

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	18-1715
Introduction Date	8/22/18
Enactment Number	18-1430
Enactment Date	8/22/18 os



# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Martin Young, Community Partnerships

**Board Meeting Date** August 22, 2018  
*(To be completed by Procurement)*

**Subject** Memorandum of Understanding - The National Society of Black Engineers (NSBE) - (contractor) - Community Schools and Student Services Department (site/department)

**Action Requested** Approval by the Board of Education of the Memorandum of Understanding between the District and The National Society of Black Engineers (NSBE). Services to be primarily provided to the Community Schools and Student Services Department for the period of June 10, 2018 through July 30, 2020.

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

NSBE's mission is to increase minority elementary school students' knowledge in math and science, interest in pursuing engineering careers, and educational aspirations. The Summer Engineering Experience for Kids (SEEK) program is one of the National Society of Black Engineers' (NSBE) contributions to increasing the representation of black students in the Science, Technology, Engineering, and Math fields.

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

Approval by the Board of Education of a Memorandum of Understanding between the District and The National Society of Black Engineers (NSBE), Alexandria, VA, for the latter to expose students to STEM through hands on engineering projects, to expose students to Collegiate STEM students, to expose students to the roles and responsibilities of engineers, and to expose students to African American images in STEM at Martin Luther King, Jr. Elementary School, for the period of June 10, 2018 through July 30, 2020, at no cost to the District.

**Recommendation** Approval by the Board of Education of a Memorandum of Understanding between the District and The National Society of Black Engineers (NSBE). Services to be primarily provided to the Community Schools and Student Services Department for the period of June 10, 2018 through July 30, 2020.

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

**Attachments**

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



## CONTRACT JUSTIFICATION FORM

**This Form Shall Be Submitted to the Board Office  
With *Every* Consent Agenda Contract.**

**Legislative File ID No.** 18-1715

**Department:** 922/Community Schools and Student Services

**Vendor Name:** The National Society of Black Engineers (NSBE)

**Contract Term:** Start Date: 06/10/2018 End Date: 07/30/2020

**Annual Cost:** \$ 0

**Approved by:** Andrea Bustamante

**Is Vendor a local Oakland business?** Yes  No

**Why was this Vendor selected?**

School-site selected partner for In-Kind agreement.

**Summarize the services this Vendor will be providing.**

The Summer Engineering Experience for Kids (SEEK) program is designed to be a fun and engaging educational experience, led by NSBE engineering students and technical professionals dedicated to pursuing professional excellence and giving back to the community. The SEEK program utilizes a hands-on design curriculum. Students will work in teams, using their knowledge to solve problems and create products while discovering the underlying math and science principles involved in these processes.

**Was this contract competitively bid?** Yes  No

If No, answer the following:

1) How did you determine the price is competitive?

No cost to OUSD for services.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
  - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
  - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
  - Western States Contracting Alliance Contracts (WSCA)
  - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

**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 The National Society of Black Engineers  
[CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR’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 CONTRACTOR 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):

Martin Luther King, Jr. Elementary School

960A 10th Street Oakland, California 94607

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**III. 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.”

N/A

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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
- 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 schools district

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 at these School(s).
2. **Anti-Discrimination**—It is the policy of OUSD that in connection with CONTRACTOR’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 CONTRACTOR agrees to comply with all 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 arises.
4. **Family Education Rights and Privacy Act**—CONTRACTOR 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 CONTRACTOR seeks identifiable student information.

C. **Tuberculosis Screening:** CONTRACTOR is required to screen employees and agents who will be present at OUSD sites during the current school year. CONTRACTOR 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 CONTRACTOR’s services under this MOU. 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 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 CONTRACTOR related person, employee, representative or agent from any 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.

#### E. Insurance

1. **General Liability:** *EITHER* (a) CONTRACTOR maintains general liability insurance that names OUSD as an additional insured, for operations, students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1 Million in coverage, and furnish certificate of said insurance to OUSD *OR* (b) CONTRACTOR is not required to maintain general liability insurance under this MOU if the Risk Management Officer signs a waiver of insurance. 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:

- 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.

