

Board Office Use: Legislative File Info.	
File ID Number	20-0022
Introduction Date	1/22/20
Enactment Number	20-0134
Enactment Date	1/22/2020 lf



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Ali Metzler, Community Schools Leadership Coordinator

**Board Meeting Date** January 22, 2020

**Subject** Memorandum of Understanding  
Contractor: Super Stars Literacy  
Services For: Community Partnerships, Community Schools and Student Services  
Department

**Action Requested and Recommendation** Approval by the Board of Education of Memorandum of Understanding between the District and Super Stars Literacy, Oakland, CA, for the latter to provide in class literacy intervention and after-school extended learning literacy programming for K-2 students at Bridges Academy, Garfield, and Markham elementary schools, for the period of August 12, 2019 through May 28, 2020, at no cost to the District.

## Background

*(Why do we need these services? Why have you selected this vendor?)*

Super Stars Literacy (SSL) provides trained AmeriCorps members to implement literacy intervention during the school day and after school. The program also offers instruction in social-emotional development to students, and opportunities for school-based parent engagement (i.e. family literacy nights). Moreover, SSL AmeriCorps members participate in Professional Development with partner schools for continuity in classroom management and behavioral expectations.

The following are the costs to parents or students (if applicable):

N/A

**Competitively Bid** Was this contract competitively bid? No. Exception: No cost to OUSD for services.

**Fiscal Impact** Funding resource(s): No fiscal impact

**Attachments**

- Memorandum of Understanding

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**OAKLAND UNIFIED SCHOOL DISTRICT**  
Community Schools, Thriving Students

## MEMORANDUM OF UNDERSTANDING (NO COST) 2019-2020

This MEMORANDUM OF UNDERSTANDING (MOU) is entered into between Oakland Unified School District (OUSD) and Super Stars Literacy (CONTRACTOR) and. 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).

The parties agree as follows:

- 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):

Bridges @ Prescott  
Garfield Elementary  
Markham Elementary

- Services:** CONTRACTOR shall provide the services ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
- Term:** The term of this MOU shall be from 08/12/2019 to 05/28/2020, not to exceed three years from the start date.  
[mm/dd/yyyy] [mm/dd/yyyy]
- Compensation:** CONTRACTOR's services or program described in this MOU will be provided at no cost to OUSD. The following are all costs to parents or students (if applicable):

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

- CONTRACTOR Qualifications:** CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services identified in this MOU in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply. A description of CONTRACTOR'S organization with evidence of relevant experience is attached as Exhibit "B": Statement of Qualifications.
- Expectations or Goals of Program's Services:** The following checked items are in agreement with CONTRACTOR'S program's services:

- 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
- Help create full service community schools in OUSD
- Increase graduation rates
- Other: \_\_\_\_\_

6. **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 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: General Counsel  
Address: Office of the General Counsel  
1000 Broadway, Suite 300  
Oakland, CA 94607  
Phone: 510-879-8535  
Fax: 510-879-4046  
Email: ousdlegal@ousd.org

**CONTRACTOR:**

Contact: Dr. Hollis Pierce-Jenkins  
Title: Executive Director  
Address: 333 Hegenberger Road, Suite 503  
Phone: (510) 777-0870  
E-mail: hollis@superstarsliteracy.org

OUSD Sponsoring Department: Community Schools & Student Services

7. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this MOU, 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.

8. **Insurance:**

Unless specifically waived by OUSD, the following insurance is required:

1. 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 (including, but not limited to, Labor Code section 3700) and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.
2. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage, with limits of at least One Million Dollars (\$1,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured with the additional insured endorsement provided to OUSD within 15 days of effective date of the MOU (and within 15 days of each new policy year thereafter during the term of this MOU). 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.
3. 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**

CONTRACTOR is not required to maintain any insurance under this MOU. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

9. **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.
10. **Assignment:** The rights and obligations of CONTRACTOR under this MOU shall not be assigned without the express prior written consent of OUSD.
11. **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, sexual orientation, or other legally protected class.

12. **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 or prevent a similar subsequent act from constituting a violation of the MOU.
13. **Termination/Amendment:** Either party may terminate this MOU at any time, without cause, with 30 days 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.

