Board Office Use: Legislative File Info.				
File ID Number:	14-0927			
Introduction Date:	06/11/2014			
Enactment Number:				
Enactment Date:				



## Memo

**Board of Education** To:

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

Board Meeting Date: 06/11/2014

**Professional Service Contract** Subject:

> The Reading & Writing Project Network, LLC of Ridgefiled, CT Contractor:

Services for: 909-PROFESSIONAL DEVELOPMENT

# **Board Action Requested**

Ratification by the Board of Education of a Professional Services Contract between the District and The Reading & Writing Project Network, LLC, Ridgefiled, CT, for the latter to provide: The Home and Recommendation: The Reading & Willing Project Includes, LEG, Regulated, Cr., 101 and 102 Grown Writing Institute (Grades K-5) will provide four (4) trainers to conduct a 4-day Institute to 120 participants, teachers grades K-5 for the period of 02/18/2014 through 06/30/2014 in an amount not to exceed \$35,506.82.

### **Background:**

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

The Reading and Writing Project provided 4 staff developers to present an on site 5 day institute on the Teaching of Writing to grades K-5. Approximately 100 teachers were trained in this curriculum during the institute. The goal of these institutes is to increase the level of students writing in our district.

The Home Grown Writing Institute (Grades K-5) will provide four (4) trainers to conduct a 4-day Institute to 120 participants, teachers grades K-5

#### **Discussion:**

(QUANTIFY what is being purchased.)

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Enactment Number:					
Enactment Date:					



**Fiscal Impact:** Funding resources below not to exceed \$35,506.82

\$35,506.82 STOCKER FOUNDATION

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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Enactment Number				
Enactment Date				



## PROFESSIONAL SERVICES CONTRACT 2013-2014

Thi	s Agreement is entered into between The Reading & Writing Project Network, LLC
the	DNTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons exially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and appetent to provide such services. The parties agree as follows:
1.	<b>Services</b> : CONTRACTOR shall provide the ("Services" or "Work") as described in <b>Exhibit "A,"</b> attached hereto and incorporated herein by reference.
2.	Terms: CONTRACTOR shall commence work on, or the day immediately following approval by the Superintenden
	if the aggregate amount CONTRACTOR has contracted with the District is below in the current fiscal year; or, approva
	by the Board of Education if the total contract(s) exceed, whichever is later. The work shall be completed no later than
3.	Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The
	compensation under this Contract shall not exceed Thirty-five thousand five hundred six and eighty two
	Dollars (\$35,506.82) [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 the case must be replaced by CONTRACTOR without delay.
4.	<b>Equipment and Materials</b> : CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this NONE
	which shall not exceed a total cost of
5.	CONTRACTOR Qualifications / Performance of Services:
5.	
	<b>CONTRACTOR Qualifications</b> : 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.
	<b>Standard of Care</b> : 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.
6.	<b>Invoicing</b> : 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.
7.	<b>Notices</b> : All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during norma 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:

P.O. No. \_\_

Requisition No. R0409554

eRev. 3/11/13

#### **Professional Services Contract**

OUSD Representative:			CONTRACTOR:			
Name:	ERIN COGAN	Name: _	Kathy Neville			
Site /Dept.	909-PROFESSIONAL DEVELOPMENT	Title:	Officer (Executive)			
Address:	4551 Steel St	Address:	18 Pelham Lane			
	Oakland, CA 94619		Ridgefiled, CT 06877			
Phone:	5103367650	Phone: _	917-484-1482			

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.

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	9		

- 13. **Drug-Free / Smoke Free Policy**: No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
- 14. **Indemnification**: CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 15. Copyright/Trademark/Patent/Ownership: CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 16. **Waiver**: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 17. **Termination**: OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 18. **Conduct of CONTRACTOR**: CONTRACTOR will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, which include:
  - 1. **Tuberculosis Screening**: CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
  - 2. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 19. **No Rights in Third Parties**: This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 20. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
  - 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
  - Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
- 21. Limitation of OUSD Liability: Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 22. **Confidentiality**: CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

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#### **Professional Services Contract**

OAKLAND UNIFIED SCHOOL DISTRICT

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.

