

Board Office Use: Legislative File Info.	
File ID Number	13-1034
Introduction Date	5/22/13
Enactment Number	13-0851
Enactment Date	5/22/13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date _____
 (To be completed by Procurement)

Subject Individual Service Agreement Amendment - 1
 SFBC/Learning For Life San Leandro CA (Contractor, City/State) -
 Manzanita SEED Elementary School (site/department)

Action Requested Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and SFBC/Learning For Life. Services to be primarily provided to Manzanita SEED Elementary School for the period of _____ through _____, in an amount not to exceed \$4,000.00.

Background
A one paragraph explanation of why an amendment is needed.

An amendment to the original ISA between Manzanita SEED Elementary School and Learning for Life is needed to address student social-emotional needs that adversely effects student academic achievement. Target students at Manzanita SEED consist of Title I, Latino, and African American. This Learning for Life consultant will provide direct services to targeted populations at Manzanita SEED. This service will result in a 5% decrease in office referrals and suspensions, improved school climate scores on CHKS Surveys and narrow the achievement gap for Title I students, Latinos and African Americans. that will support for structured play, mentoring and enrichment activities during recess period.

Discussion
One paragraph summary of the amended scope of work.

Learning for life will provide one consultant to lead team building activities, cooperative student lead conflict resolution support, mentoring and structured play during recess period. The work will begin on April 15th 2013 and end on June 30th 2013. Learning for Life will provide all training for this contracted support position.

Recommendation Approval by the Governing Board of the amendment to the Individual Service Agreement between the District and SFBC/Learning For Life. Services to be primarily provided to Manzanita SEED Elementary School for the period of _____ through _____, in an amount not to exceed \$4,000.00.

Fiscal Impact Funding resource name (please spell out) _____ not to exceed \$4,000.00.

- Attachments**
- Individual Service Agreement Amendment
 - Copy of original Individual Service Agreement

Board Office Use: Legislative File Info.	
File ID Number	13-1034
Introduction Date	5/22/13
Enactment Number	13-0857
Enactment Date	5/22/13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) AMENDMENT No. 1

AGREEMENT TO PURCHASE ADDITIONAL SERVICES UNDER A MASTER MEMORANDUM OF UNDERSTANDING

This Amendment is entered into between the Oakland Unified School District (OUSD) and SFBAC/Learning For Life (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on _____, 20____, and the parties agree to amend that Agreement as follows:

MASTER MOU – ORIGINAL ISA INFORMATION			
VENDOR NAME	SFBAC/Learning For Life	LEGISTAR FILE ENACTMENT #	12-2638
SITE NUMBER / NAME	175 Manzanita SEED Elementary School	AMOUNT OF ORIGINAL ISA	\$ 13,000.00
Original ISA Contract, or most recent ISA Contract Amendment period: 10/15/2012 (from date) to 06/30/2013 (end date).			

ORDER OF ADDITIONAL SERVICES – SELECT APPROPRIATE BOX

Increase in the amount of services (days, hours, etc) of same type of service purchased in the original ISA.

Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Service	Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Purchase New Type of Service.

Service	Option C	Fee	\$	UNITS OF SERVICE	\$
Service		Fee	\$	UNITS OF SERVICE	\$
Service		Fee	\$	UNITS OF SERVICE	\$
Subtotal				\$ 4,000.00	

IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:

Increasing the ISA Not to Exceed Amount to: \$ 17,000.00

- The Term (Duration) of the Individual Service Agreement remains unchanged.
- The Term (Duration) has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

ISA Amendment History:

There are no previous amendments to this ISA. This ISA has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

This is an Individual Services Agreement between a vendor and a school site or department to purchase services under a Master MOU. This is a contract for services, its execution by an authorized OUSD agent commits OUSD to pay for services provided by CONTRACTOR under the terms and conditions of the Master MOU attached and incorporated herewith, subject to this ISA Amendment being approved by the Board of Education.

VENDOR	NAME	Learning For Life-Sharon Rhone	TITLE	Program Manager
SIGNATURE		<i>[Signature]</i>	DATE	4/15/13
OUSD SITE ADMINISTRATOR	NAME	Katherine Carter	TITLE	Principal
SIGNATURE		<i>[Signature]</i>	DATE	4/15/2013

APPROVAL BY THE BOARD OF EDUCATION	
PRESIDENT OF THE BOARD OF EDUCATION	DATE 5/23/13
EDGAR RAKESTRAW, JR SECRETARY, BOARD OF EDUCATION	DATE 5/23/13

Individual Service Agreement (ISA) Amendment Routing Form

Basic Directions

Services beyond the Individual Service Agreement cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

