

Board Office Use: Legislative File Info.	
File ID Number:	14-1565
Introduction Date:	08/13/2014
Enactment Number:	14-1426
Enactment Date:	8-13-14



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To:** Board of Education  
**From:** ANTWAN WILSON, EdD, SUPERINTENDENT; By: ANTWAN D WILSON, Deputy Superintendent  
**Board Meeting Date:** 08/13/2014  
**Subject:** Professional Service Contract  
**Contractor:** Oakland Kids First of Oakland, CA  
**Services for:** 922-FAMILY, SCHOOL AND COMMUNITY PARTNERSHIPS

**Board Action Requested and Recommendation:** Ratification by the Board of Education of a Professional Services Contract between the District and Oakland Kids First, Oakland, CA, for the latter to provide: Oakland Kids First (OKF) will provide Peers Advising Students to Succeed (PASS-2) programming for Oakland Technical, Skyline, Fremont, Castlemont, and Oakland High Schools two days a week during the 2013-14 school year to train upper classmen to mentor 9th grade students so they are successful graduating high school and attending college. PASS-2 mentors will conduct additional workshops at 4 additional high schools that do not offer the program and 3 middle schools. OKF will provide REAL HARD programs at Oakland Technical, Fremont and Castlemont High Schools, and a Culture Keeping class at Oakland Tech during the 2013-14 school year. for the period of 03/14/2014 through 06/30/2014 in an amount not to exceed \$40,000.00.

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

OKF works to ensure youth and adults work in partnership together to improve student learning, student experience, and student achievement. The PASS-2 program works with traditionally underserved students to provide access to high school graduation and college readiness knowledge in schools that do not have the counseling services or capacity to reach all ninth grade students. The PASS-2, REAL HARD, and Culture Keeper programs train student leaders to be partners with adults on campuses to positively transform school culture through peer-to-peer academic mentoring and modeling

**Discussion:**  
 (QUANTIFY what is being purchased.)

Oakland Kids First (OKF) will provide Peers Advising Students to Succeed (PASS-2) programming for Oakland Technical, Skyline, Fremont, Castlemont, and Oakland High Schools two days a week during the 2013-14 school year to train upper classmen to mentor 9th grade students so they are successful graduating high school and attending college. PASS-2 mentors will conduct additional workshops at 4 additional high schools that do not offer the program and 3 middle schools. OKF will provide REAL HARD programs at Oakland Technical, Fremont and Castlemont High Schools, and a Culture Keeping class at Oakland Tech during the 2013-14 school year.

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OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

**Fiscal Impact:** Funding resources below not to exceed \$40,000.00

\$40,000.00 IASA-I BASIC GRANTS LOW INCOME

**Attachments:** Professional Services Contract including Scope of Work  
Waiver Summary  
Resume / Statement of Qualifications  
EPLS Search Results Page  
Insurance Certification (if no Waiver was granted)

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OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2013-2014

Oakland Kids First

This Agreement is entered into between \_\_\_\_\_ (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 03/14/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100.00, whichever is later. The work shall be completed no later than 06/30/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed FORTY THOUSAND Dollars (\$40,000.00) [per fiscal year], at an hourly billing rate not to exceed \_\_\_\_\_ 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: CURTISS SARIKEY  
Site /Dept.: 922-FAMILY, SCHOOL AND COMMUNITY PARTNERSHIP  
Address: 746 Grand Avenue  
Oakland, CA 94610  
Phone: 5102731563

**CONTRACTOR:**

Name: Cara Johnson  
Title: Program Manager  
Address: 610 16th St. Suite 310  
Oakland, CA 94612  
Phone: 510-452-2043

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**

**CONTRACTOR**

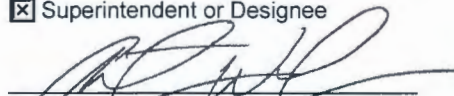
ANTWAN D WILSON

07/04/2014

President, Board of Education

Date

Superintendent or Designee

  
Secretary, Board of Education

8-14-14  
Date

Cara Johnson

07/04/2014

Contractor eSignature

Date

Cara Johnson, Program Manager

Print Name, Title



2. **Specific Outcomes:** What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Oakland Kids First (OKF) will provide Peers Advising Students to Succeed (PASS-2) programming for Oakland Technical, Skyline, Fremont, Castlemont, and Oakland High Schools two days a week during the 2013-14 school year to train upper classmen to mentor 9th grade students so they are successful graduating high school and attending college. PASS-2 mentors will conduct additional workshops at 4 additional high schools that do not offer the program and 3 middle schools. OKF will provide REAL HARD programs at Oakland Technical, Fremont and Castlemont High Schools, and a Culture Keeping class at Oakland Tech during the 2013-14 school year.