CONTRACTOR

MARIA SANTOS	04/30/2014	Kathy Neville	05/05/2014
President, Board of Education Superintendent or Designee	Date	Contractor eSignature	Date
		Kathy Neville, Officer	(Executive)
Secretary, Board of Education	Date	Print Name. Title	

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#### **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 <u>WITHOUT</u> 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.

The Home Grown Writing Institute (Grades K-5) will support teachers to provide the following services:

Understanding the curriculum development in the teaching of writing

Reading the Units of study in the writing workshop

Aligning instruction to the Common Core State Standards

Understanding the importance of assessment-based instruction

Developing methods of holding students accountable for doing their best work

Teaching interpretation, synthesis and critical writing

Using learning progressions to plan for instructional next steps

Developing classroom structures that support inquiry and collaboration

Supporting cross-textual work in nonfiction

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2.	of the s attendir Oaklan	ervice(s): 1) How many more Oakland children and school 95% or more? 3) How many more study children have access to, and use, the health	es from the services of this Contract? Be specific. For example, as a restare graduating from high school? 2) How many more Oakland children addents have meaningful internships and/or paying jobs? 4) How many many services they need? Provide details of program participation (Stude ble to). NOT THE GOALS OF THE SITE OR DEPARTMENT.	are ore
	-Units o	entral role of curriculum development in the to of study in the writing workshop ng writing instructions to the Common Core S		
	-The in	nprtance of assessment-based instruciton		
3.		nent with District Strategic Plan: Indicate t	the goals and visions supported by the services of this contract:	
	☐ Ens	sure a high quality instructional core	▼ Prepare students for success in college and careers	
		relop social, emotional and physical health	☐ Safe, healthy and supportive schools	
		ate equitable opportunities for learning	Accountable for quality	
	<b>⊠</b> Hig	h quality and effective instruction	☐ Full service community district	
4.	<b>Align</b> r Please	-	ite Plan – CSSSP (required if using State or Federal Funds):	
	☐ Ac	tion Item included in Board Approved CSSSP	: (no additional documentation required)	
	_1	tem Number(s): Not Applicable		
	'	No Restricted Funds		
		tion Item added as modification to Board nager either electronically via email of scanned of	<b>Approved CSSSP</b> – Submit the following documents to the Resoundocuments, fax or drop off.	rce
	1.	Relevant page of CSSSP with action item highl date, school site name, both principal and scho	lighted. Page must include header with the word "Modified", modification ool site council chair initials and date.	
	2.	Meeting announcement for meeting in which th	e CSSSP modification was approved.	
	3.	Minutes for meeting in which the CSSSP modif	fication 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: 909-PROFESSIONAL DEVELOPMENT** 

**Principal / Department Head: ERIN COGAN** 

**Contractor Name: Kathy Neville** 

Business Name: The Reading & Writing Project Network, L

**Contract Type: Standard** 

Anticipated Start Date: 02/18/2014 Contract End Date: 06/30/2014

Rate Type: FLAT Contract Amount: \$35,506.82

## **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: 04/22/2014

Fingerprint Waiver Status: Approved Approval Date: 04/23/2014

TB Test Waiver Status: Approved Approval Date: 04/23/2014

### Oakland Unified School District

as submitted by;

Reading and Writing Project Network, LLC 18 Pelham Lane Ridgefield, CT 06877

### **Contractor Qualifications**

Under the direction of Lucy Calkins, Founding Director, The Reading Writing Project Network, LLC is a professional staff development organization. The Reading Writing Project Network's mission is to improve reading and writing instruction, grades K-8. The planned services resemble those which the *Teachers College Reading and Writing Project* has, for almost three decades, provided to its member schools. Our plan will allow the Reading and Writing Project Network consultants to provide services by supporting Hicksville Public Schools to become their own vital center of professional study in the teaching of reading and writing in their own schools. The Reading Writing Project Network was incorporated in 2002.