14. **Responsibilities of CONTRACTOR:**

1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within 60 days prior to working with students. If tuberculosis risk factors are identified, CONTRACTOR agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the CONTRACTOR agent shall obtain an x-ray of the lungs. At his/her discretion, CONTRACTOR agent may choose to submit to the examination instead of the risk assessment.
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 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.

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.

3. **Required Documents re Tuberculosis and Fingerprinting:**

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents (in addition to the insurance document noted above):

i. **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 clearance from the tuberculosis risk assessment or negative TB status of individual within the prior 60 days.

**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.

15. **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.
16. **Limitation of OUSD Liability:** 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 MOU for the services performed in connection with this MOU.
17. **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 MOU. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
18. **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.

19. **Register With/Update Enrichment Provider database:** In order to maintain accurate up-to-date information on the services provided, CONTRACTOR shall register in OUSD's Enrichment Provider database, update program information and schools during the school year when CONTRACTOR's programs and schools change midyear, and update program information and schools prior to commencing services during subsequent school years.
20. **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.
21. **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/>).
22. **Severability:** If any term, condition or provision of this MOU is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
23. **Provisions Required By Law Deemed Inserted:** Each and every provision of law and clause required by law to be inserted in this MOU shall be deemed to be inserted herein and this MOU shall be read and enforced as though it were included therein.
24. **Captions and Interpretations:** Section and paragraph headings in this MOU are used solely for convenience and shall be wholly disregarded in the construction of this MOU. No provision of this MOU shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this MOU shall be construed as if jointly prepared by the Parties.
25. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this MOU 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 (specifically excluding any underlying pre-existing intellectual property). OUSD may, with CONTRACTOR's prior written consent, use 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 MOU. 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.
26. **Litigation:** This MOU shall be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this MOU.
27. **Incorporation of Recitals and Exhibits:** Any recitals and exhibits attached to this MOU are incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.
28. **Integration/Entire Agreement of Parties:** 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 by a written instrument executed by both Parties.
29. **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 drugs on these sites, including at these School(s).
30. **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.
31. **Signature Authority:** Each party has the full power and authority to enter into and perform this MOU, and the person signing this MOU on behalf of each Party has been given the proper authority and empowered to enter into this MOU.
32. **Indemnification:** To the furthest extent permitted by California law, CONTRACTOR shall indemnify, defend and hold harmless OUSD, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of or in any way related to the performance of this MOU. CONTRACTOR also agrees to hold harmless, indemnify, and defend the Indemnified Parties from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR arising out of or in any way related to the performance of this MOU. CONTRACTOR shall, to the fullest extent permitted by California law, defend the Indemnified Parties at CONTRACTOR's own expense, including attorneys' fees and costs, and OUSD shall have the right to accept or reject any legal representation that CONTRACTOR proposes to defend the Indemnified Parties. This provision survives termination of this MOU.

Memorandum of Understanding (No Cost)

- 33. **Contract Publicly Posted:** 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.
- 34. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this MOU until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent that formal approval. This MOU shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

**OAKLAND UNIFIED SCHOOL DISTRICT**

**CONTRACTOR**

*Jody [Signature]* 1/23/2020  
 President, Board of Education Date  
 Superintendent  
 Chief or Deputy Chief

*Hollis Pierce Jenkins* 11/05/19  
Contractor Signature Date

*[Signature]* 1/23/2020  
Secretary, Board of Education Date

Hollis Pierce Jenkins  
Print Name, Title

Form approved by General Counsel Office for 2019-20 FY

## 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 WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

### School Site Scope of Work

**Core Beliefs:** Super Stars Literacy, Inc. believes:

Every child has the potential to learn and achieve.

Every child deserves equal access to resources and opportunities for achievement.

Both early literacy skills and social/emotional development are critical to success in school and life.

Learning must be filled with joy, fun and friendship.

Families and caregivers are integral to children ' s literacy development.

Collaboration with community partners enables student success.

Effective after-school programs adapt to the school community context and the needs of each child.

An effective literacy program must complement the classroom experience and be outcomes-oriented and evidence-based.

