Board Office Use: Legislative File Info. 4-1557 File ID Number: Introduction Date: 08/13/2014 **Enactment Number: Enactment Date:**



Memo

To:

Board of Education

From:

GARY YEE, EdD, ACTING SUPERINTENDENT; By: VERNON E HAL, Deputy Superintendent

Board Meeting Date: 08/13/2014

Subject:

Professional Service Contract

Contractor:

Community Alliance for Learning of Albany, CA

Services for: 335-LIFE

Board Action Requested Ratification by the Board of Education of a Professional Services Contract between the District and and Recommendation: Community Alliance for Learning, Albany, CA, for the latter to provide: CAFL will plan the writing coach program, work out logistics at the school, develop a coaching schedule with the teacher, and hire and oversee personnel for the program at Life Academy. CAFL's recruitment coordinator will recruit and schedule volunteers for trainings. CAFL's professional trainers will train volunteers on strategies to engage students and help them improve writing skills, and the WCC site coordinator will develop coach teams, collaborate with the teacher, communicate assignments and goals to coaches, and supervise all coaching on site. CAFL will conduct program assessment and submit a report to the school. for the period of 11/01/2013 through 06/30/2014 in an amount not to exceed \$10,000.00.

Background:

(A one paragraph explanation of why the consultant's services are needed.) These services are needed to improve students overall writing skills. In the 10th grade, students must pass the CAHSEE ELA portion of the test. In order to do this, the students must complete the essay portion of the exam. CAFL will work closely with students to provide coaching for the students to improve writing strategies.

Discussion:

(QUANTIFY what is being purchased.)

CAFL will plan the writing coach program, work out logistics at the school, develop a coaching schedule with the teacher, and hire and oversee personnel for the program at Life Academy. CAFL's recruitment coordinator will recruit and schedule volunteers for trainings. CAFL's professional trainers will train volunteers on strategies to engage students and help them improve writing skills, and the WCC site coordinator will develop coach teams, collaborate with the teacher, communicate assignments and goals to coaches, and supervise all coaching on site. CAFL will conduct program assessment and submit a report to the school.

Board Office Use: Legislative File Info.						
File ID Number:	14-1557					
Introduction Date:	08/13/2014					
Enactment Number:	14-1451					
Enactment Date:	8-13-1401					



Fiscal Impact: Funding resources below not to exceed \$10,000.00

\$10,000.00 IASA-I BASIC GRANTS LOW INCOME

Attachments: Professional Services Contract including Scope of Work

Waiver Summary

Resume / Statement of Qualifications

EPLS Search Results Page

Insurance Certification (if no Waiver was granted)

Board Office Use: Leg	islative File Info.
File ID Number	14-1557
Introduction Date	08/13/2014
Enactment Number	14-145 1
Enactment Date	8-13-14/1



PROFESSIONAL SERVICES CONTRACT 2013-2014

TL	This Agreement is entered into between Community Alliance for Learning					
(Co	This Agreement is entered into between CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained to provide such services. The parties agree as follows:	ive matters with persons				
1.	 Services: CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached I herein by reference. 	hereto and incorporated				
2.	2. Terms : CONTRACTOR shall commence work on11/01/2013, or the day immediately following approve if the aggregate amount CONTRACTOR has contracted with the District is below\$84,100.00 in the current					
	by the Board of Education if the total contract(s) exceed, whichever is later. The work shall be					
3.		this Agreement. The				
	compensation under this Contract shall not exceed Ten Thousand					
	Dollars (\$10,000.00) [per fiscal year], at an hourly billing rate not to exceed per hou	ır. This sum shall be for				
	full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor inclu					
	labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.					
	If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.	I describe in Exhibit "A,"				
	OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in	performing services for				
	OUSD, except as follows: No Reimbursements	<u> </u>				
	Payment for Work shall be made for all undisputed amounts in monthly installment payments within for CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approportion of the Work for which payment is to be made.					
	The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the lia to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by case must be replaced by CONTRACTOR without delay.	or detected at the time a				
4.	Equipment and Materials: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of the					
	Agreement except:NONE					
	which shall not exceed a total cost of					
5.	5. CONTRACTOR Qualifications / Performance of Services:					
	CONTRACTOR Qualifications : CONTRACTOR warrants it is specially trained, experienced, competent and the Services required by this Agreement in conformity with the laws and regulations of the State of Californ America, and all local laws, ordinances and,/or regulations, as they may apply.					
	Standard of Care : CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to pe professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will obtained, reports and recommendations prepared in accordance with generally and currently accepted princi profession for services to California school districts.	be performed, findings				
6.	6. Invoicing: Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Cordate, invoice number, purchase order number, name of school or department service was provided to, period person performing the service, date service was rendered, brief description of services provided, number of rate, total payment requested.	ntractor address, invoice I of service, name of the				
7.	7. Notices: All notices and invoices provided for under this Agreement shall be in writing and either personally business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party below:	delivered during normal at the address set forth				
eRe	eRev. 3/11/13 Requisition No. R0410056 P.O. No.					

