

Board Office Use: Legislative File Info.	
File ID Number	12-2319
Introduction Date	9-12-12
Enactment Number	12-2436
Enactment Date	9/12/12



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

Board Meeting Date
 (To be completed by Procurement) 9-12-12

Subject Individual Service Agreement - Master Memorandum of Understanding - East Bay Asian Youth Center (contractor) - 118/Garfield Elementary School (site)

Action Requested Approval of the Individual Service Agreement to the Master Memorandum of Understanding (MOU) between District and East Bay Asian Youth Center, for services to be provided primarily to 118/Garfield Elementary School.

Background
A one paragraph explanation of why the consultant's services are needed. The attached Individual Service Agreement is the contracting of services at the negotiated price, stated in the referenced Master MOU, approved by the Board of Education on June 27, 2012 (Enactment number 12-1876).

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center, Oakland, CA, for the latter to provide their Menu Option Family Advocacy Services at Garfield Elementary School for the period of July 1, 2012 through June 30, 2013, in an amount not to exceed \$60,000.00, pursuant to the terms and conditions as specified in the MOU.

Recommendation Approval by the Board of Education of an Individual Service Agreement to the Master Memorandum of Understanding (MOU) between the District and East Bay Asian Youth Center for the latter to provide Family Advocacy Services at Garfield Elementary School for the period July 1, 2012 through June 30, 2013.

Fiscal Impact Funding Resource: 3910/Title 1 for \$19,000 and 7091/EIA-SCE for \$41,000, in a combined amount not to exceed \$60,000.00.

- Attachments**
- Individual Service Agreement
 - Menu of Service
 - Certificate of Insurance
 - Copy of Master Memorandum of Understanding

Board Office Use: Legislative File Info.

File ID Number	12-2314
Introduction Date	9/12/12
Enactment Number	12-2436
Enactment Date	9/12/12

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

INDIVIDUAL SERVICE AGREEMENT (ISA) 2012-2013

MASTER MOU INFORMATION

VENDOR NAME	East Bay Asian Youth Center		
VENDOR #	V012162	ENACTMENT #	12-1876
SITE / DEPT NAME	Garfield Elementary School	SITE #	118
OUSD STAFF CONTACT - EMAILS ABOUT THIS CONTRACT SHOULD BE SENT TO:		Nima.Tahai@ousd.k12.ca.us	

ORDER MENU OF SERVICES (EXHIBIT A OF MASTER MOU) – SELECT DESIRED SERVICE

SERVICE AND UNIT OF SERVICE (SEE EXHIBIT A OF MASTER MOU FOR A FULL DESCRIPTION OF SCOPE OF WORK AND MENU OF SERVICES)	GRADE LEVEL(S) SERVED	RATE PER UNIT	DESIRED UNITS	AMOUNT (DESIRED UNITS TIMES RATE PER UNIT)
Lead Agency Unit of Service	K - 5	\$ 19,000.00	1	\$ 19,000.00
Family Advocacy Services/Title 1 and EIA-SCE		\$ 41,000.00	1	\$ 41,000.00
		\$		\$
TOTAL AMOUNT				\$ 60,000.00

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

BUDGET INFORMATION

REQUISITION NUMBER	R0300415	START DATE	07/01/2012	END DATE	06/30/2013
RESOURCE #	RESOURCE NAME	ORG KEY	AMOUNT		
3910	Title 1	1184850101	\$ 19,000.00		
7091	EIA-SCE	1184859101	\$ 41,000.00		
			\$		

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

VENDOR	NAME	EBAYC - Gianna Tran	TITLE	Deputy Executive Director
SIGNATURE		<i>Gianna Tran</i>	DATE	7/11/12
OUSD SITE ADMINISTRATOR	NAME	Nima Tahai	TITLE	Principal
SIGNATURE		<i>Nima Tahai</i>	DATE	7/11/12

APPROVAL

IF USING FUNDS REVIEWED BY STATE AND FEDERAL PROGRAMS OR Quality Community School Development
 SPSA ACTION ITEM NUMBER: _____ OR, SPSA MODIFICATION DOCUMENTATION ATTACHED

RESOURCE MANAGER, if using funds managed by:
 State and Federal Quality Community School Development After School Programs