**Program Objective:** Through the implementation of the program, Super Stars Literacy, Inc. will strive to:

Impart the crucial literacy skills

Improve social/emotional development

Engage families and caregivers of all Super Stars students

Provide equal support and opportunities across all school sites

Adapt the Super Stars, Inc. program to each school community

Daytime intervention referral lists will include Extended Learning participants to allow comprehensive support to those students.

Collaboration with Super Stars Literacy, Inc. Program Manager to establish a consistent weekly schedule for each Group Leader ideally within their assigned grade level. See addendum

Offer recommendations to Program Manager & Group Leaders on structure, goals, and appropriate activities which should remain literacy focused.

The School Site will permit Super Stars Literacy, Inc. to measure progress in students served in Daytime Intervention by either allowing Super Stars Literacy, Inc. to administer assessments to Daytime Intervention students or by providing assessment data compatible with literacy benchmarks.

The School Site will permit Group Leaders to administer Super Stars Literacy selected assessments to Extended Learning students during school day hours.

Any changes or issues to the Daytime Intervention schedule will be communicated with the Program Manager. i.e. Group Leaders not meeting their daytime intervention schedule.

Extended Learning Super Stars Literacy, Inc. will implement an after school program offering early literacy and social emotional learning experiences. Super Stars Literacy, Inc. will aim for an enrollment of 16 students, maximum 20 students per classroom. The program at the school site will consist of three classes segregated by grade level (one Kindergarten, one 1st grade classes, and one 2nd Grade). The Extended Learning program will occur daily Monday through Friday.

## EXHIBIT "B" STATEMENT OF QUALIFICATIONS

- 1. Description of Organization and Relevant Experience:** For individual consultants, a resume is sufficient. Attach a separate document if more space is needed.

**Executive Director, Ed.D**

Hollis Pierce-Jenkins

The Executive Director oversees the entire organization and is the main contact for the school site partners especially in the MOU process.

[hollis@superstarsliteracy.org](mailto:hollis@superstarsliteracy.org)

**Program Manager**

Ms. Yvette Thompson-Echevarria, MNA (Candidate) Graduation 12/15/19

The Program Manager will act as a liaison to the school to ensure effective program implementation, and as such any changes to this document should involve the Program Manager. i.e. Room changes, Scheduling changes, etc. The Program Manager also is the direct supervisor, mentor and support of the Group Leaders

[yvette@superstarsliteracy.org](mailto:yvette@superstarsliteracy.org)

**Operations Manager**

Kim Caldwell

The Operations Manager oversees policies and procedures as well as handles the HR and financial needs of the organization.

[kim@superstarsliteracy.org](mailto:kim@superstarsliteracy.org)

**Evaluation Manager**

Ms. Nada Djordjevich

West Coast Strategic Consulting Services

The Evaluation Manager collects assessment data, attendance records and survey results to produce the annual and mid-year reports.

**Volunteer Coordinator**

Marwa Abukabar

The Volunteer Coordinator organizes Family Engagement Events, onboards volunteers and provides additional support to the program.

[mabukabar@superstarsliteracy.org](mailto:mabukabar@superstarsliteracy.org)

**Group Leaders**

The Group Leaders are AmeriCorps members who are serving 1700 years of community service in a one year commitment. They serve directly in the schools.



**Yvette Thompson-Echevarría**  
[linkedin.com/in/thompson-echevarria](https://www.linkedin.com/in/thompson-echevarria)  
kthompson0605@gmail.com  
(510) 710-4216

## EDUCATION

Masters of Nonprofit Administration (MNA) Aug 2018 – Present  
University of San Francisco, San Francisco, CA

**Courses included:** Nonprofit Fundraising & Philanthropy, Nonprofit Management: People, Programs & Policies, Nonprofit Marketing and Communication, Social Enterprise Solutions for Social Innovations, Sustainability Reporting Capacity, Nonprofit Ethical Leadership, Nonprofit Social Impact Analysis, Nonprofit Strategic Governance

Bachelor of Arts, Comparative Literature, *magna cum laude* June 2013  
University of Puerto Rico, Mayagüez, PR

## EXPERIENCE

### First 5 Santa Clara County

SEEDS of Early Literacy Coach Aug 2017 – Aug 2018

- Delivered professional development training and coached 5 licensed child care providers weekly as a SEEDS coach with First 5 Santa Clara County
- 80% of the infants and toddlers made significant improvements in vocabulary as measured by their pre and post IGD1 evaluation scores
- 93% of the preschoolers improved their ability to write their names measure by their pre and post PALS evaluation scores
- 87% of the preschoolers improved their letter recognition skills measure by their pre and post PALS evaluation scores

### Grail Family Services (GFS)

Manager, Family Resource Center & Professional Development Aug 2017 – Aug 2018

- Oversaw GFS Family Resource Center operations and activities directly serving 856 adults and 804 children, and indirectly serving 2, 200 adults
- Supervised Parent Services Coordinator, 2 ESL Teachers and 6 Child Enrichment Teachers
- Promoted interagency collaboration amongst Somos Mayfair, Amigos de Guadalupe, School of Arts & Culture, Veggielution, Alum Rock Union Elementary School District (ARUSD), Alum Rock Counseling Center, Healthier Kids Foundation, San Jose Public Library, and Kidango to leverage programs, services, activities, and resources
- Maintained program data, tracked progress, and generated reports and documentation for grants from First 5 Santa Clara County, Leo M. Shortino Family Foundation, Silicon Valley Community Foundation, The County of Santa Clara, and the Child Abuse Prevention Council of Santa Clara County

### Family Literacy Coordinator

July 2016 – Aug 2017

- Recruited, onboarded, and trained 60 community volunteers in schools and programs
- Facilitated community outreach presentations in San Jose State University, Rotary Club of Los Gatos, Intel, Sunnyvale Presbyterian Church, and others
- Planned 4 Family Literacy Nights in partnership with the San Jose Public Library for 280+ families
- Created quarterly and yearly reports to comply with grant requirements
- Coordinated volunteer reading mentor schedules to be paired with 120 students

- ❑ Developed S.M.A.R.T. goals for 120 students at Dorsa and San Antonio Elementary Schools based in their i-Ready Assessment
- ❑ Delivered literacy and reading comprehension workshops for 30 unduplicated parents

### **Reading Partners**

Site Coordinator

Aug 2014 – June 2016

- ❑ Trained and supervised 120+ community volunteers in their role as reading tutors
- ❑ Achieved a 100% satisfaction rate for volunteers on the end of the year survey
- ❑ Collaborated with the Community Engagement team to plan the End of Year Celebration for 600+ volunteers in the East Bay
- ❑ Delivered curriculum training and facilitated civic reflections for 30 Reading Partners staff
- ❑ Provided weekly peer coaching to 7 site coordinators

### **City Year**

AmeriCorps Member & Family Engagement Coordinator

Aug 2013 – July 2014

- ❑ Managed the operations of the Family Resource Center at Fern Bacon Middle School including creating procedures and policies, providing translation and interpretation for Spanish speaking families, and facilitating monthly training for 50 parents
- ❑ Led pull-out and push-in services for eighth grade English Language Arts class
- ❑ 50% of students improved their literacy skills measured by their Inside Language Assessment
- ❑ Created and implemented lesson plans for one-on-one and small group tutoring
- ❑ Taught English Language Arts intervention class in the After School Program for a group of 10 middle school students

## **PROJECTS**

### **VAST Program Client Report**

Feb 2019 – May 2019

San Geronimo Valley Community Center

- ❑ Collected data from on-site observations, semi-structured interviews with staff, and a focus group with parents to determine (1) What elements of the VAST program contribute to student academic achievement? (2) Does the VAST program provides a supportive environment where children can work?, and (3) Are the parent's needs and concerns are being met and addressed?

### **Grant Proposal**

Jan 2019 – Mar 2019

Dare Humanity

- ❑ Wrote a grant proposal to fund Dare Humanity's Young Dreams Sponsorship Program. The purpose of this program is to cover school tuition and transportation expenses for 60 children in Sonyen, Souchato, and Grand Matin communities in Haiti.

### **Assessment of Advocacy Capacity**

Aug 2018 – Dec 2018

Women's Community Leadership Network of San Mateo County (WCLN)

- ❑ Assessed WCLN by conducting interviews with key stakeholders, reviewing internal documents, and external researching. Determined that there is capacity for an advocacy effort with the proper resources and board cooperation. Created a strategic plan and timeline for members of the governing board to implement advocacy efforts in the organization.

