

Board Office Use: Legislative File Info.	
File ID Number	18-0594
Introduction Date	4/11/18
Enactment Number	18-0606
Enactment Date	4/11/18 er



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent

Board Meeting Date April 11, 2018
(To be completed by Procurement)

Subject Memorandum of Understanding - Stagebridge (contractor) - Community Schools and Student Services Department (site/department)

Action Requested Approval by the Board of Education of the Memorandum of Understanding between the District and Stagebridge. Services to be primarily provided to the Community Schools and Student Services Department for the period of September 17, 2017 through June 30, 2020.

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

Stagebridge is the nation's oldest senior theater company. The nationally recognized Storybridge program uses storytelling as a way to teach reading, speaking, listening skills, dramatic performance skills, and create intergenerational connections between elementary students, family, community and elders.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of a Memorandum of Understanding between the District and Stagebridge, Oakland, CA, for the latter to provide Storytelling Mentoring Residencies in two or three classrooms for 4 to 6 weeks to tell personal stories; students will improve their oral and comprehension skills through storytelling; students are better able to learn how to segment a story, understand and recall important details, and express through narratives at Bella Vista, Glenview, Laurel, Lincoln Elementary Schools, and Madison Park Academy Lower Campus for the period of September 17, 2017 through June 30, 2020, at no cost to the District.

Recommendation Approval by the Board of Education of the Memorandum of Understanding between the District and Stagebridge. Services to be primarily provided to the Community Schools and Student Services Department for the period of September 17, 2017 through June 30, 2020.

Fiscal Impact Funding resource name (please spell out): No fiscal impact

Attachments

- Memorandum of Understanding
- Clearance Letter
- Certificate of Insurance
- Scope of Work
- Statement of Qualifications



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.

Legislative File ID No. 18-0594

Department: 922/Community Schools and Student Services Department

Vendor Name: Stagebridge

Contract Term: Start Date: 09/17/2017 End Date: 06/30/2020

Annual Cost: \$ 0

Approved by: Andrea Bustamante

Is Vendor a local Oakland business? Yes ☒ No ☐

Why was this Vendor selected?

School-sites select partner for In-Kind agreement.

Summarize the services this Vendor will be providing.

Storytelling and mentoring in two or three classrooms for 4 to 6 weeks to improve student's oral and comprehension skills through storytelling.

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

No fee for services; In-Kind partnership.

2) Please check the competitive bid exception relied upon:

- ☐ **Educational Materials**
- ☐ **Special Services** contracts for financial, economic, accounting, legal or administrative services
- ☐ **CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- ☒ **Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- ☐ **Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- ☐ **Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- ☐ **Emergency** contracts [requires Board resolution declaring an emergency]
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - ☐ contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - ☐ Western States Contracting Alliance Contracts (WSCA)
 - ☐ California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- ☐ **Piggyback" Contracts** with other governmental entities
- ☐ **Perishable Food**
- ☐ **Sole Source**
- ☐ **Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- ☐ **Other, please provide specific exception**

MEMORANDUM OF UNDERSTANDING BETWEEN A PARTNER ORGANIZATION OR INDIVIDUAL AND OAKLAND UNIFIED SCHOOL DISTRICT

I. Parties

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between Oakland Unified School District ("OUSD") and
Stagebridge [CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to OUSD, the students, or the parents; and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said program(s) selected in Section II of the MOU.

II. Program Name(s)

Unless otherwise agreed to in writing by the parties, the Program(s) governed by this MOU are the following:

Stagebridge is the nation's oldest senior theater company . The nationally recognized Storybridge
program uses storytelling as a way to teach reading, speaking, and listening skills, dramatic preforma
skills and, create intergenerational connections between elementary students, family, and community
elders.
We have a long term relationship with the schools through our residencies by senior tellers and
master teaching artists using and demonstrating the of storytelling through our Storybridge program.

III. CONTRACTOR Responsibilities/Scope of Services

A. Provide a description of the services that your program(s) will be providing to OUSD. Please be specific by answering all of the following questions.