SIGNATURE	<i>Susana Ruiz</i>	DATE	8/1/12
SIGNATURE		DATE	
NETWORK OR DEPARTMENT EXECUTIVE OFFICER			
SIGNATURE	<i>[Signature]</i>	DATE	8/20/12
PRESIDENT AND THE SECRETARY OF THE BOARD OF EDUCATION			
SIGNATURE	<i>[Signature]</i>	DATE	9/13/12
SIGNATURE	<i>[Signature]</i>	DATE	9/13/12

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Community Schools Strategic Site Plan 2012-2013, SSC-Approved Actions											
School	Garfield Elementary	Site Code:118									
#	Priority Area	Benefit Group	Activity	Reduce Class Size	Title I	3010			TCHBIL0126	1	\$85,721.68
1	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2485	Reduce Class Size	Title I	3010			TCHBIL0126	1	\$85,721.68
2	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2487	School Day Planning Time	Title I	3010	TEACHERS SUBS FOR RELEASETIME	1154		0	\$9,000.00
3	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	118SQ1A2488	Community/Family Advocates	Title I	3010	CONSULTANTS	5825		0	\$19,000.00
4	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2489	Field Trips	Title I	3010	ASSEMBLIES/CLASSRM PRESENTION	5828		0	\$10,107.00
5	B Health & Wellness	All Students	118SQI2B2919	School Nurse	Title I	3010				0	\$50,962.11
6	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2491	School Day Planning Time	EIA - SCE	7090	TEACHERS SUBS FOR RELEASETIME	1154		0	\$18,750.00
7	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	118SQ1A2492	Psychologist	EIA - SCE	7090			PSYCHL0047	0.2	\$25,286.50
8	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2493	Coordination of Literacy Intervention Teachers	EIA - SCE	7090			TC11IF0006	0.1	\$9,487.71
9	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	118SQ1A2494	Family/community advocates	EIA - SCE	7090	CONSULTANTS	5825		0	\$42,525.00
10	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	118SQ1A2495	Supplies to support academic enrichment of student learning	EIA - SCE	7090	SUPPLIES	4310		0	\$554.81
11	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	118SQ1A2496	Teacher extended planning time	EIA - SCE	7090	TEACHERS SALARIES STIPENDS	1120		0	\$2,000.00
12	A Balanced Literacy & Literacy Across the Curriculum	English Learners	118SQ1A2497	Teacher Planning time after school	EIA - LEP	7091	TEACHERS SALARIES STIPENDS	1120		0	\$13,250.00
13	A Balanced Literacy & Literacy Across the Curriculum	English Learners	118SQ1A2498	Teacher Planning Time	EIA - LEP	7091	TEACHERS SUBS FOR RELEASETIME	1154		0	\$6,100.00
14	A Balanced Literacy & Literacy Across the Curriculum	English Learners	118SQ1A2499	Instructional Facilitator coaching teachers	EIA - LEP	7091			TC11IF0006	0.4	\$37,950.82
15	A Balanced Literacy & Literacy Across the Curriculum	English Learners	118SQ1A2500	Instructional Assistant will provide in class intervention and support for English Language Learners	EIA - LEP	7091			IABIL0035	0.8	\$40,389.35
16	A Balanced Literacy & Literacy Across the Curriculum	English Learners	118SQ1A2501	Supplies to support academic enrichment of ELL student learning	EIA - LEP	7091	SUPPLIES	4310		0	\$5,318.43
17	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2480	Reduce class size	QEIA	7400			K12TCH0543	1	\$59,207.95
18	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2481	Reduce class size	QEIA	7400			706)-K12TCH9999	1	\$75,599.97
19	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2482	Reduce class size	QEIA	7400			TCHBIL0025	1	\$84,790.37
20	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2483	Reduce class size	QEIA	7400			TCSHLT0141	0.15	\$13,116.03
21	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2484	Reduce class size	QEIA	7400			TCSHLT0231	1	\$106,938.40
22	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2502	Supplies to support academic enrichment of student learning	QEIA	7400	SUPPLIES	4310		0	\$139.23
23	A Balanced Literacy & Literacy Across the Curriculum	All Students	118SQ1A2490	Food/Refreshments for family meetings	Title I - Parent Participation	9901	MEETING REFRESHMENTS	4311		0	\$3,969.03

Units of Service for Lead Agency: East Bay Asian Youth Center

Lead Agency Unit of Service

After School Services include:

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

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

After School program will serve up to 90 students at each elementary school site, 180 at the middle school site, and 150 at the high school site. Services will be offered daily, Monday through Friday, from September – June. Program will begin immediately at the end of the regular school day and will stay open until 6pm daily.

The After School Services include homework assistance, math intervention, reading intervention, and visual and performing art instruction.

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

For High School Programs: services also include family literacy programming and equitable access services. The Family Literacy workshops engage parents in their children's academic and leadership development process, and college and career exploration.

Option A: services for up to 90 Elementary students: \$100,854

Option B: services for up to 110 Elementary students: \$142,002

Option C: services for up to 160 Elementary students: \$201,507

Option D: services for up to 140 Elementary students: \$181,000

Option E: services for up to 180 Middle School students: \$224,813

Option F: services for up to 150 High School students: \$264,462

Factors that may reduce or alter the school charge for above lead agency unit:

- a) School opting to utilize own teachers to provide academic services, reducing the academic programming charges to the cost above.
- b) School opting to directly contract with a different service provider for enrichment, reducing some of the enrichment charges to the cost above.
- c) School opting to provide supplies in support of after school programming, reducing supply costs from the total above.
- d) School opting to fund School Safety Officer, reducing above costs to provide safe

- and secure after school environment.
- e) Other specialty services from this menu have been selected to augment some of the basic lead agency services included in package above.
 - f) School opting to augment after school services or serve additional students utilizing additional grant funds.
 - g) Other: please describe

Title 1 and EIA-SCE Family Advocacy Unit of Service:

Attendance Case Management services incorporate a broad range of support services that aim to improve parent leadership, improve family health, improve school attendance and improve academic achievement. Services include: parent leadership workshops, parent literacy classes, truancy intervention services, and community education events.

Attendance Case Management programming will serve up to 200 families throughout the school year.

Cost: \$19,000 Title 1
\$41,000 EIA-SCE

Title One Family Support Unit of Service:

Family Support services incorporate a broad range of support services that aim to improve parent leadership, improve family health, improve school attendance and improve academic achievement. Services include: parent leadership workshops, parent literacy classes, truancy intervention services, and community education events.

Family Support services will serve up to 50 families throughout the school year.

Cost: \$25,000

Public Health Academy Unit of Service:

Public Health Academy services incorporate a broad range of support services that aim to improve family health, improve school attendance and improve academic achievement. Services include: medical, mental health and youth development services

Public Health Academy services will serve up to 50 students throughout the school year.

Cost: \$18,000

School Based Health Center Site Coordination Unit of Service:

SBHC Site Coordination services incorporate a broad range of support services for students and families that aim to improve health, school attendance and academic achievement. Services include the oversight and integration of Shop 55's medical, mental health and youth development services.

SBHC Site Coordination services will serve up to 500 students throughout the school year.

Cost: \$35,000

Roosevelt Summer Bridge Unit of Service:

Roosevelt Summer Bridge is a comprehensive community/school partnership dedicated to helping all Roosevelt Middle School students succeed in school and in life. Roosevelt Summer Bridge directly supports over 200 students through summer & after-school learning; family support services; attendance case management; and parent leadership.

Roosevelt Summer S.T.E.M. is a four-week pilot program that engages incoming 7th and 8th graders in applied learning activities and projects that integrate content from science, technology, engineering, and mathematics.

Cost: \$35,035

EAST BAY ASIAN YOUTH CENTER

The East Bay Asian Youth Center's mission is to inspire young people to be life-long builders of a just and compassionate multicultural society. EBAYC serves a racially and ethnically diverse membership of 1,000 children, youth, and their families who live in Oakland's San Antonio neighborhood. We believe that if a neighborhood is a place that fosters the healthy development of children, youth and families, young people will grow to be safe, smart, and socially responsible. We work to make our neighborhood a great place for families to raise their children by providing young people a seamless continuum of support services and engaging their families to make positive change in their community.

EBAYC Service Strategies

Violence Prevention

EBAYC helps young people who are on probation, parole, or are gang-involved move toward a healthy and productive life pathway. We provide young people intensive mentoring, case management, and transitional employment services. Recidivism among young people is reduced by over 50% when they participate in EBAYC.

High Quality Schools

EBAYC partners with eight neighborhood schools to provide summer and after school education, work-based learning, attendance case management, and medical and mental health services. We help parents collaborate with their child's teachers, and to be leader in school governance. We support high school students to graduate and enter higher education. EBAYC consistently demonstrates high standards of program quality and performance as indicated by city, county, and school district evaluation.

Economic Opportunities

EBAYC is the founding member of the Oak-to-Ninth Community Benefits Coalition that successfully established a partnership with Oakland Harbor Partners and the City of Oakland to build 465 new affordable family housing units, and to create new construction apprenticeships opportunities for 300 residents. In partnership with the Oakland Unified School District – Nutrition Services Department, EBAYC created "Oakland Fresh", a network of produce market and wrap-around nutrition education services at 25 schools.

History

USER ID	WHEN IN	NAME	WHEN OUT	GRC
TAHAIN ✓	07/11/12 11:10:12	TAHAI, NIMA	07/12/12 09:07:58	Garfield
LOVEL ✓ ✗ ↘ ☞	07/26/12 09:08:29	LOVE, LINDA		Compliance &

Summary

Purchase Request# = R0300415
 PR Total\$ = \$60,000.00
 Requested By = TAHAI, NIMA
 Request Date = 7/11/2012
 Entry Date = 7/11/2012
 Vendor = V012162-EAST BAY ASIAN YOUTH CENTER

ACCOUNT INFORMATION

Item#	Quantity	Price	Item Total	Lg	Key	Object	Amt/Pct
0001	1.000	\$19,000.00	\$19,000.00	GL	1184850101	5825	

Item Description

LEAD AGENCY UNIT OF SERVICE, FAMILY ADVOCACY SERVICES

0002	1.000	\$41,000.00	\$41,000.00	GL	1184859101	5825	
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Item Description

LEAD AGENCY UNIT OF SERVICE, FAMILY ADVOCACY SERVICE

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input checked="" type="checkbox"/> Record Accepted		Record 26 of 3004		<input checked="" type="checkbox"/> Lock Record From					
PR: R0300415...		PO: ...		Status: PR		Sec Cd: 1180		Aprv: Next:				
Vendor		RemitTo	ShipTo	BillTo	Reqst'd	Aprv'd	Printed	Details	Dates	Blanket	Req. Codes	Misc.
V012162 EAST BAY ASIAN YOUTH CENTER 2025 E 12TH STREET OAKLAND CA 94606		Addr: P1			By: TAHAI, NIMA Date: 07/11/2012							
				PO Total: \$60,000.00								
Items			Association Codes				Notes					
Item Numl	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended	Product Code					
0001	1	EA	LEAD AGENCY UNIT OF SERVICE	19,000.00	GL 1184850101-5825	19,000	CONTRASERV					
0002	1	EA	LEAD AGENCY UNIT OF SERVICE	41,000.00	GL 1184859101-5825	41,000	CONTRASERV					
0003	0			0.00	GL 1184859101-5825	0.00						
Items Taxes Miscellaneous Account Distribution Item Shipping												
<input type="checkbox"/> <input type="checkbox"/> Next <input type="checkbox"/> <input type="checkbox"/>			Add Mode <input type="checkbox"/>									

Oakland Unified School District
Purchase Requisition/Purchase Order Listing

All Purchase Requisitions

Fiscal Year: 2013

Site Number: 118

<u>PR Number</u>	<u>PO Number</u>	<u>Status</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Request Date</u>	<u>Requestor</u>	<u>PO Total</u>
R0300415		PR	V012162	EAST BAY ASIAN YOUTH CENTER	07/11/2012	TAHAI, NIMA	60,000.00
REPORT TOTAL:							60,000.00



CERTIFICATE OF LIABILITY INSURANCE

EASTBAA

OP ID: AU

DATE (MM/DD/YYYY)

05/31/12

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

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

PRODUCER CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin	925-866-7050	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
	925-866-8275	E-MAIL ADDRESS: _____	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Great American Insurance	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

INSURED East Bay Asian Youth Center
2025 E 12th St
Oakland, CA 94606


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	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		PAC2153134	06/01/12	06/01/13	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
	<input checked="" type="checkbox"/> Professional 1mil						PERSONAL & ADV INJURY \$ Excluded
GENL AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>							PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY			PAC2153134	06/01/12	06/01/13	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 checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			UMB3070366	06/01/12	06/01/13	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE						\$
DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below							WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Crime/Employee Dishonesty			PAC2153134	06/01/12	06/01/13	Limit 5,000 Ded 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate holder is named as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

OAKLUN1 Oakland Unified School Dist 1025 Second Avenue Oakland, CA 94606	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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