### **Strategic Plan**

Aug 2018 – Dec 2018

Women's Community Leadership Network of San Mateo County

- ❑ Conducted a rigorous strategic analysis that included a problem statement, stakeholder interviews, literature review, financial analysis, SWOT analysis, PESTEL analysis, Hedgehog

concept, and strategy change recommendations.

**Brand Assessment**

Aug 2018 – Dec 2018

KIPP King Collegiate High School

- ❑ Carried out a brand audit of KIPP King Collegiate High School using a questionnaire to determine whether internal and external audiences perceive the organization in a similar light. The internal audience was composed of teachers and administrators and the external audience of students.

**CERTIFICATIONS**

**Sustainability Reporting Professional Certificate**

June 2019

Issuing Authority: Sustainable Capacity International Institute (SCII-ONLUS)

No Expiration Date

**200-Hour Yoga Teacher Training**

April 2019

Issuing Authority: Yoga Alliance

No Expiration Date

**Adult and Pediatric First Aid/CPR/AED**

April 2019

Issuing Authority: American Red Cross

Expires on April 2021

**TECHNICAL SKILLS**

Salesforce, Squarespace, Canva, jamovi, Gmail, Google Calendar, Google Docs, Google Sheets, Google Slides, Mailchimp, Zoom, Wordpress, LinkedIn, Facebook, Instagram, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Bilingual English/Spanish, Adult and Pediatric First Aid/CPR/AED

# HOLLIS PIERCE-JENKINS, Ed.D.

15668 Baypoint Avenue  
San Leandro, California 94579

(650) 218-8011 [cell]

Email: [hollis.pierce@gmail.com](mailto:hollis.pierce@gmail.com)

## SUMMARY

An accomplished executive with indepth knowledge and experience in both private and public sector constantly evolving environments in a model of continuous improvement. Implementation of systems and procedures with strategic and tactical leadership that aligns with organizational and Board of Directors goals. Adept at establishing a collaborative and effective working relationship with cross-functional groups. Over 10 years of effective leadership where staff performance metrics are clearly stated and objectively utilized in evaluating and in developing top performing teams. Oversee continual improvement in professional development using reflective practice and data driven results.

## PROFESSIONAL EXPERIENCE

### SUPER STARS LITERACY

NOVEMBER 2017-PRESENT

Executive Director

Responsible for managing the vision, strategic direction and operations of this \$1.2 million organization through the next phase of growth and impact of a 5 year plan. Program strategies include: outreach to partner schools in Oakland Unified School District (6) to provide daytime literacy intervention for K-2 students and after school programs focused on literacy and Social-Emotional Learning. Developing strong, long term relationships with key partners who can provide access to children most in need of our programming. (Lead agencies: EBAYC, Girl's Inc., BACR) Continuously strengthening the highest impact areas of intervention through assessments and working with External Evaluator to measure program impact. Attract, develop and retain a highly engaged work force of skilled professionals, service corps members (AmeriCorps) and volunteer leaders. Increasing annual revenue, stabilize our financial position and secure investments in future expansion by deepening relationships and building new ones with Corporate, Government agencies, Foundations and Individuals. Reporting to Board of Directors to identify alternative revenue streams and partnerships. Engaging with Berkeley Haas School of Business Board Fellows for volunteer recruitment and Foundation research (Economic Workforce Development, Newcomer, ELL funding). Building the organization and impact by improving and implementing sustainable staffing structures, development/marketing strategies and evaluation systems. Oversee

financial matters, tracking expenses and accounts payable, developing and monitoring budgets. Working with Board and Bookkeeper to provide regular financial reports. Oversee marketing strategy. Approve and monitor annual development plan and strengthen donor cultivation, solicitation and stewardship program and diversify funding streams to improve results. Promote family engagement and oversee corporate volunteers to support literacy events for families. Oversee contracts and scope of work with schools, vendors, consultants and volunteers. Oversee organizational facilities and office technology.

