

Board Office Use: Legislative File Info.	
File ID Number:	13-2351
Introduction Date:	11/06/2013
Enactment Number:	
Enactment Date:	



Memo

To: Board of Education
From: GARY YEE, EdD, ACTING SUPERINTENDENT
Board Meeting Date: 11/20/2013
Subject: Professional Service Contract
Contractor: Berkeley Geo Research Group of Orinda, CA
Services for: 948-RAA

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Berkeley Geo Research Group, Orinda, CA, for the latter to provide: Research, design and support of District geoprocessing data and analysis needs; geocode location of District facilities and large student databases into geodatabases ready for mapping and spatial analysis; perform spatial analysis of facilities and student data to study district wide and regional patterns of enrollment, attendance and mobility; build and maintain updated geographic attendance area boundary data; analyze geographic implications of proposed school closure and transformation on student enrollment and mobility patterns; mine, extract and integrate Census demographic data with student, community and county data; integrate PDF map products and live web maps into static reports and published web dashboards; continue design and development of online Opportunity Mapping application, and explore integration into District decision making work flows; develop and maintain updated server-based web

Background:
 (A one paragraph explanation of why the consultant's services are needed.)

As OUSD expands data sources and the use of data to create place-based analysis of inequity without our city and school system, we increasingly need expertise in GIS mapping of data across our schools and neighborhoods. Consultant will provide maps that reveal equity and inequity, and enable our school district to make strategic decisions in the allocation of increasingly scarce resources to students, schools, and communities where the need is greatest. Maps also provide a vehicle for measuring change over time and for identifying potential outliers (students, schools) that can be studied for best practices and supporting conditions for successfully educating all students in our district. Additionally, the consultant will provide demographic and mapping expertise to assist with school portfolio analysis and District-wide decision making in support of District's Strategic Plan. Services will include a focus on school-based mapping, attendance area analysis, student live-go data analysis, other relevant mapping and demographic analysis, and development and support of a web-based OUSD map center.

Discussion:
 (QUANTIFY what is being purchased.)

Research, design and support of District geoprocessing data and analysis needs; geocode location of District facilities and large student databases into geodatabases ready for mapping and spatial analysis; perform spatial analysis of facilities and student data to study district wide and regional patterns of enrollment, attendance and mobility; build and maintain updated geographic attendance area boundary data; analyze geographic implications of proposed school closure and transformation on student enrollment and mobility patterns; mine, extract and integrate Census demographic data with student, community and county data; integrate PDF map products and live web maps into static reports and published web dashboards; continue design and development of online Opportunity Mapping application, and explore integration into District decision making work flows; develop and maintain updated server-based web map center to support District online mapping needs; support Student Assignment Office Options process geodata needs; integrate State and Federal DOE place-based analytical paradigms into District data framework; and, present geographic information in workshop and focus group meetings to support education statistics and analysis

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Fiscal Impact: Funding resources below not to exceed \$60,200.00

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)

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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between Berkeley Geo Research Group
(CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 09/04/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400.00, whichever is later. The work shall be completed no later than 09/11/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Sixty thousands two hundreds Dollars (\$60,200.00) [per fiscal year], at an hourly billing rate not to exceed \$50.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, 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 describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

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.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion 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 liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* NONE, which shall not exceed a total cost of \$0.00.
- CONTRACTOR Qualifications / Performance of Services:**
CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement 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.
Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: JEAN WING
Site /Dept.: 948-RAA
Address: 4551 Steele Street
Oakland, CA 94619
Phone: 510-336-7549

CONTRACTOR:

Name: SUSAN RADKE
Title: Owner
Address: 51 Crestview Drive
Orinda, CA 94563
Phone: 925-788-0322

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.

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 DISTRICT

President, Board of Education
 Superintendent or Designee

Secretary, Board of Education

Date

Date

CONTRACTOR

SUSAN RADKE 10/02/2013
Contractor eSignature Date

SUSAN RADKE, Owner
Print Name, Title

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:** 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.

Scope of Work is Attached

OUSD Mapping Support Proposed Budget: Sep 2013 - June 2014

Susan Lindell Radke/Berkeley Geo Research Group

HKHO Opportunity Mapping Year 3 Development Proposal:	Hours	Cost
Update Years 0-2 Foundational 10 Indicator map layers	140	\$7,000
Develop/program Year 3 indicator map layers	260	\$13,000
Develop/program web map interface, query and security controls for internal/public access to district data	180	\$9,000
Cloud development and testing	220	\$11,000
Documentation and support development	80	\$4,000
Subtotal: HKHO Opportunity Mapping Year 3 Development	880	\$44,000
Ongoing RAD/QCSD Mapping Data Requests:		
Live/Go data analysis and mapping	100	\$5,000
Parent Guide Maps programming and production	50	\$2,500
Public/Charter enrollment data mapping	20	\$1,000
Schoolzilla mapping development/support	40	\$2,000
School and youth program outreach	20	\$1,000
Ad hoc map data requests	94	\$4,700
Subtotal: Ongoing RAD/QCSD Mapping Data Requests	324	\$16,200
TOTAL HOURS	1,204	\$60,200

ContractsOnline: Contract Waiver Summary

Site Number-Name: 948-RAA

Principal / Department Head: JEAN WING

Contractor Name: SUSAN RADKE

Business Name: Berkeley Geo Research Group

Contract Type: Standard

Anticipated Start Date: 09/04/2013

Contract End Date: 09/11/2013

Rate Type: HOURLY

Contract Amount: \$60,200.00

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: NA

Approval Date:

Fingerprint Waiver Status: Approved

Approval Date: 10/01/2013

TB Test Waiver Status: Approved

Approval Date: 10/01/2013

CURRICULUM VITAE

Susan Lindell Radke
slradke@gmail.com

51 Crestview Drive
Orinda, CA 94563

925-788-0322

Education:

Master of Arts, 1982

Geography

University of British Columbia

Vancouver, British Columbia, Canada

Bachelor of Arts, 1980

Geography

McGill University

Montreal, Quebec, Canada

Professional Experience:

2009 - Present

Demographic GIS Analyst, *Oakland Unified School District*,
School Portfolio Management (SPM) & Research, Assessment & Data Divisions,
(RAD), Oakland, California.