Professional Services Contract

	presentative:	CONTRACTOR:				
Name:	PRESTON THOMAS	Name: _	Lynn Mueller			
Site /Dept.	. 335-LIFE	Title:	Program Manager			
Address:	2101 35th Ave	Address	PO Box 6098			
_	Oakland, CA 94601		Albany, CA 94706			
Phone:	510-534-0280	Phone:	510-524-2319			

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor**: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

9. **Insurance**:

- 1. Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- □ CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
- 10. Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
- 11. **Assignment**: The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 12. **Non-Discrimination**: It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

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	9		

- 13. **Drug-Free / Smoke Free Policy**: No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
- 14. **Indemnification**: CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 15. Copyright/Trademark/Patent/Ownership: CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 16. **Waiver**: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 17. **Termination**: OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 18. **Conduct of CONTRACTOR**: CONTRACTOR will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, which include:
 - 1. **Tuberculosis Screening**: CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 - 2. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 19. **No Rights in Third Parties**: This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 20. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 - 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 - 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
- 21. Limitation of OUSD Liability: Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 22. **Confidentiality**: CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

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Professional Services Contract

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. Conflict of Interest: CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.
 - CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (https://www.epls.gov/epls/search.do)
- 25. **Litigation**: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority**: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRI	СТ	CONTRACTOR	
VERNON E HAL	06/26/2014	Lynn Mueller	06/30/2014
President, Board of Education	Date	Contractor eSignature	Date
Superintendent or Designee			
MAL	8-14-14	Lynn Mueller, Progra	am Manager
Secretary, Board of Education	Date	Print Name Title	

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EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

CAFL's WriterCoach Connection recruits, trains and coordinates community volunteers as classroom writing coaches to encourage students to think critically, write proficiently, and develop their own ideas. CAFL will provide writing coaches for one-on-one writing conferences for students in two sophomore English classes at Life Academy. Coaches will meet with students for 20-30 minute coaching sessions approximately ten times throughout the spring semester 2014. CAFL services include: (1) Planning and Oversight: CAFL will plan the program with Life Academy participants, retain a volunteer recruitment coordinator and a site coordinator to recruit and coordinate writing coaches and collaborate with the English teacher. (2) Training: CAFL's trainers will train volunteer coaches in program principles, logistics, and strategies for working effectively with students of different abilities, at different stages of the writing process, and on various types of writing assignments. (3) Implementation: CAFL will provide writing coaches for every tenth grade student at Life Academy, will collaborate with the teacher on effective implementation, including scheduling the coaching sessions, receiving assignments, and assigning coach/student pairs. (4) Assessment: CAFL will conduct program assessment and report results to the school.

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2.	of the service(s): 1) How many more Oakland children are gr attending school 95% or more? 3) How many more students	m the services of this Contract? Be specific. For example, as a result raduating from high school? 2) How many more Oakland children are have meaningful internships and/or paying jobs? 4) How many more ices they need? Provide details of program participation (Students). NOT THE GOALS OF THE SITE OR DEPARTMENT.
	As a result of CAFL services, students will improve the case, CAHSEE passage rates, and overall EAP placements.	quality of their writing as measured by the Performance Writing ent rating.
	rasii, erii 1022 passage raise, and everali 27 ii plassiii	on ramig.
3.	 Alignment with District Strategic Plan: Indicate the go (Check all that apply.) 	als and visions supported by the services of this contract:
	Ensure a high quality instructional core Develop social, emotional and physical health	 ☐ Prepare students for success in college and careers ☒ Safe, healthy and supportive schools
	Create equitable opportunities for learning	Accountable for quality
_	High quality and effective instruction	Full service community district
4.	Please select:	an – CSSSP (required if using State or Federal Funds):
	Action Item included in Board Approved CSSSP: (no a	additional documentation required)
	- Item Number(s): 335SQI2ASQI2BSQI2CSQ	
	Action Item added as modification to Board Appro Manager either electronically via email of scanned docum	oved CSSSP – Submit the following documents to the Resource nents, fax or drop off.
	Relevant page of CSSSP with action item highlighted date, school site name, both principal and school site	d. Page must include header with the word "Modified", modification
	Meeting announcement for meeting in which the CSS	
	3. Minutes for meeting in which the CSSSP modification4. Sign-in sheet for meeting in which the CSSSP modification	n was approved indicating approval of the modification.
	Sign in shooting in which the coost mount	

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ContractsOnline: Contract Waiver Summary

Site Number-Name: 335-LIFE

Principal / Department Head: PRESTON THOMAS

Contractor Name: Lynn Mueller

Business Name: Community Alliance for Learning

Contract Type: Standard

Anticipated Start Date: 11/01/2013 Contract End Date: 06/30/2014

Rate Type: FLAT Contract Amount: \$10,000.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: NA

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

Other Reduction Amount: NA

Approval Date:

Approved by Deputy Superintendent

Billing Waiver Status: Approved Approval Date: 06/26/2014

Fingerprint Waiver Status: NA Approval Date:

TB Test Waiver Status: NA Approval Date:

WriterCoach Connection has proven to be highly effective in generating increased writing achievement in Oakland classrooms. The program is a perfect example of enlisting community resources as part of the district's new five-year strategic plan, "Community Schools, Thriving Students." More Oakland schools are requesting WriterCoach Connection as word gets out about the results it produces. We need this program, and these volunteers, now more than ever.