**ST. MARTIN DE PORRES SCHOOL**

**AUGUST 2014-JUNE 2017**

**President**

Responsible to the St. Martin de Porres Board of Trustees for the oversight of school operations and sustainability of the school, the development and enhancement of the faith community, and the teaching-learning process. The responsibility requires a close working relationship with the Board of Trustees, the Superintendent of Catholic Schools, the Principal and the Canonical Pastor. The President has the final authority and responsibility for all facets of the school's operations. The President is the school's visionary and primary institutional spokesperson to all of the school's constituents. Responsible for the creation and maintenance of a stimulating and professional environment in which faculty and staff interact, discuss and resolve academic and related operational issues. Responsibilities include the promotion, articulation and evaluation of the philosophy, mission, goals, and objectives of St. Martin de Porres School.

**HOLLIS PIERCE & ASSOCIATES**

**SEPTEMBER 2009-JULY 2014**

**Educational Consultant**

Strategic director of organizational leadership poised to empower individuals through developing qualities of: student-focused, relentless achiever, people-oriented, self-awareness, adaptability, critical-thinkers and decision makers. Expert designer and builder of performance management systems, learning support systems, knowledge sharing, and evaluative metrics. Experience in directing complex projects from concept to fully operational status. Innovator who is goal-oriented, with strong leadership capabilities. Organized, highly motivated, and detail-oriented. Experienced in corporate environment and in the non-profit environment. Student-centered, focused on standards of learning, clear objectives, learning-on-demand, competency analysis, technology to achieve results: increased retention and recruitment, improved success rate of new hires and improved succession planning. Proven ability to work in unison with staff, volunteers and board of directors. These results lead to strong leadership, strong organizations and results-oriented team players. Student emerge as strong leaders which lead to improved organizational stability and productivity.

Work included SEL work K-12 in middle and high schools in several bay area school districts supporting 500+ students in striving towards the goal of achieving full potential through accepting personal accountability for academic and social-emotional growth.

Empowered youth to enhance their lives by accepting personal accountability and to continuously strive toward the goal of achieving their full potential. Supervising 5 sites, 20 facilitators and over 500+ students.

**ADDITIONAL EMPLOYMENT**

<b>KIPP Foundation, San Francisco, CA</b> Regional Director of School Evaluations	2005-2008
<b>BAYCAT (Bayview Hunter's Point Center for Arts &amp; Technology)</b> San Francisco, CA Director of Development	2004-2005
<b>Fellowship Academy</b> San Francisco, CA Director of Development	2003-2004
<b>St. Paul of the Shipwreck Catholic School</b> San Francisco, CA	1998-2003
<b>Director of Development</b> Assistant Principal Acting Principal/Director of Development/7 <sup>th</sup> Grade Teacher	
<b>William H. Ray Elementary School</b> Chicago, IL Teacher	1995-1998

**COMMUNITY SERVICE**

■ Board of Directors, ARISE High School	2012-2017
■ Board of Directors, COVA (Conservatory of Vocal & Instrumental Music)	2011-2016
■ Board of Directors, Parents for Public Schools	2010-2012
■ Board of Directors, St. Anthony Foundation, San Francisco, CA	2002-2011
■ JUMP/PREP After School Program Advisory Council	2008-2010
■ Board of Directors, Golden Gate Philharmonic Orchestra	2002-2005
■ President and Member of Phi Delta Kappa, International, USF Chapter	2002-2004

**EDUCATION**

<b>University of San Francisco: San Francisco, CA</b> <i>Ed.D., Graduate School of Education – Organization &amp; Leadership</i> <i>Merit Scholarship Recipient</i> <i>Chapter President, Phi Delta Kappa, International</i> <i>Graduate Student Representative USF Board of Trustees</i>	2006
<b>DePaul University: Chicago, IL</b> <i>M.Ed., Graduate School of Education – Curriculum Development</i> <i>Illinois Teaching Credentials, Elementary Education</i> <i>Endorsements in: English/Language Arts, Social Science &amp; Computer Science</i>	1992
<b>University of California: Berkeley, CA</b> <i>B.A., Political Science</i> <i>Trained in Conflict Resolution/Peer Mediation and Total Quality Management.</i>	1978
<b>180 FACILITATOR 180-DEGREES PROGRAM</b> <b>Institute for Professional Excellence in Coaching (iPEC)</b> <i>Certified Professional Coach (CPC) &amp; Energy Leadership-Master Practitioner (EL-MP)</i>	2010 2011