- F. **Communication**—CONTRACTOR 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 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, CONTRACTOR shall provide reasonable data and information to students participating in the CONTRACTOR's program.
- G. **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.

- H. **Register With/Update Provider Database**—In order to maintain accurate up-to-date information on the services provided, Contractor 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 Contractor's schools of operation change.

#### IV. Required Documents

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

##### A. TB and Fingerprinting Clearance

###### Contractor (Individual):

- 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):

- 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):

- 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 CONTRACTOR.
- 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 06/10/2018 -- 07/30/2020 period.  
[Insert mm/dd/year] [Insert mm/dd/year]

**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

**CONTRACTOR**

Contact: Karl W. Reid, Ed.D.  
Title: Executive Director  
Address: 205 Daingerfield Road  
Alexandria, VA 22314  
Phone: 703-549-2207  
E-mail: kreid@nsbe.org

OUSD Sponsoring School/Department: Roma Groves Waters, Principal MLK Jr. Elem

**XI. 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**

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.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 Contractor, 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. Contractor shall not publish any aspect of the work performed hereunder without prior written consent of the District.

### **XIX. Relationship of Parties**

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.

**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. CONTRACTOR 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**

**CONTRACTOR**

*Aimee Eng* 8/23/18  
 President, Board of Education Date (mm/dd/year)  
 Superintendent  
 Chief or Deputy Chief

*[Signature]* 8/23/18  
 Secretary, Board of Education Date (mm/dd/year)

*[Signature]* 06/03/2018  
 Contractor Signature Date (mm/dd/year)

Karl W. Reid, Ed.D. Executive Director  
 Print Name, Title

Form approved by OUSD General Counsel for 2017-18 FY

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
APPROVED FOR FORM AND SUBSTANCE

By: *[Signature]* 7/27/18  
Michael L. Smith, Attorney at Law  
*(CROC's 7/27/18)*

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

## 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.

### Scope of Work

SEEK is a three-week engineering immersion program designed to expose students from underrepresented communities to STEM fields. Its mission is to increase elementary school students' aptitude in math and science and their interest in pursuing engineering careers. SEEK students engage in interactive, team-based engineering projects led by NSBE collegiate students and industry professionals, who serve as instructors and program facilitators. This summer, the program will be available for students in grades 3–5. Students will work in teams, using their knowledge to solve problems and create products while discovering the underlying math and science principles involved in these processes. Each week, the student participants will take on a new project, culminating with a presentation, design competition and physical competitions on the concluding Friday. .

### Program Dates:

June 26, 2017 - July 14, 2017

Monday, Tuesday, Wednesday, Thursday, Friday

8:00am - 3:30pm

### Daily Schedule:

• 7:30 A.M. Mentor Arrival at Program site- classroom prep

8:00 A.M. Students Arrive- Parent/ Guardian drop off

8:00-8:30 A.M.- Breakfast

8:30- 11:30A.M. Morning Curriculum Instruction (45 min blocks)

• Block 1- 8:30- 9:15

• Block 2- 9:15- 10:00

• Block 3- 10:00- 10:45

• Block 4- 10:45- 11:30

11:30- 1:00 P.M. Staggered Lunch/Recess

1:00- 3:00 P.M. Afternoon Curriculum Instruction (40 min blocks)

• Block 1- 1:00- 1:40

• Block 2- 1:40- 2:20

• Block 3- 2:20- 3:00

3:00- 3:30 P.M. Student Departure- Parent/ Guardian MUST sign child out (Must show ID to pick student up)

3:30- 5:00 P.M. End of Day staff procedures Mentor Debrief/Prep for next day

### Activities and Curriculum:

Curriculum provided by the Society of Automotive Engineers (SAE). SAE International's A World In Motion® (AWIM) is a teacher-administered, industry volunteer-assisted program that brings science, technology, engineering and math (STEM) education to life in the classroom for students in Kindergarten through Grade 12. Benchmarked to the national standards, AWIM incorporates the laws of physics, motion, flight and electronics into age-appropriate hands on activities that reinforce classroom STEM curriculum. Some activities include but are not limited to the following;

#### The Catapult:

Students have the opportunity to construct a medieval trebuchet from balsa wood. Students will design and experiment with different counterweights and lever lengths, all the while learning the mathematics that apply to moving projectiles. The students will also learn concepts like horizontal and vertical motion as well as energy transfer.