--Former OUSD Superintendent of Schools Tony Smith

WriterCoach Connection, the sole program of Community Alliance for Learning, a 501(c)(3) non profit, was launched in 2001 to send teams of trained community volunteers into secondary school English classrooms to work one on one with students on their writing assignments. From a group of 35 trained volunteers at Berkeley High, the program has expanded over the last fourteen years to schools in four East Bay school districts: Berkeley, Albany, Oakland, and West Contra Costa County. During the 2012–13 school year, 642 volunteer coaches provided 19,097 regular coaching sessions for students in 82 East Bay classrooms. WCC is currently serving 10 secondary schools and will expand to Kennedy High, our second high school in Richmond in 2014-15.

The National Commission on Writing advises, and other experts agree, that teachers and students need to devote more time to writing, and students need more feedback at every stage of the writing process. WCC volunteers help to bridge this gap between the writing instruction teachers can offer and the extra attention that students need. "It's like having 35 teachers here," an El Cerrito High School teacher marveled.

WCC's trained coaches offer 8 to 14 individual writing conferences of 20 to 45 minutes during the year to every student in a classroom. These one-to-one coaching sessions benefit every student, providing the differentiated instruction that remains an elusive goal in most public schools. The inclusiveness of the program is especially beneficial for atrisk students because it eliminates the stigma associated with remedial tutoring and ensures that struggling writers who might otherwise fall through the cracks receive the help they need and too often do not seek on their own.

WCC expanded to Oakland in 2008-09. In its first five years, WCC's Oakland project has shown success as measured by test scores, teacher enthusiasm, and community participation. An abundance of high-quality volunteers have signed up to coach in Oakland. Surveys have shown that students, teachers, and coaches highly value the program, and writing-assessment tests have provided striking objective evidence of students' progress. Please see results of our assessment survey on our website: http://www.writercoachconnection.org/program-results.html

Beyond these measurable academic gains, the personal connection that coaches provide can be invaluable to students, particularly to those who are at risk of dropping out. In regular meetings with their coaches, students derive great benefit from a positive, productive relationship with an adult outside their social world. Benjamin Schmookler, former principal at Media Academy, expressed amazement at how well his sometimes unruly students behaved during coaching conferences. He pointed out that WCC provides at-risk students with a model of positive behavior that helps to prepare them for a more hopeful, more productive future.

As WCC has expanded into increasingly challenging educational environments, we have refined our coach training to serve the many students who face the additional challenge of learning English as a second language. And as schools prepare for the heightened focus on writing that the new Common Core Standards demand, we are working with teachers and administrators to ensure that our coaches will provide the enhanced instructional support that is needed more urgently than ever.

#



CERTIFICATE OF LIABILITY INSURANCE

COMMU-4 OP ID: JG

DATE (MM/DD/YYYY) 05/02/14

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).

D 1 1/04/D1 0			415-820-2200 CONTACT NAME:				
		415-394-8332	PHONE (A/C, No, Ext):	FAX (A/C, No):			
			E-MAIL ADDRESS:				
			INSURER(S) AFFORDIN	INSURER(S) AFFORDING COVERAGE			
			INSURER A: Nonprofits' Ins Alliance				
INSURED	Community Alliance ForLearning		INSURER B : State Comp Ins Fund				
	Lynn Mueller P.O. Box 6098		INSURER C:				
	Albany, CA 94706		INSURER D:				
			INSURER E :				
			INSURER F:				
00VED 4	OFFICIOATE NUM	DE	VIOLON NUMBER.				

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		ADDL S		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	s	
LIK	GENERAL LIABILITY	INSK V	WVD	FOLICT NUMBER	(IMIM/DD/TTTT)	(WIWI/DD/TTTT)			1,000,000
Α	X COMMERCIAL GENERAL LIABILITY	х		2013-10386-NPO	10/07/13	10/07/14	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	500,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$	20,000
							PERSONAL & ADV INJURY	\$	1,000,000
							GENERAL AGGREGATE	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$	1,000,000
	POLICY PRO- LOC							\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
Α	ANY AUTO			2013-10386-NPO	10/07/13	10/07/14	BODILY INJURY (Per person)	\$	
	ALL OWNED SCHEDULED AUTOS AUTOS						, ,	\$	
	X HIRED AUTOS X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	
	DED RETENTION\$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU- TORY LIMITS OTH- ER		
В	ANY PROPRIETOR/PARTNER/EXECUTIVE TO I	N/A	!	9025724-2013	10/01/13	10/01/14	E.L. EACH ACCIDENT	\$	1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	1,000,000
Α	Improper Sexual			2013-10386-NPO	10/07/13	10/07/14	EachClaim		250,000
	Liquor Liability						EachClaim		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Oakland Unified School District is named as an Additional Insured with
respects to liability arising out of the operation of the named insured or
per written contract.

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