1991 - Present

- Principle author, *Enabling Comprehensive Situational Awareness*, ESRI Press, forthcoming 2012.
- Technical Writer, *ESRI Press*, Solution Pattern Series:
 - ArcPipeline - Transmission
 - ArcElectric - Enterprise GIS for Electric Distribution Utilities
- Principal author, *Getting to Know ArcGIS, Third Edition*, ESRI Press, publication postponed (ISBN-10: 1589482166)
- Principal author, *GIS Tutorial for Homeland Security*, ESRI Press, 2008 (ISBN-10: 1589481887)
- Principal author and developer of GEODESY & SPACESTARS GIS curriculum and training materials:
 - Intro to GIS/RS Tools and Processes
 - Advanced Tools in GIS
 - Intro to Extended Tools in Remote Sensing
 - Extended Tools in Surface Analysis
 - Extended Tools in 3D Visualization
 - Extended Tools in Routing analysis
 - Creating a Campus Model
 - Geospatial Applications Projects (Agriculture)
 - Geospatial Applications Projects (Public Safety)
 - Geospatial Applications Projects (Business and Marketing)
 - GIS in Economic Development
 - GIS in Homeland Security
 - GIS in Law Enforcement

2009

Adjunct Professor, *Lake Superior State University*, Sault Ste Marie, Michigan.
Division of Chemistry and Environmental Science, Geology & Physics. Spring semester: Introduction to GIS and GPS.

1991-1994

Database Analyst, *Pacific Meridian Resources*, Emeryville, California

- Design, development, implementation and maintenance of project management and business administration system
- Project database support.

1986-1990

Associate, *Coe Lee Robinson Roesch*, Environmental Planning and Landscape Architecture, Philadelphia, CA

- Database management
- Project management / administration
- Environmental planning and research
- Business management

1988 Lecturer, *Temple University*, Department of Geography and Urban Studies, Philadelphia, PA

- Lectured undergraduate course in Geography of North America

1986-1987

Research Planner, *Ian McHarg, Landscape Architect and Regional Planning*, Philadelphia, PA

- Research and planning for site suitability analysis

1984 Lecturer, *Wilfrid Laurier University*, Department of Geography, Waterloo, Ontario, Canada

- Lectured extension course in Geography of US and Canada

1982-1983

Business Manager, *United Technologies Communications*, New York Region

- General and administrative management
- Business systems design, implementation and maintenance

Technical Proficiencies:

- Microsoft Word, Excel, Powerpoint, Access, Publisher, Outlook, Groove
- ESRI ArcGIS (ArcMap, ArcCatalog, ArcEditor, ArcGlobe, ArcScene, ArcExplorer, Spatial Analyst, 3D, Network Analyst), ArcGIS Online
- Google Gmail, Google Docs, Google Earth, Google Reader, Google Calendar
- Adobe Acrobat Reader & Writer
- Full range of multimedia products in PC and Mac desktop environments, and online applications

Grant Awards:

- NASA Commercial Remote Sensing Program EOCAP '94 Grant
GEODESY: Geographic Education – An Educational Series for Youth
- FGDC'97 USGS CCAP Program Grant
Integrated K-12 GIS: The Development of a Prototype Application for Building an Educational GIS Through the Integration of Project-Based

Learning and Geospatial Data Management. Partnership with the San Francisco Bay Estuary Institute.

Professional Appointments:

"Mapping Our City" NSF GIS Project, TERC, Cambridge, MA, Advisory Board Member

Steering Committee for the Third International Symposium on GIS in Higher Education (GISHE'97), Program Advisory Board Member

References available upon request.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/26/2013

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).

PRODUCER Peter Barbounis(9698360) 3249 Mt Diablo Ct Ste 103 Lafayette CA 94549-4084	CONTACT NAME:		
	PHONE (A/C, No, Ext):	925-274-1200	FAX (A/C, No): 925-951-6351
	E-MAIL ADDRESS:	pbarbounis@farmersagent.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A:	Truck Insurance Exchange	21709
	INSURER B:	Farmers Insurance Exchange	21652
	INSURER C:	Mid Century Insurance Company	21687
	INSURER D:		
	INSURER E:		
	INSURER F:		
INSURED RADKE, SUSAN L 51 CRESTVIEW DR ORINDA CA 94563			

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	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	604793896	02/11/2013	02/11/2014	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 75,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY 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)

51 CRESTVIEW DR, ORINDA, CA 94563

OAKLAND UNIFIED SCHOOL DISTRICT, Its Directors, Officers, Employees, Agents & Representatives

CERTIFICATE HOLDER**CANCELLATION**

OAKLAND UNIFIED SCHOOL DISTRICT

(see above)

900 HIGH ST

OAKLAND

CA 94601

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE