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| Board Office Use: Legislative File Info. | |
| File ID Number: | 14-0582 |
| Introduction Date: | 04/23/2014 |
| Enactment Number: | |
| Enactment Date: | |



Memo

To: Board of Education

From: GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent

Board Meeting Date: 04/23/2014

Subject: Professional Service Contract

Contractor: Toynessa Kennedy of el sobrante, CA

Services for: 232-COLISEUM COLLEGE PREP @ HAVESC

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Toynessa Kennedy, el sobrante, CA, for the latter to provide: Scope of Work: Partner Program, School, Student and Family Liaison (PPSSF Liaison) serves as a liaison between the school and teachers, the partner program(s), the student and their family. The PA supports students in:

- The application and/or enrollment in a partner program including the writing of personal statements and reflections, the gathering of letters of recommendation and necessary documentation and the fulfillment of all other forms and permission slips.
- Discerning and negotiating the expectations of the partner program, school and family in all capacities. The PA helps everyone to communicate clearly around needs and complications that in the past have led to students leaving partner programs. Additionally, the PA also keeps the student's

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

In our work to become a full service community school, CCPA relies heavily on community based programs to provide much needed services to our students. In the past, community programs have repeatedly served our top 25% of students well, but they have not been able to hold on to our lower 75%. The liaison is meant to directly address this disconnect and increase student enrollment, retention and success in partner programs and services as a strategy to supporting the whole student and family to academic success.

Additionally, CCPA has a spectrum of services on site to meet all of our students' needs. However, this creates a multi-layer programming effect that does not always meet the needs of individual students and families. While we want each student to be understood as being unique, this requires coordination and oversight. Without oversight and coordination, students are pulled from one program to another and do not maintain the long- standing relationships with partners that will more deeply impact them. Also, without oversight, students can be enrolled in competing programs when they cannot not successfully complete both

Discussion:
(QUANTIFY what is being purchased.)

Scope of Work:
Partner Program, School, Student and Family Liaison (PPSSF Liaison) serves as a liaison between the school and teachers, the partner program(s), the student and their family. The PA supports students in:

- The application and/or enrollment in a partner program including the writing of personal statements and reflections, the gathering of letters of recommendation and necessary documentation and the fulfillment of all other forms and permission slips.
- Discerning and negotiating the expectations of the partner program, school and family in all capacities. The PA helps everyone to communicate clearly around needs and complications that in the past have led to students leaving partner programs. Additionally, the PA also keeps the student's needs at the center of conversations and negotiations between partner agencies and the school.
- Leveraging the services across the partner agency and the school to meet academic and socio emotional expectations.
- Having consistent academic goals between school, partner program and home.
- Utilizing a series of programs and services to fill out the educational experience for students to make sure they are given and supported in the opportunities to make them strong students and competitive college applicants. For example, making sure students have summer programming that meets their needs- credit recovery, academic enrichment, the ability to make money and thus get a paid internship. Or, having enrichment programming that meets the family's needs and values. Students may be in a program that meets during the

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Fiscal Impact: Funding resources below not to exceed \$16,000.00
\$16,000.00 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

This Agreement is entered into between Toynessa Kennedy (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 02/01/2014, 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 sixteen thousand Dollars (\$16,000.00) [per fiscal year], at an hourly billing rate not to exceed \$40.00 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: AMY CAROZZA
Site /Dept.: 232-COLISEUM COLLEGE PREP @ HAVESC
Address: 1390 66th Ave
Oakland, CA 94621
Phone: 510-639-3201

CONTRACTOR:

Name: Toynessa Kennedy
Title: Owner
Address: 4150 san pablo dam road apt 1
el sobrante, CA 94803
Phone: 5108601743

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/eplis/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

MARIA SANTOS

President, Board of Education

Superintendent or Designee

Secretary, Board of Education

03/14/2014

Date

Date

CONTRACTOR

Toynessa Kennedy

Contractor eSignature

03/18/2014

Date

Toynessa Kennedy, 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: Partner Program, School, Student and Family Liaison (PPSSF Liaison) serves as a liaison between the school and teachers, the partner program(s), the student and their family. The PA supports students in:

- The application and/or enrollment in a partner program including the writing of personal statements and reflections, the gathering of letters of recommendation and necessary documentation and the fulfillment of all other forms and permission slips.
- Discerning and negotiating the expectations of the partner program, school and family in all capacities. The PA helps everyone to communicate clearly around needs and complications that in the past have led to students leaving partner programs. Additionally, the PA also keeps the student's needs at the center of conversations and negotiations between partner agencies and the school.
- Leveraging the services across the partner agency and the school to meet academic and socio emotional expectations.
- Having consistent academic goals between school, partner program and home.
- Utilizing a series of programs and services to fill out the educational experience for students to make sure they are given and supported in the opportunities to make them strong students and competitive college applicants. For example, making sure students have summer programming that meets their needs- credit recovery, academic enrichment, the ability to make money and thus get a paid internship. Or, having enrichment programming that meets the family's needs and values. Students may be in a program that meets during the week in the evenings or one Saturday a month. A PA pairs services and programs to complement each other. Likewise, they take into consideration partner program needs. For example, you do not want to enroll a student in two programs with mandatory summer components if they can only attend one. This will damage relationships with one program and possible lose spots for future students. The PA coordinates for both the student and the partner program.
- Supports the partner program in communicating with the school.
- Helps the partner agency to leverage school relationships and authority to get the most out of students in their program.
- Case-manages a group of 30-35 9th or 10th graders participating in 3-5 different partner programs. This includes home visits, frequent parent communication, monitoring grades, supporting interventions to success or re-evaluating the intervention plan.

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.

Student Outcomes:

- 1) 100% of students 8-10th grades will be targeted for, apply to and/ or belong to a partner program that has programming offered to support or enrich their education.
- 2) CCPA will gain at least 5 new community partners in 2013-14 to address students needs- academic intervention needs, college preparation or knowledge input, career based and enrichment input and social emotional support.
- 3) 100% of students 8-10th grade will have summer programming. Student time is well-used and programming addresses after school and summer time where student learning can be lost due to inactivity.
- 4) 100% of students 8-10th will belong to a strategic cohort. Student cohorting with support serves multiple purposes. It allows programs to work together because of the way that students are grouped together. It makes the expectation of participating in programming clear and comfortable for families and students because they know each other well and develop deeper ties. It creates paths of rich experiences and supports for all students, and allows the administration to strategically match needs and existing services with new opportunities in a more equitable way.
- 5) 80% of students 8th-10th grade will maintain their partner programming and fully meet the partner programs expectations.

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

- | | |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input checked="" type="checkbox"/> High quality and effective instruction | <input checked="" 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): 232SQI1C2840

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: 232-COLISEUM COLLEGE PREP @ HA'

Principal / Department Head: AMY CAROZZA

Contractor Name: Toynessa Kennedy

Business Name: Toynessa Kennedy

Contract Type: Standard

Anticipated Start Date: 02/01/2014

Contract End Date: 06/30/2014

Rate Type: HOURLY

Contract Amount: \$16,000.00

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: NA

Approval Date:

Fingerprint Waiver Status: NA

Approval Date:

TB Test Waiver Status: NA

Approval Date:

Toynessa Kennedy

4150 San Pablo, Dam RD Apt 1
El Sobrante, Ca 94803

510-860-1743
ToynessaKennedy@gmail.com

Education

| | | |
|------------------------------------|-------------|----------|
| Saint Mary's College of California | Moraga, CA | May 2010 |
| B.A. Theater and Sociology | | |
| Emiliano Zapata Street Academy | Oakland, CA | May 2006 |

Work Experience

| | | |
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| <i>Safe Passages</i> | Oakland, CA | May 2012-Current |
|----------------------|-------------|------------------|