1. A brief description of the type of services your program(s) generally provides.

Storytelling Mentoring Residencies in two or three classrooms for 4 to 6 weeks to tell personal stories.

Students will improve their oral and comprehension skills through storytelling, students are better able to

learn how to segment a story, understand and recall important details and express these through narrativ

2. The relevant experience of the CONTRACTOR personnel that will be providing the services:

Storybridhe has been offered to children in Bay Area schools since 1993, presenting original plays

and classroom workshops to develop students literacy skills through storytelling, improvisation and

A limited formal evaluation by 3D Group of Berkeley, nationally known art-in-education found that the

program had shown that it enhances students' literacy skills and spoken presentations.

3. Please check all of the expectations or goals below that are in agreement with your program's services.

- ☐ Ensure a high quality instructional core
- ☒ Develop student's social health/skills
- ☒ Develop student's emotional health
- ☐ Develop student's physical health
- ☒ Develop student's cognitive and academic skills
- ☒ Create equitable opportunities for learning
- ☒ Ensure, maintain, or support high quality and effective instruction
- ☒ Prepare students for success in college and careers
- ☒ Help ensure, create, and/or sustain safe, healthy and supportive schools
- ☒ Create accountability for quality
- ☒ Help create full service community schools in OUSD
- ☐ Increase, raise graduation rates
- ☐ Other: The program builds self-esteem and, can also help cut down on bullying.

- B. Ensure that all CONTRACTOR personnel, including subcontractors, will comply with any policy and systems in place at OUSD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—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 drugs at these School(s).

2. **Anti-Discrimination**—It is the policy of OUSD that in connection with CONTRACTOR's services under this MOU there shall be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, age, or other legally protected class. Therefore, the CONTRACTOR agrees to comply with all applicable Federal and California laws.
 3. **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 OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. CONTRACTOR agrees to alert OUSD in writing if and when a potential conflict arises.
 4. **Family Education Rights and Privacy Act**—CONTRACTOR shall observe all District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records.
- C. **Tuberculosis Screening:** CONTRACTOR is required to screen employees and agents who will be present at OUSD sites during the current school year. CONTRACTOR affirms that each person has current proof of negative TB testing on file and TB results are monitored. Please see **Section IV** for the relevant documentation that is required.
- D. **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 MOU, 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 contact with OUSD pupils in providing services to the District under this MOU. Please see **Section IV** for the relevant documentation that is required.

In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any CONTRACTOR related person, employee, representative or agent from any 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.

E. **Insurance**

1. **General Liability:** ***EITHER*** (a) CONTRACTOR maintains general liability insurance that names OUSD as an additional insured, for operations, students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1 Million in coverage, and furnish certificate of said insurance to OUSD ***OR*** (b) CONTRACTOR is not required to maintain general liability insurance under this agreement if the Risk Management Officer signs a waiver of insurance. Please see **Section IV** for the relevant documentation that is required.
2. **Workers' Compensation:** If CONTRACTOR employs any person to perform work in connection with this MOU, 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. The CONTRACTORS' Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Please see **Section IV** for the relevant documentation that is required.

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.

- F. **Communication**—Communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the CONTRACTOR'S services are aligned with the School(s) and OUSD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or OUSD staff, provide reasonable data and information to students participating in the CONTRACTOR's program.

- G. **Confidentiality**—CONTRACTOR shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of OUSD. CONTRACTOR will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so long as there is no information from which the identity of any student in the CONTRACTOR's program as a participant could be made.
- H. **Register With/Update Community Partner Platform**—Contractor shall register in OUSD's Community Partner Platform database and perform annual updates *by August 31 of each year*, to maintain full and complete up-to-date information.

IV. Required Documents

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. TB and Fingerprinting Clearance:

Contractor (Individual):

- ☐ Submit clearance letter from authorized agency verifying individual has been Fingerprinted/Criminal Background Checked for this current fiscal year. Additionally, please provide documentation from health care provider showing negative TB status of individual within the last four years.

Contractor (Agency):

- ☒ Attach clearance letter from Agency/Community-Based Organization/Non-Profit Organization on agency letterhead verifying all personnel, including subcontractors, have been Fingerprinted/Criminal Background Checked and have TB clearance for this current fiscal year and signed by authorized personnel.

B. Insurance:

Contractor (Individual/Agency):

- ☒ Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer. The additional insured address must read: Oakland Unified School District, Attention: Risk Management, 1000 Broadway Suite 440, Oakland, CA 94607. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

V. Responsibilities of Oakland Unified School District

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the CONTRACTOR.
- B. **Janitorial Service**—Provide necessary services to maintain this space, including janitorial services, maintenance, utilities, and technology support.
- C. **Data**—Ensure that CONTRACTOR has reasonable access to student assessment and evaluation data necessary to inform instruction and periodically review student progress and to provide the study.

- 1. For the purpose of cohort determination, for instructional purposes, or for academic research purposes, at the sole discretion of OUSD, provide CONTRACTOR access to student assessment data for all students at School(s) including, but not limited to, state test scores and site-based assessments. Students identified may be protected by the use of ID numbers.
- 2. Provide CONTRACTOR with any other student information reasonably necessary to provide its services consistent with the CONTRACTOR's program and to evaluate the impact of its program on students at School(s).

VI. Duration

This MOU is for the 9/14/2017 -- 6/30/2020 period.
[Insert mm/dd/year] [Insert mm/dd/year]

VII. Termination

Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This agreement may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

VIII. Defense/Indemnity/Hold Harmless

Each party to this MOU agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

MOU
CSSS PARTNERSHIPS
SEE ENCLOSED
AUTHORIZATION
TO STRIKE
LANGUAGE

Barbara Johnson

Feb 22 (6 days ago)

to me

Hi Martin,

Sorry for the delay but, it looks fine and, I don't have a problem with the changes.

I hope that you're well too.

Barbara

From: Martin Young [mailto:martin.young@ousd.org]**Sent:** Wednesday, February 21, 2018 12:55 PM**To:** Barbara Johnson**Subject:** Re: OUSD Partnership Process (Stagebridge)

Good afternoon Ms. Johnson-

I hope this note finds you well. I'm reaching out because the OUSD board of education requested clarification about your MOU package. Due to a fiscal crisis and massive cuts to staffing, we are still working through old contracts.

Regarding the attached MOU, since we changed our MOU language before your agreement was passed, can you give your permission for us to strike Section V, C., Data because that language has been removed due to privacy laws? We will include your email permission with the package that is submitted to the board. This pivot does not change the way we handle data. We offer public data at ousddata.org and we have always required a separate data sharing agreement for nonpublic data.

Many thanks!

Martin

Martin C. Young

Community Partnerships Manager

Community Schools & Student Services

Oakland Unified School District

Community Schools, Thriving Studentswww.ousd.org/partnershipsmartin.young@ousd.org[\(510\) 879-2928](tel:(510)879-2928)

office

[\(510\) 414-9305](tel:(510)414-9305)

mobile

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

By: MCS Dated: 6-22-17 (MM/DD/YYYY)

MARTIN YOUNG, PARTNERSHIPS MANAGER (Print Name & Title)

COMMUNITY SCHOOLS STUDENT SERVICES (Sponsoring OUSD Department)

By: Barbara Johnson Dated: 6/12/17 (MM/DD/YYYY)

Barbara Johnson Program Coordinator (Print Name & Title)

St ageb ridge (CONTRACTOR—Org. Name)

Approved as to form and procedure

By: Alan Davis Dated: 9/11/17 (MM/DD/YYYY)

Attorney, Office of the General Counsel
Oakland Unified School District

Amie Eng 4/12/18
President, Board of Education

J. H. H. H. 4/12/18
Secretary, Board of Education

OUSD or the District verifies that
the Contractor does not appear on
the Excluded Parties List at
<https://www.sam.gov/>

Program Information

Program Name	Stagebridge
Community School Element	Academic & Social Emotional Learning
Service Types	Literacy education and activities, Performing arts educ
Program Description	Stagebridge is the nation's oldest senior theater compai
Last verified	