#### Gravity Cruiser:

Student teams design and construct a vehicle that is powered by gravity. A weighted lever connected to an axle by string rotates on its fulcrum; as the weight descends it causes the axle attached to the string to rotate, propelling the cruiser forward. Concepts explored include potential and kinetic energy, friction, inertia, momentum, diameter, circumference, measurement, graphing, and constructing a prototype.

#### Fuel Cell:

Using a PEM Fuel Cell as the primary power source, student teams design, build, and test prototype vehicles which they must then present to an audience. The AWIM Fuel Cells Challenge requires students to explore physical science concepts such as force, friction and energy transformations as well as environmental concepts such as green design, and incorporates mathematics concepts as student teams collect, analyze and display data.

#### Tracking and Measurement:

NSBE measures each seek camper's pre/post program knowledge with brief tests developed for each grade. The tests consist of:

• Open-ended questions about student' interest in math and science and knowledge of what engineers do, to begin a profile of student participants.

• Questions based on math and concepts that students should have learned in their previous school year, to assess participants' academic standards

• Questions based on the SEEK program curriculum (multiple choice and vocabulary matching questions) to serve as an indicator of the academic impact of the program

The research will allow NSBE to create a valuable academic profile of SEEK campers' STEM abilities and interest in engineering, as well as gauge any impact on their academic performance.

## 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.

### Statement of Qualifications

The National Society of Black Engineers (NSBE) created the Summer Engineering Experience for Kids (SEEK) to address the underrepresentation of African-American students in STEM fields, so that the United States may remain competitive in today's global economy. NSBE provides early STEM exposure to students beginning in 3rd grade through the 12th grade. Aligning with the NSBE mission statement "to increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community."

The SEEK Program succeeds in providing:

- Positive, African-American, collegiate NSBE members as role models
- Early exposure to math, science and engineering concepts
- Group-based learning projects, designed to maximize creativity and ingenuity
- Annual engagement
- No eligibility requirements

In 2007, the Battelle Memorial Institute awarded NSBE a founding grant that established the Summer Engineering Experience for Kids. The program's mission was to increase minority elementary school students' knowledge in math and science, interest in pursuing engineering careers, and educational aspirations. It currently has expanded to 17 sites in 16 cities across the United States and served more than 15,000 students. NSBE's long-term goal is to contribute to producing 10,000 black bachelor's degree recipients in engineering annually by 2025.

The Summer Engineering Experience for Kids (SEEK) program is one of the National Society of Black Engineers' (NSBE) contributions to increasing the representation of black students in the Science, Technology, Engineering, and Math fields. This 3-week program is designed to expose black children to STEM fields as early as the 3rd grade and through 12th grade. Students participate from 8:30am – 3:30pm daily, giving each student 105 contact hours per summer. The program utilizes NSBE collegiate members as student mentors, the majority of whom are black and majoring in STEM fields.

The mission of the Summer Engineering Experience for Kids is "To increase elementary school students' aptitude in math and science and their interest in pursuing STEM (science, technology, engineering, math) career fields, by having them engage in interactive, team-based engineering projects."

The Summer Engineering Experience for Kids (SEEK) was started in 2007 in Washington, DC and has since expanded to 19 cities, in total, across the USA and has served more than 15,000 students since its inception. We currently have been able to reach students in the following cities:

- 2007 - Washington, DC
- 2008 - Columbus, OH
- 2011 - San Diego, CA
- Oakland, CA
- 2012 - Detroit, MI
- New Orleans, LA
- Houston, TX
- 2013 - Brooklyn, NY
- Jackson, MS
- Philadelphia, PA
- Denver, CO
- 2014 - Atlanta, GA
- Chicago, IL
- 2015 - Birmingham, AL
- Boston, MA
- Harrisburg, PA
- Los Angeles, CA
- Schriever, LA
- 2016 - Dallas, TX
- 2017 - Sacramento, CA
- Saginaw, MI
- Sorento, LA

SEEK recruits NSBE collegiate and alumni members to serve as Mentors. Our Mentors are tasked with teaching engineering concepts in a fun and motivating environment. They are part friend, part counselor, part teacher, and the foundation upon which the SEEK program is built. Approximately 85% of mentors are undergraduates majoring in engineering or other STEM disciplines. All Mentors are required to go through a week of training and preparation prior to the program starting. Training focuses on child and program safety, leadership, classroom management, and curriculum implementation. All staff are active members of the National Society of Black Engineers who have completed medical screening and criminal background checks.