1. Contractor and OUSD contract originator reach agreement to increase services provided under the Master MOU.
2. Contractor and OUSD contract originator complete ISA amendment together. Please insert the amendment number (i.e. if this is the first ISA amendment enter "1," second enter "2," etc.) at the top of the ISA amendment.
3. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits ISA amendment packet for approval within 10 days of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist	<input checked="" type="checkbox"/> ISA amendment packet including Board Memo, ISA amendment form, Menu of Services <input checked="" type="checkbox"/> Copy of original Individual Service Agreement <input type="checkbox"/> Copy of Prior Amendments, If Any.
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OUSD Staff Contact Emails about this ISA amendment should be sent to: zoe.mathews@ousd.k12.ca.us

VENDOR INFORMATION

CONTRACTOR NAME	SFBAC/Learning For Life	CITY	San Leandro	STATE	CA
SITE /DEPT NAME	Manzanita SEED Elementary School	SITE #	175		

BUDGET INFORMATION

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR SCHOOL PORTFOLIO MANAGEMENT:

SPSA ACTION ITEM NUMBER: _____ OR SPSA MODIFICATION DOCUMENTATION ATTACHED

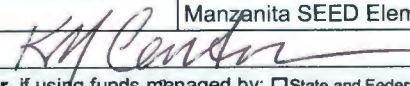
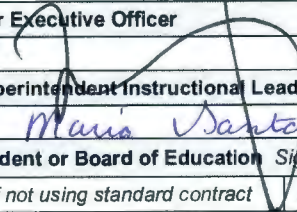
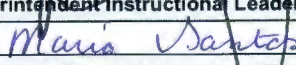
RESOURCE #	RESOURCE NAME	ORG KEY	REQ. NUMBER	AMOUNT
0000	Unrestricted	1751110101	R0315193	\$ 4,000.00
				\$
				\$

Amount and Reason for Amendment

Original PO Number(s)	P1303077	Reason for Amendment to ISA (check appropriate box): <input type="checkbox"/> Increase in number of units (days, hours, etc) of service. I would like to purchase additional days or hours of the same type of service purchased with the original ISA. <input checked="" type="checkbox"/> Purchase additional type of service. In addition to the services contracted for in the original ISA, I would like to purchase another type of service from this vendor.
Original ISA Amount	\$ 13,000.00	
Amended ISA Amount	\$ 4,000.00	
New Total Contract Amount	\$ 17,000.00	

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

#	Site Administrator or Manager	Name	Phone	Fax
1.	Site / Department	Manzanita SEED Elementary School		
	Signature		Date Approved	4/15/30
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs			
	Signature		Date Approved	
	Signature		Date Approved	
3.	Regional or Executive Officer			
	Signature		Date Approved	5/8/13
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations			
	Signature		Date Approved	5-9-2013
5.	Superintendent or Board of Education Signature on the legal contract			
Legal Required if not using standard contract		Approved	Denied - Reason	Date
Procurement	Date Received		PO Number	



2703

Board Office Use: Legislative File Info.	
File ID Number	12-2082
Introduction Date	12/24/12
Enactment Number	12-2638
Enactment Date	12/24/12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action MS.
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date _____

Subject Approval of an Individual Service Agreement to the Master Memorandum of Understanding between Oakland Unified School District and Learning for Life/SFBAC, of San Leandro, CA.

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and Learning for Life/SFBAC, for services to be provided primarily to Manzanita SEED Elementary School.

Background The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU approved by the Board of Education on June 27, 2012, (Enactment number 10-12-1654)

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide After-School Academic Assistance to students consisting of 649 hours of and serving up to 20 youth per session at Manzanita SEED Elementary School, for the period October 15, 2012 through June 30, 2013, in an amount not to exceed \$13,000.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and Learning for Life/SFBAC, for the latter to provide After-School Academic Assistance including reading, math, skill building and/or homework help provided by trained tutors and mentors throughout entire school year at Manzanita SEED Elementary School, for the period October 15, 2012 through June 30, 2013.

Fiscal Impact Funding Resource: 0000/General Funds _____.
 not to exceed \$ 13,000.00 .

Attachments

- Individual Service Agreement
- Menu of Service

Board Office Use: Legislative File Info.	
File ID Number	12-2682
Introduction Date	10/24/12
Enactment Number	12-2638
Enactment Date	10/24/12



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

MASTER MOU INFORMATION			
VENDOR NAME	SFBAC, Learning for Life		
VENDOR #	V050776	ENACTMENT #	12-1654
SITE / DEPT NAME	Manzanita SEED Elementary	SITE #	175
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		katherine.carter@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) - SELECT DESIRED SERVICE				
SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Specialized Services Option B	K-5	\$ 20,000.00	1	\$ 13,000.00
		\$		\$
		\$		\$
TOTAL AMOUNT				\$ 13,000.00
IF FEE DOES NOT EQUAL RATE PER UNIT MULTIPLIED BY DESIRED UNITS, EXPLAIN REASON FOR ALTERED RATE:				
3c. Variation of service.				