All Reading and Writing Project Network Consultants maintain close ties with the *Teachers College Reading and Writing Project*. Although, the Network's leadership is firmly grounded in the work of the *Teachers College Reading and Writing Project*, each individual leader brings a broad range of additional experience to the Network's consultancy, and offers special expertise in diverse areas of literacy education. The RWPN consultants provide their services as independent contractors and not as staff employees.

The Reading and Writing Project Network has lasting and deep affiliations with hundreds of schools across the nation, as well as, around the globe. Our aim is to support literacy instruction through research and professional development which includes methods of supporting large scale school reform, of coaching teachers, and of leading schools in which young people grow to be avid and skilled readers and writers.



# **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 02/27/2014

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).

certificate holder in lieu of such endorser	ain policies i nent(s).	nay require an en	dorsement.	A state	ement on th	is certificate does not	confer	rights to the
PRODUCER Kevin Piscitelli, Agent			CONTACT NAME: Ke	evin Pisc	ritalli		-	
State Farm Insurance			PHONE (A/C, No, Ext):			FAX	000.7	200 0004
StateFarm 380 Boston Post Rd			C BAAH			Statefarm.com	203-7	99-9901
Orange, CT 06477-3524						RDING COVERAGE		NAIC#
			INSURER A : S			asualty Company		25143
INSURED THE READING WRITING F	PROJECT		INSURER B:			actually Company		25143
OF CONNECTICUT LLC			INSURER C:					
18 PELHAM LN			INSURER D :					
RIDGEFIELD CT 06877-	5801	`	INSURER E:					
00//50 4 0 7 0			INSURER F:					
COVERAGES CERTIFY THAT THE POLICIES OF	ICATE NUM	BER:				REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INDICATED. NOTWITHSTANDING ANY REQUIRED CERTIFICATE MAY BE ISSUED OR MAY PER EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.  INSR TYPE OF INSURANCE	RTAIN THE IN	ISLIBANCE VEEDED	ED BY THE BEEN REDUC	POLICIE CED BY	OR OTHER ES DESCRIBE PAID CLAIMS	DOCUMENT WITH RESPE ED HEREIN IS SUBJECT T 5.		
IIVS	R WVD	POLICY NUMBER	POLIC (MM/D	CY EFF D/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	S	
X COMMERCIAL GENERAL LIABILITY		97-BE-A507-0	01/16	6/2014	01/16/2015	EACH OCCURRENCE	\$	1,000,000
Server of the control						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000
CLAIMS-MADE OCCUR						MED EXP (Any one person)	\$	5,000
						PERSONAL & ADV INJURY	\$	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$	2,000,000
Y PRO-						PRODUCTS - COMP/OP AGG	\$	2,000,000
AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT	\$	
ANY AUTO						(Ea accident)	\$	
ALL OWNED SCHEDULED						BODILY INJURY (Per person)	\$	
AUTOS AUTOS NON-OWNED AUTOS AUTOS						BODILY INJURY (Per accident)	\$	
AUTOS							\$	
X UMBRELLA LIAB OCCUR		AE		-			\$	
X EXCESS LIAB CLAIMS-MADE		97-BD-B697-9	10/28	3/2014	10/28/2015		\$	
DED RETENTION \$							\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		97-BE-A506-8	04/40	10011		WC STATU- TORY LIMITS ER	\$	
ANY PROPRIETOR/PARTNER/EXECUTIVE		37-DE-A300-0	01/16	/2014	01/16/2015		<b>e</b>	
(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below				-		E.L. DISEASE - POLICY LIMIT	-	
						E.E. BIOLING TOLIGITEINIT	Φ	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (	Attach ACORD 10	1, Additional Remarks Sc	chedule, if more	space is r	equired)			
CERTIFICATE HOLDER		_	NAME TO THE REAL PROPERTY OF THE PARTY OF TH					
IOATE HOLDER		C	CANCELLA	TION				
Oakland Unified School District 900 High Street Oakland, CA 94601			THE EXPIR	ICE WITH	THE POLICY	ESCRIBED POLICIES BE CAREOF, NOTICE WILL BI	NCELL E DEI	.ED BEFORE .IVERED IN
			1		/	surce		

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