

Board Office Use: Legislative File Info.	
File ID Number:	13-2671
Introduction Date:	12/11/2013
Enactment Number:	13-2496
Enactment Date:	12/11/13



# Memo

**To:** Board of Education  
**From:** GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent  
**Board Meeting Date:** 12/11/2013  
**Subject:** Professional Service Contract  
**Contractor:** Edana Anderson of oakland, CA  
**Services for:** 106-CHABOT

**Board Action Requested and Recommendation:** Ratification by the Board of Education of a Professional Services Contract between the District and Edana Anderson, oakland, CA, for the latter to provide: The contractor will provide instruction and support in our after school homework club and the Let's Go Learn intervention program, and help oversee the program here at school. She will make home visits, participate in SST's, and visit classrooms to support Chabot's work with students who participate in the after school programs. She will work closely with Jason Richard, another contractor, who is working in the program, as well as our before school coordinator to make sure we are following and supporting kids as much as possible. for the period of 09/09/2013 through 06/30/2014 in an amount not to exceed \$33,750.00.

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

We have an achievement gap, and we have many families who cannot afford after school care. Consequently, we have decided to extend the day to support those students who are left unattended, or need the additional support of an after school class. We have decided this is an outstanding time to provide after school homework help and for students to participate in our Lets Go Learn program. We needed a talented and motivated person to coordinate this effort. Contractor will identify 30 Basic, and Below Basic students; she will provide math and ELA support daily. Contractor will make 10-15 home visits after school, meeting with parents.

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

The contractor will provide instruction and support in our after school homework club and the Let's Go Learn intervention program, and help oversee the program here at school. She will make home visits, participate in SST's, and visit classrooms to support Chabot's work with students who participate in the after school programs. She will work closely with Jason Richard, another contractor, who is working in the program, as well as our before school coordinator to make sure we are following and supporting kids as much as possible.

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**Fiscal Impact:** Funding resources below not to exceed \$33,750.00  
\$33,750.00 DONATIONS

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

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 09/09/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400.00, whichever is later. The work shall be completed no later than 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 Thirty Three thousand, seven hundred and fifty Dollars (\$33,750.00) [per fiscal year], at an hourly billing rate not to exceed \$20.00 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.

**5. 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:

Professional Services Contract

**OUSD Representative:**

Name: JONATHAN MAYER  
Site /Dept.: 106-CHABOT  
Address: 6686 Chabot Rd  
Oakland, CA 94618  
Phone: 510-654-4884

**CONTRACTOR:**

Name: Edana Anderson  
Title: Owner  
Address: 1033 85th ave  
oakland, CA 94621  
Phone: 510-590-6437

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**

MARIA SANTOS

11/06/2013

Edana Anderson

11/06/2013

President, Board of Education

Date

Contractor eSignature

Date

Superintendent or Designee

  
Secretary, Board of Education

12/12/13  
Date

Edana Anderson, Owner

Print Name, Title

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 By: 02



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.

\*The contractor will provide instruction, support and feedback in our after school Let's Go Learn intervention program, and help oversee the program here at school.

\* Contractor will visit 4+ homes each month; and as necessary.

\* Contractor will participate in all SST's for the students in her program,

\*Contractor will create motivational posters, behavior and progress charts to help motivate the students

\*Contractor meet with all students individually to go over their work and progress.

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 checked="" type="checkbox"/> Accountable for quality                             |
| <input checked="" 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  
No Restricted Funds

**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.





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***ContractsOnline: Contract Waiver Summary***

**Site Number-Name: 106-CHABOT**

**Principal / Department Head: JONATHAN MAYER**

**Contractor Name: Edana Anderson**

**Business Name: Edana Anderson**

**Contract Type: Standard**

**Anticipated Start Date: 09/09/2013**

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

**Rate Type: HOURLY**

**Contract Amount: \$33,750.00**

***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:**

# **Edana S. Anderson**

1033 85th Avenue Oakland, CA 94621-1639 510.590-6437 cell anderes31@gmail.com

## **SUMMARY OF QUALIFICATIONS**

- Sr. Account Representative for Commercial Staffing, serving as a subject matter expert for recruiting
- Provided HR support and management for over 100 employees
- Vendor Manager Partner for prominent Health Care organization
- Sole Substitute Teaching Recruitment Manager for Eastern Alameda County
- Community Partner, serving as an employment consultant
- Efficient Office Manager- maintaining HRIS System, office supplies and organization
- Positive volunteer committed to supporting the growth and development of youth in Alameda County