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:  
(Check all that apply.)

- |                                                                                   |                                                                                         |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Ensure a high quality instructional core                 | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools                           |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning   | <input type="checkbox"/> Accountable for quality                                        |
| <input type="checkbox"/> High quality and effective instruction                   | <input type="checkbox"/> Full service community district                                |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP:** (no additional documentation required)

– Item Number(s): Not Applicable  
Private School or  
OUSD Department

- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of CSSSP with action item highlighted. Page must include header with the word “Modified”, modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the CSSSP modification was approved.
3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the CSSSP modification was approved.



***ContractsOnline: Contract Waiver Summary***

**Site Number-Name: 922-FAMILY, SCHOOL AND COMMUNI**

**Principal / Department Head: CURTISS SARIKEY**

**Contractor Name: Cara Johnson**

**Business Name: Oakland Kids First**

**Contract Type: Standard**

**Anticipated Start Date: 03/14/2014**

**Contract End Date: 06/30/2014**

**Rate Type: FLAT**

**Contract Amount: \$40,000.00**

***Applicable Waivers***

**Approved by Risk Management**

**Insurance-Reduction Waiver Status: NA**

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

**Other Reduction Amount: NA**

**Approval Date:**

**Approved by Deputy Superintendent**

**Billing Waiver Status: Approved**

**Approval Date: 06/26/2014**

**Fingerprint Waiver Status: NA**

**Approval Date:**

**TB Test Waiver Status: NA**

**Approval Date:**

# Cara L Johnson

328 Warwick Ave. Apt 2. Oakland, CA 94610  
Cell: 314-221-0169 Email: Johnson.Cara.L@gmail.com

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## PROFESSIONAL EXPERIENCE

*Nonprofit Leadership and Program Management*

### **Oakland Kids First, Oakland, CA**

2013-present **Managing Director**

- Oversee PASS-2 and REAL HARD program development, design, implementation, and evaluation processes.
- Lead, coach, and develop the capacity of senior leadership and program staff.
- Support fundraising and finance management in partnership with Executive Director.
- Partner with Oakland Unified School District leadership to support the Meaningful Student Engagement (MSE) initiative and MSE Collaborative.
- Create and implement communications and branding strategy
- Ensure compliance with government and foundation contracts and reporting.
- Manage facilities and day-to-day operations of office including Human Resources.

### **Alternatives in Action, Oakland, CA**

2012- 2013 **Community Programs Director at Life Academy of Health and Bioscience**

2009-2011 **Community Programs Director at McClymonds High School**

- Directed services in academic support, leadership development, college and career readiness, enrichment, health education, and parent engagement through a collaborative of health, youth development, and school-based community partners.
- Managed a program budget of \$375,000 from private and public funding sources.
- Ensured compliance with grant requirements and oversaw reporting.
- Supervised staff by overseeing hiring process, leading professional development, providing coaching and feedback, and conducting performance reviews.
- Coordinated integration of school day strategic plan with Community Programs.
- Developed and facilitated curriculum for annual summer program and Executive Team student leadership trainings.
- Coached student performances, *Violence of the Soul: It's Deeper than the Streets* showcased at Oakland City Hall, and "The Real Me" youth led media campaign.
- Documented progress toward outcomes in annual logic model and monthly reports.
- Managed social media, print, and web-based marketing of programs.
- Planned and supported events including student orientations, field trips, showcase of learning, community impact projects, and career days.
- 

2011-present **Oakland Kids First: Board Member**

**Oakland, CA**

- Coordinate fundraising strategies and outreach to donors.
- Approve the strategic plan and annual operating budget for key programs.
- Evaluate the performance of the Executive Director.

2009-present **McClymonds Youth and Family Center: Advisory Board Member** **Oakland, CA**

- Documented and reported on program activities and outcomes from 2009-2011.
- Served on the evaluation committee and drafted the final 2010-11 program report.
- Advise current community program staff on program implementation and marketing.