SUPER-1

OP ID: BB

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/19/19

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> McDowall & Keeney Ins Assoc 865 Howe Ave, Suite 200 Sacramento, CA 95825 McDowall & Keeney Ins. Assoc.	Phone: 916-567-3233 Fax: 916-567-3155	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):																				
	<b>INSURED</b> Super Stars Literacy, Inc. 333 Hegenberger Road #503 Oakland, CA 94621		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Nonprofits' Insurance Alliance</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>Hartford Insurance Group</td> <td>29424</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nonprofits' Insurance Alliance		INSURER B:	Hartford Insurance Group	29424	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER C:																							
INSURER D:																							
INSURER E:																							
INSURER F:																							

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR 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"/> liq lia \$1mil/\$2m GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		2019-23651-NPO	07/21/19	07/21/20	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			2019-23651-NPO	07/21/19	07/21/20	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2019-23651-UMB-NPO	07/21/19	07/21/20	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$
								\$
B	<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		N/A	57WECFV1166	07/21/19	07/21/20	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Imp Sexual conduct			2019-23651-NPO	07/21/19	07/21/20	Occurrence	1,000,000
A	Bus Pers Prop			2019-23651-PROP	07/21/19	07/21/20	\$1000 ded	30,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 The Oakland Unified School District is an Additional Insured per attached CG 20 26 04 13.

**CERTIFICATE HOLDER****CANCELLATION**

<b>OAKLA-3</b>  Oakland Unified School District Attn: Risk Management 1000 Broadway, Ste 440 Oakland, CA 94607	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Barbara Danlett</i>
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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):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

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.





**Reading Transforms Lives**



November 1, 2019

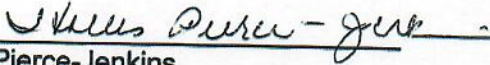
This correspondence is written to verify the following Super Stars Literacy personnel entering schools and/or interacting with students have been screened for TB and fingerprints are cleared by CA DOJ and FBI through CA Live Scan with subsequent notifications. Names of representatives and ATI numbers included below:

**Group Leaders:**

<u>Name</u>	<u>ATI Number</u>
Anderson, Danika	B190AND051
Beckford, Aja	F25BFA948
Bowles, Karena	G235BOK310
Brown, Terrance	B233BRT150
Christmas, Johnta	F219CHJ498
Drake, Erica	B234DRE682
Dumas, Brandon	G077DUB187
James, Tsianni	G275JAT546
James, Christopher	G199JAC783
Karishev, Igor	G333KAI292
Keneipp, Gaby	B200KEG977
King, Lucille	G042KIL891
Nobel, Dyanna	B233NOD640
Nguyen, Hannah	G254NGH852
Onyeador, Chisom	G214ONC872
Ramos, Jenisa	G231RAJ883
Sabanovic, Rahima	B159SAR813
Saeed, Nouha	B210SAN920
Trent, Breionna	G208TRE824
Williams, Destinee	B280WID465

**Super Stars Literacy Staff:**

<u>Name</u>	<u>ATI Number</u>
Dr. Hollis Pierce-Jenkins, Executive Director	G161PIH538
Sabrina Mah, Director of Program Development	B240MAS357
Ja'melia Pugh, Program Manager	G220PUJ710
Yvette Thompson-Echevarria, Program Manager	G283THK184

Signature:   
Name: Hollis Pierce-Jenkins  
Title: Executive Director  
11/1/19

<b>SAM Search Results</b>	
<b>List of records matching your search for :</b>	
<b>Search Term : super stars literacy*</b>	
<b>Record Status: Active</b>	
<b>ENTITY</b> Super Stars Literacy, Inc.	<b>Status: Active</b>
DUNS: 828406798 +4:	CAGE Code: 6K4C1 DoDAAC:
Expiration Date: 07/29/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 333 HEGENBERGER RD STE 503	
City: OAKLAND	State/Province: CALIFORNIA
ZIP Code: 94621-1469	Country: UNITED STATES