## **EXPERIENCE**

ANTHONY CHABOT ELEMENTARY SCHOOL, Oakland, CA 09/2004 – PRESENT

### *Parent Volunteer*

Assist with recruitment of volunteers for various enrichment programs and activities; Responsible for facilitating, coordinating, and recruiting volunteers for a lunch time recess program at the middle school, and the Annual Fall Carnival Fund-raiser exceeding the expected budget by 140%; Establish and maintain a classroom electronic mail distribution list; Prepare and organize classroom related PTA sponsored activities; Perform administrative duties for the classroom teachers including photocopying, and library cataloging; Served as the 2006/07 PTA President responsible for facilitating monthly meetings, coordinating the annual budget process, and managing over 30 volunteers.

KELLY SERVICES, Inc, Oakland, CA 08/2006- 06/2009

### *Senior Staffing Supervisor, Oakland, CA (06/07 – 06/09)*

Recruited and retained direct hire, temp-to-hire, and temporary employees for both commercial office and educational staffing divisions; Provided dedicated centralized management of order placement and distribution for administrative, light industrial, financial, and project management staffing requests for Southern California and the Mid Atlantic Regions for a prominent Health Care Organization; Resolved payroll concerns and discrepancies using HRIS System; Established and built a trust worthy relationship with hiring managers and vendors, resulting client satisfaction and contract compliance; Maintained office supplies and organization while preparing weekly and monthly metrics through HRIS Systems; Monitored daily applicant tracking to ensure successful placement and redeployment of hired candidates; Ensured compliance with California Labor laws; Created internet job postings; Interviewed, administered skill assessments, and followed company hiring practices; Served as a Mentor to new hire internal employees, providing coaching, training, and overall support; conducted exit interviews, disciplinary counseling, and terminations; Assumed an employment consultant role; Recipient of the Quarterly and Annual Striving For Excellence Award, which is given on a quarterly basis to internal employees who demonstrate regional values- Honesty/Integrity, Candor, Team Spirit, Open to Change, Be a Leader, and Passion for Customer Service

### *Interim Kelly Educational Staffing Supervisor, Oakland, CA (10/07-1/08)*

Served as an Employment Consultant to potential new hires and hiring managers; Sole Account Representative for Kelly Educational Staffing, specializing in the recruitment and placement for Substitute teachers in more than 150 East Bay Elementary, Middle, and High School; Maintained a 90-100% fill ratio of filled substitute teaching assignments; Served as a liaison between substitute teachers and school administrators, providing coaching and feedback to temporary employees.

### *Regional Recruiter, Oakland, CA (08/06 – 06/07)*

Provided recruiting support to 14 branch offices in Northern Alameda County, San Francisco County, Marin County and Eastern San Mateo Counties; Researched innovative ways to attract active and passive candidates to Kelly Services; Created on-line job postings; Aided in the development of an internal job posting tool; Attended community networking events such as job fairs and advisory meetings.

TASSAFORANGA HEAD START, Oakland, CA 08/2002 – 06/2006

### *Parent Volunteer*

Served as a member of the Head Start Policy Council, assisting in developing, reviewing, and approving or disapproving policies for Oakland Head Start; Created and maintained a quarterly parent newsletter; Prepared and

organized a monthly activity calendar; Assisted center director in coordinating field trips, outside activities, and volunteer recruitment; Provided computer support for Parent sponsored activities; Lead parent meetings in both English and Spanish.