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## *Development, Evaluation, and Reporting*

Jun-Dec 2011 **Alternatives in Action: Development and Evaluation Specialist** Alameda, CA

- Wrote final reports and summative program evaluation synthesizing data, surveys, attendance, stakeholder feedback, and monthly reports for community programs.
- Drafted a proposal for The San Francisco Foundation grant in Education, and the 21<sup>st</sup> Century Grant for Family Literacy to implement community school initiatives and foster collaboration across multiple sites for 2012-2013.

## *Youth Development and Volunteer Activities*

2011 **YouthSpeaks:** Judged poetry slam semi-finals for Brave New Voices competition.

2011 **Oakland All City Council:** Recruited student representatives and chaperoned

2008 **826 Valencia:** Tutored elementary age language learners in reading/writing activities.

## *Teaching and Learning*

2006-2009 **EXCEL High School at McClymonds: Teacher** Oakland, CA

- Taught 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Grade English, and Junior Advisory.
- Coordinated College Summit curriculum for 11<sup>th</sup> grade Advisory teachers.
- Chaired 10<sup>th</sup> grade team to facilitate collaborative inter-disciplinary work.
- Trained staff to use CAHSEE Revolution Prep tools as district representative.
- Facilitated the district's 9<sup>th</sup> Grade Process Writing Assessment and scoring.
- Served on the Instructional Leadership Team to shape school policy, implement school vision, and plan staff development.
- Incorporated professional development focused on creating culturally relevant, project-based curriculum, teaching literacy across content areas, implementing cycles of student intervention, and differentiating curriculum into practices.
- Participated in Impact 2012 training to work with focal students on literacy.
- Prepared English department and 10<sup>th</sup> grade reports for WASC accreditation.

Jun-Aug 2006 **Oakland Teaching Fellows** Oakland, CA

- Attended summer training institute and taught English 11 summer school class.
- Developed classroom management plan and curriculum in English.

## EDUCATION

**Stanford University Graduate School of Education** Stanford, CA  
Masters in Policy, Organization & Leadership Studies June 2012

**San Francisco State University** San Francisco, CA  
Single Subject Preliminary Credential in Secondary English May 2009

**Washington University in St. Louis** St. Louis, MO  
Major in English Literature. Minor in Art Jan 2006

## AWARDS AND RECOGNITION

Jun 2011 Recognized by Assembly Member Sandré Swanson for service to the community.

Nov 2005 Earned ETS Recognition of Excellence for outstanding score on Praxis English series.

# Cara L Johnson

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Cell: 314-221-0169 Email: Johnson.Cara.L@gmail.com

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## **ADDITIONAL SKILLS**

Technology: Proficient in Microsoft Office, Adobe Suite, and Google Company Platform.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: AN

DATE (MM/DD/YYYY)

02/05/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cook, Disharoon & Greathouse P.O. Box 12909 Oakland, CA 94604- Larry Annis		<b>510-437-1900</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #: OAKLKI1</b>
<b>INSURED</b> Oakland Kids First Attn: Ina Bendich 610 16th Street, Suite 310 Oakland, CA 94612		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A : NIAC</b>	
		<b>INSURER B : State Compensation Ins. Fund</b>	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	


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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			201313909NPO	07/30/13	07/30/14	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMPI/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b>			201313909NPO	07/30/13	07/30/14	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS							\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b>						AGGREGATE	\$
	<b>DEDUCTIBLE</b>							\$
	<b>RETENTION \$</b>							\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			17475972013	08/15/13	08/15/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Re: OFC Contract for Program Services  
 Refer to attached Notepad for Additional Insured and special endorsement information.

**CERTIFICATE HOLDER****CANCELLATION**

<b>OAKUSD</b>  Oakland Unified School District 746 Grand Ave Oakland, CA 94610	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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**NOTEPAD:**

HOLDER CODE **OAKUSD**  
INSURED'S NAME **Oakland Kids First**

**OAKLK11**  
OP ID: AN

PAGE **2**  
DATE **02/05/14**

**Oakland Unified School District are Additional Insureds per #CG2026 07/04.**

**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**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>
<p>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, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. 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.</p> <p>Oakland Unified School District</p>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**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:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.