The SEEK Program has had notable impact on several levels some including;

- 100% Parent recommendation
- 81% of students indicated their participation in the SEEK camp made them more interested in engineering
- Expansion of vocabulary use focused on engineering curriculum
- Parents indicated exposure to African American role models was a positive impact for their children
- Parents indicated students gained self confidence
- 98% of parents indicated they would send their child to another SEEK camp



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: RC

DATE (MM/DD/YYYY)

04/24/2018

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 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> R. H. Nicholson & Co. 3998 Fair Ridge Drive Ste 200 Fairfax, VA 22033-2907 Nancy Nicholson Miller		<b>CONTACT NAME:</b> <b>PHONE (A/C No. Ext):</b> _____ <b>FAX (A/C No.):</b> _____ <b>E-MAIL ADDRESS:</b> _____ <b>PRODUCER CUSTOMER ID #:</b> NATIO-3	
<b>INSURED</b> National Society Of Black Engineers 205 Daingerfield Rd. Alexandria, VA 22314		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Group <b>NAIC #</b> 29424 <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 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 <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	42 UUN NA6545	08/01/2017	08/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		42 UUN NA6510 42 UUN NA6510	08/01/2017 08/01/2017	08/01/2018 08/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (PER ACCIDENT) \$ _____ <b>Comp</b> \$ 1,000 <b>Coll</b> \$ 1,000
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		42 RHU NA6510	08/01/2017	08/01/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<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 <input type="checkbox"/> N/A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)  
**Re: 2018 Summer Engineering Experience for Kids Camp June 11th - July 6th, 2018. Oakland Unified School District is additionally insured for General Liability.**

<b>CERTIFICATE HOLDER</b> Oakland Unified School District Attn: Risk Management 1000 Broadway Ste 440 Oakland, CA 94607		<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. <b>AUTHORIZED REPRESENTATIVE</b> 	
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**NOTEPAD**

INSURED'S NAME **National Society Of Black**

**NATIO-3**  
**OP ID: RC**

PAGE 2  
Date **04/24/2018**

Should any of the policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named except for nonpayment cancellations which is 10 days.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - DESIGNATED  
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):**

Oakland Unified School District  
Attn: Risk Management  
1000 Broadway Ste 440  
Oakland, CA 94607

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 your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

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 is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
  - 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



May 10, 2018

Michael L. Smith  
Deputy General Counsel  
Oakland Unified School District  
1000 Broadway Suite 440  
Oakland, CA 94607

Dear Mr. Smith,

Please accept this letter as The National Society of Black Engineers' (NSBE) official Clearance Letter declaring that all program personnel of the Summer Engineering Experience for Kids (S.E.E.K.) Oakland camp site are tested for Tuberculosis (TB) as well as fingerprinted with clearance from the Department of Justice and Federal Bureau of Investigation (DOJ/FBI), before the student program start date.

The National Society of Black Engineers adheres to all conditions of this Memorandum of Understanding with the Oakland Unified School District in providing this letter of clearance.

Please contact Greg Meeropol Senior Director of Programs at [gmeeropol@nsbe.org](mailto:gmeeropol@nsbe.org) or 703.965.1163 with any questions or requests for additional information.

Towards 10K,

Karl W. Reid Ed.D.  
Executive Director  
The National Society of Black Engineers (NSBE)

**Enclosures:**

*2018 SEEK Oakland Unified School District Contract (NSBE Executed)*  
*NSBE Certificate of Insurance (Oakland Unified School District Certificate Holder)*



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

**Search Term : the\* national\* society\* of black\* engineers\***  
**Record Status: Active**

**No Search Results**