KELLY SERVICES, Inc, Oakland, CA

08/1997- 02/2002

*Senior Supervisor, Oakland, CA (06/98 – 02/02)*

Recruited and retained direct hire, temp-to-hire, and temporary employees for both commercial office and educational staffing divisions; Sole Recruiting and Office Manager for Oakland, Berkeley, and Alameda; Utilize external sourcing, community involvement, and creative recruiting strategies to meet diverse hiring needs; Sell and promote candidates to new and existing customers; Ensured compliance of California specific employment laws; Partnered with East Bay Works, EDD, Goodwill Enterprises and other third party vendors to provide employment services to qualified candidates; Established a relationship to prepare outside employment agency candidates for "Job Readiness" resulting in interviewing and placing 80% of eligible candidates; Served as branch unemployment and workers compensation specialist, responsible for reducing unemployment costs.

*Interim On-Site Manager @ GE Capital, San Rafael, CA (07/99 – 09/99)*

Responsible for management of a multi-million dollar account; Managed full recruiting process sourcing, pre-screening, final selections, salary negotiations, and terminations of 100+ temporary employees; Accountable for implementing employee satisfaction and retention programs; Conducted department profiles and assessed staffing needs to improve customer satisfaction; Responsible for recruiting and placing Office Services positions, while maintaining Office Services recruitment in the Oakland Employment Center; Provided coaching and Feedback to the new On-Site Manager.

*Interim Staffing Coordinator, San Francisco, CA (02/98 – 05/98)*

Account Representative for San Francisco Area; Managed employee relations issues including but not limited to attendance, coaching, counseling, and terminating; Acted as account representative for newly obtained and established business; Negotiated temporary contract rates; Off-site manager for GE Capital in San Rafael, CA.

*Employment Specialist, Oakland, CA (08/97 – 02/98)*

Responsible for pre-screening, interviewing, evaluating, hiring, and orientating employees for Alameda County Area; Interfaced with customers to assess and fill both temporary and regular employment needs; Coordinated and participated in off-site job fairs and recruiting events; Accountable for complete maintenance of temporary employee personnel files, database, and all other administrative tasks.

#### **EDUCATION**

*ST. MARY'S COLLEGE, MORAGA, CA*

Bachelor of Arts in the Integral Program, May, 1995

*GONZAGA LAW SCHOOL FELLOWSHIP, SPOKANE, WA*

Summer 1992 Certificate of completion and college credit

#### **CURRENT VOLUNTEER ACTIVITIES**

*GIRL SCOUTS OF NORTHERN CALIFORNIA, OAKLAND, CA*

Brownie Troop 32677 Leader, September 2008 - Present

Brownie Troop 32677 Co-Leader, September 2007 - May 2008

*CHABOT ELEMENTARY SCHOOL, OAKLAND, CA*

Parents of Children of African Decent Committee Member, September 2004 - Present

1<sup>st</sup> and 3<sup>rd</sup> Grade Class Room Parent September 2007 - June 2008

**Edana S. Anderson**

1033 85th Avenue Oakland, CA 94621-1639 510.590-6437 cell anderes31@gmail.com



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/25/2013

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

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

<b>PRODUCER</b> Khoe & Associates 328 15th St Oakland CA 94612  Phone: 510-465-3993 Fax: 510-580-9470	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <span style="float:right"><b>FAX (A/C, No):</b></span> <b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b> <span style="float:right"><b>NAIC #</b></span>	
<b>INSURED</b> Edana Anderson 1033 85th Ave Oakland, CA 94621	<b>INSURER A :</b> THE HARTFORD	
	<b>INSURER B :</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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	57SBMBF8537	10/25/2013	10/25/2014	EACH OCCURRENCE \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <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					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			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)

THE OAKLAND UNIFIED SCHOOL DISTRICT IS NAMED AS AN ADDITIONAL INSURED WITH RESPECT TO CONTRACT FOR SERVICES(MANAGEMENT CONSULTANT)

10 DAYS NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM

<b>CERTIFICATE HOLDER</b>  THE OAKLAND UNIFIED SCHOOL DISTRICT 900 HIGH STREET RISK MANAGEMENT DEPT OAKLAND, CA 94601	<b>CANCELLATION</b>  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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