Independent Contractor

1 Performing Arts instructor, Student Advisor, and Teachers Assistant

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| <i>AmeriCorp Volunteer</i> | New York, NY | July 2010-July 2011 |
|----------------------------|--------------|---------------------|

Lasallian Volunteer

2 Provided academic and college resource support to students

| | | |
|--------------------------|-------------|----------------|
| <i>Alta Bates Summit</i> | Oakland, CA | Sept.2006-2010 |
|--------------------------|-------------|----------------|

Youth in Medicine Girls Division Coordinator

3 Lead and facilitated the girls division of Alta Bates Youth in Medicine

| | | |
|---|------------|----------------|
| <i>SMC Student Involvement and Leadership</i> | Moraga, CA | Sept.2006-2010 |
|---|------------|----------------|

Student Leader

4 Organized various evening events for students (poetry, music, etc.)

Reference List:

Katharine Sullivan

**Coordinator of After School Programs
West Contra Costa Unified School District
(510-812-9806)**

Greba Jackson

**Alta Bates Summit Youth Program Coordinator
Oakland, CA (510-869-8225)**

Jamelia Turner

**S.M.I.L.E Outreach Coordinator
Richmond, CA (510-932-2948)**

Through the recommendation of Katharine Sullivan, I am interested in applying for the BACR After School Program Coordinator position. I am confident that my leadership experience in after school programs and summer bridge programs will contribute to the goals of overseeing a comprehensive school-based after school program

For the past nine years, I have worked with students from grades Kindergarten through 12th grade as a tutor, teacher or program leader through nonprofits throughout the bay area. As a tutor, I had the opportunity to work in the Oakland Unified School District helping Junior high students complete homework and gain better study habits.

My time spent tutoring and mentoring students opened a door for me to work for Alta Bates Summit in leading their girl's branch of the Youth in Medicine Bridge program. This leadership position gave me the opportunity to help build a young girl's section and ensure that the functioning of the group was done according to policy. The program is a comprehensive, year-round youth development program designed to assist East Bay high school and junior high school students by encouraging them to complete their schooling, and to pursue higher academic and/or vocational goals. My duties included lesson planning, ensuring the safety of the children as well as maintaining the day to day operations of the program. I was also in charge of ensuring that the program was in compliance with the vision of the bridge program. Through all of this I was able to connect with parents to build and maintain relationships with program funders and contributors.

Recently, I have continued working as a private contractor through the nonprofit Safe Passages as a performing arts instructor and advisor. This experience has allowed me to spend the 2012-

2013 school year building a relationship with administrators, faculty, staff and parents on my campus. Having constant contact with parents and administration has helped me to build a community of people who supported me in leading the start of the campus's first Black Student Union advisory.

I am excited at the prospect of working with BACR and sharing the skills I have learned throughout these past nine years. I believe my experience has profited me with the wisdom, drive and creativity to fulfill this position. I would like to meet with you to discuss my qualifications for this position. You can reach me at 510-289-3443. Thank you for your time and consideration.

Sincerely

Toynessa Kennedy



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/05/2014

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).

| | | |
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| PRODUCER Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022 | CONTACT NAME: PHONE (A/C, No. Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com | |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED Toynessa Kennedy 4150 san pablo dam road apt 1 El Sobrante CA 94803 | INSURER A: Hiscox Insurance Company Inc NAIC # 10200 | |
| | INSURER B: | |
| | 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 | GENERAL LIABILITY | Y | N | UDC-1430650-CGL-14 | 03/05/2014 | 03/05/2015 | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | MED EXP (Any one person) \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. |
| | | | | | | | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | <input type="checkbox"/> SCHEDULED AUTOS | | | | | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS | <input type="checkbox"/> NON-OWNED AUTOS | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB | | | | | | AGGREGATE \$ |
| | DED | RETENTION \$ | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | WC STATUTORY LIMITS |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> Y <input type="checkbox"/> N | N/A | | | | OTHER |
| | | | | | | | 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)

CERTIFICATE HOLDER

Oakland Unified School District
 ATTN: Risk Management
 900 High 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