BUDGET INFORMATION					
REQUISITION NUMBER	R0304502	START DATE	10/15/2012	END DATE	06/30/2013
RESOURCE #	0000	RESOURCE NAME	General Fund	ORG KEY	1751110101
				AMOUNT	\$ 13,000.00
					\$
					\$

This Individual Services Agreement is a contract for services. Its execution by an authorized OUSD agent, commits OUSD to pay for services provided by this VENDOR under the terms and conditions of the Master MOU referenced and incorporated herewith.

VENDOR	NAME	Sharon Rhone	TITLE	Director
SIGNATURE		<i>Rhone</i>	DATE	9/25/12
OUSD SITE ADMINISTRATOR	NAME	Katherine Carter	TITLE	Principal
SIGNATURE		<i>K Carter</i>	DATE	9/25/12

APPROVAL				
IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development				
SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED				
RESOURCE MANAGER, if using funds managed by:				
<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality Community School Development <input type="checkbox"/> After School Programs				
SIGNATURE			DATE	
SIGNATURE			DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER				
SIGNATURE			DATE	10/18/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION				
SIGNATURE			DATE	10/25/12
SIGNATURE			DATE	10/25/12

2/174

Units of Service for Lead Agency: ___ Learning for Life ___

Option A: Lead Agency Unit of Service – ASES/21st Century After School Program

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure ASES and 21st Century grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of academic, enrichment, and recreational/physical activity components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ration will not exceed 20:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

Cost for Elementary School lead agency package: \$95,000

Factors that may reduce or increase the school charge for above lead agency unit for ASES/21st Century After School Program:

- 1a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 1b.** School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 1c.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 1d.** School opting to fund School Safety Officer, reducing above costs to provide safe and secure after school environment.
- 1e.** Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 1f.** School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

Option B: Lead Agency Unit of Service – OFCY After School Enrichment

After School Services include:

After school program set up at school site and coordination of comprehensive services to ensure OFCY grant compliance, alignment with school day, program quality, fiscal oversight, and compliance with district policies, including contracting processes, fiscal timelines, and Legal requirements.

Delivery of high quality after school programming consisting of enrichment and components to meet grant compliance. Services will be delivered by qualified, trained individuals and community providers with subject matter expertise and youth development experience.

After School program will serve up to 90 students. Services will be offered daily, Monday through Friday, for the entire school year. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

Program activities will be provided by qualified staff. Student to staff ratio will not exceed 15:1.

Lead agency will provide on-going training and program support for program staff. Lead agency will recruit and coordinate community support including volunteers, resources and funding. Lead agency will organize school community events including family literacy night and cultural celebrations.

Cost for Elementary school lead agency package: \$89,000

Factors that may reduce or increase the school charge for above lead agency unit for OFCY After School Enrichment:

- 2a. School opting to provide own enrichment instructors or contract with a different service provider for specialized enrichment services, reducing the academic programming charges to the cost above.
- 2b. School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- 2c. School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 2d. Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
- 2e. School utilizing other funds to increase level of services and/or number of students served beyond the above base unit.

Other Specialized Services

Specialized Services Option A: In-school Academic Assistance

Academic reading assistance provided by trained tutors throughout entire school year.

Cost: \$23,000 for daily sessions throughout the school year; service for up to 20 youth per tutor.

Specialized Services Option B: After-school Academic Assistance

Academic assistance including reading, math, skill building and/or homework help provided by trained tutors and mentors throughout entire school year.

Cost: \$20,000 for daily sessions throughout the school year; service for up to 20 youth per tutor/mentor.

Specialized Services Option C: Enrichment Services

Enrichment classes provided by trained providers including art, drama, computers, fitness, gardening or music.

Cost: \$20,000 for daily sessions from throughout the school year; service for up to 20 youth per enrichment provider.

Specialized Services Option D: Operational and Programmatic Support

Additional year-long administrative and program support to ensure seamless delivery of services and strong program operations.

Cost: \$21,000 for daily assistance from throughout the school year.

Factors that may reduce or increase the school charge for above specialized services:

- 3a.** School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- 3b.** School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- 3c.** Variation in hours of service.
- 3d.** Variation in number of students served.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/10/2012

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 McQueary Henry Bowles Troy, L.L.P. 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	CONTACT NAME: PHONE (A/C. No. Ext): 972-770-1600 FAX (A/C. No.): 972-770-1499 E-MAIL ADDRESS:													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Old Republic Insurance Co.</td> <td>24147</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Old Republic Insurance Co.	24147	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED San Francisco Bay Area Council #28 Learning for Life 1001 Davis St San Leandro CA 94577-1514														

COVERAGES **CERTIFICATE NUMBER: 99072** **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	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC			MWZY59655	3/1/2012	3/1/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED 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"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE 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		N/A				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)
Oakland Unified School District, its officers, officials, employees, volunteers and agents are named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only for the limits of liability specified in such contract for San Francisco Bay Area Council, Learning for Life Program held at Oakland Unified School District's facilities during the policy period.

CERTIFICATE HOLDER Oakland Unified School District 1025 Second Street Oakland CA 94601	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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