:

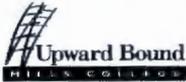
The student must attend one of the target schools in Oakland:

- Castlemont
- Coliseum College Prep
- Fremont
- Life Academy
- LPS College Park

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Fax: 510.430.2309  
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In addition, applicants must be:

· Middle or High School Student: 6th– 12th grade	· First Generation College Student
· US Citizen or Permanent Resident	· Low Income: The student must come from disadvantaged and/or low-income family

§ *Income status will be determined by information on the family’s most recent 1040 Federal Tax Form. Families on public assistance meet the income eligibility requirement.*

§ *First Generation: The student’s parents have not earned a bachelor’s or a higher degree.*

- Students must also demonstrate the need for academic services.

**METS Summer Program Information/Needs**

5 Weeks in length: June 23– July 25, 2014 (Closed 7/4/14)

Class time between 8:30 am – 2:00 pm

Approximately 70 students (35-middle school, 35-high school)

5 Instructors & 3 administrative staff on site daily

Staff to student ratio (about 1:10 during majority of time– includes instructors and administrative staff)

5 Classrooms

Computer lab access

Science Lab access

Access to auditorium (times TBD)

Office space for administrative staff (3-5)

Internet access

Campus security procedures

Breakfast and Lunch program availability

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**METS STAFF ORGANIZATION**

All staff positions, with the exception of the summer temporary staff and Student Advisors, are filled by persons already employed by the METS Project. The METS staff consists of the following:

Table 34: METS Staff Positions					
Key Project Staff	No.	Time Commitment	Key Project Staff	No.	Time Commitment
Project Director	1	100%	Student Advisor	2	50%
Program Coordinator	1	100%	Student Assistant	2	50%
Academic Advisor	1	100%	Summer Instructor	5	100%

The Project Director provides strategic direction and leadership towards the achievement of the Project’s mission, goals and objectives. The Project Director is responsible for project development and implementation, management of the financial budget while functioning effectively with a high degree of autonomy. The Project Director is also responsible for establishing strong collaboration with the campus community, target schools and the Oakland community.

The Project Director, Program Coordinator, Academic Advisor, Student Advisors, Student Assistants and Summer Instructors all provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise.

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**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Mills\* College\***  
**Record Status: Active**

<b>ENTITY</b> MILLS COLLEGE	Status:Active
DUNS: 073929002    +4:	CAGE Code: 39PV1    DoDAAC:
Expiration Date: Apr 30, 2015	Has Active Exclusion?: No    Delinquent Federal Debt?: No
Address: 5000 MACARTHUR BLVD City: OAKLAND ZIP Code: 94613-1301	State/Province: CALIFORNIA Country: UNITED STATES
<b>ENTITY</b> MILLS COLLEGE	Status:Active
DUNS: 073929002    +4: 0709	CAGE Code: 5KQL2    DoDAAC:
Expiration Date: Apr 30, 2015	Has Active Exclusion?: No    Delinquent Federal Debt?: No
Address: 5000 MACARTHUR BLVD City: OAKLAND ZIP Code: 94613-1301	State/Province: CALIFORNIA Country: UNITED STATES
<b>ENTITY</b> BAY MILLS COMMUNITY COLLEGE	Status:Active
DUNS: 949084818    +4:	CAGE Code: 1R4W9    DoDAAC:
Expiration Date: Oct 10, 2014	Has Active Exclusion?: No    Delinquent Federal Debt?: No
Address: 12214 W LAKESHORE DR City: BRIMLEY ZIP Code: 49715-9320	State/Province: MICHIGAN Country: UNITED STATES



# CERTIFICATE OF LIABILITY INSURANCE

MIL7501

OP ID: CH

DATE (MM/DD/YYYY)

12/17/13

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> Salsbury & Associates Insuranc 3155 Kearney Street, #240 Fremont, CA 94538 Allen E. Salsbury		<b>510-413-0270</b>	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS:	<b>FAX (A/C, No):</b>
<b>INSURED</b> Mills College 5000 MacArthur Boulevard Oakland, CA 94613-1301		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Employers Compensation Ins Co		<b>11512</b>
		<b>INSURER B:</b> Travelers Property Casualty		<b>25674</b>
		<b>INSURER C:</b> United Educators Insurance		
		<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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<b>GENERAL LIABILITY</b>			CGL201300061700	07/01/13	07/01/14	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ <b>10,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ <b>1,000,000</b>
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ <b>2,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
B	<b>AUTOMOBILE LIABILITY</b>			810110D8720	07/01/13	07/01/14	<b>Emp Ben.</b> \$ <b>\$1M/\$2M</b>
	<input checked="" type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input type="checkbox"/> ALL OWNED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS		<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							comp/col ded \$ <b>1,000</b>
C	<b>UMBRELLA LIAB</b>			GLU201300061700	07/01/13	07/01/14	EACH OCCURRENCE \$ <b>25,000,000</b>
	<b>EXCESS LIAB</b>		<input checked="" type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ <b>25,000,000</b>
	DED <input checked="" type="checkbox"/> RETENTION \$ <b>25000</b>						\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			EIG10027717	07/01/13	07/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
C	<b>Professional Liab</b>			ELS201300061700	07/01/13	07/01/14	ea occ <b>1,000,000</b> gen agg <b>3,000,000</b>

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

Oakland Unified School District is named as Additional Insured with respect to the General Liability.

**CERTIFICATE HOLDER****CANCELLATION**

OAKLDCA

Oakland Unified  
 School District  
 Attn: Contracts Administrator  
 900 High St.  
 Oakland, CA 94601

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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