Program Details

Student Population	All Students
Target Ethnicity/Culture Groups	All Students
Target Demographic Groups	All Students, English Language Learners
Target Grade Levels	2nd Grade, 3rd Grade, 4th Grade, 5th Grade
Service Times	During school
Service Days	Varies

Schools

Bella Vista Elementary	Show Details
Glenview Elementary	Show Details
Laurel Elementary	Show Details
Lincoln Elementary	Show Details
Madison Park Lower Campus	Show Details

Uniting the generations since 1978

STAGEBRIDGE

April 15, 2016

Oakland Unified School District
Attention: Risk Management
1000 Broadway Suite 440
Oakland, CA 94607

I am writing you on behalf of Stagebridge regarding Stagebridge Employee/ Contract Storytellers who are working in the Oakland Unified School District.

We have (5) tellers who work in the Oakland Schools and, they all have finger prints on file and TB Test.

School is out now so, we don't have anyone in the schools but, here the tellers that's expected to return in the fall:

Kirk Waller, Stagebridge Storytelling Director

Wayne Harris

Jeanne Haynes

Mary I, Joseph (Marijo)

Clara Kamunde

Sincerely,



Barbara Johnson/Program Coordinator
510- 444-4755 ext. 116
barbara@stagebridge.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2017

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 Anixter & Oser, Inc. License OE28888 205 San Marin Drive Novato CA 94945-1227		CONTACT NAME: Tony Sivillo / Vanessa Weidauer PHONE (A/C, No, Ext): (415) 898-1600 FAX (A/C, No): (415) 898-3922 E-MAIL ADDRESS: vanessa@properlyinsured.com	
INSURED Stagebridge 2501 Harrison Street Oakland CA 94602		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits Ins Alliance of CA INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1741915972 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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	2016-07821	9/1/2016	9/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		2016-07821	9/1/2016	9/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	IMPROPER SEXUAL CONDUCT AND PHYSICAL ABUSE LIABILITY		2016-07821	3/6/2017	9/1/2017	GENERAL AGGREGATE \$ 2,000,000 EACH CLAIM \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is named as additional insured per form CG 2010.

CERTIFICATE HOLDER

Oakland Unified School District
Attention: Risk Management
1000 Broadway Suite 440
Oakland, CA 94607

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

Policy Number: 07821

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations:
Oakland Unified School District	All insured premises and operations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf; in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to

Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Uniting the generations since 1978

STAGEBRIDGE

Scope of Work & Statement of Qualifications

Scope of work

Storybridge Listening & Speaking is a popular school residency program in which professional teaching artists and volunteer “grandparent mentors” guide students through a sequential curriculum focused on recording histories of family elders, creating stories based on these accounts, writing and shaping the stories, and then rehearsing and performing each story before an audience of peers and family members. Full residencies are 16 weeks, although schools may opt for shorter versions of the program. Storybridge has been proven by independent evaluations to enhance student literacy and writing skills; to help develop dramatic and expressive spoken skills; to strengthen self-confidence, self-esteem and comfort in public presentations; to promote cross-cultural understanding and mutual tolerance for the traditions and heritages of students and their peers; and to help create bonds between the generations, through interviews with family elders and classroom work with Stagebridge “grandparent mentors.” 80% of current Storybridge residencies take place in the Oakland Unified School District.

Statement of qualifications

Stagebridge, the nation’s oldest senior theatre company, is celebrating its 39th season. Based in Oakland since 1978, the company has always advanced its mission *to enrich and transform the lives of seniors and their communities through the performing arts*. At the time, there were few opportunities for older adults to express themselves creatively in the performing arts.

Stagebridge began as an acting class at an Oakland senior center in 1978. Within a year a small company emerged of five women in their 70s wanting to express themselves and “shine in the spotlight.” Initially, plays dealing with aspects of aging were created by the ensemble and toured senior centers. The senior audiences responded emotionally to seeing their peers on stage addressing important issues and presenting positive role models of aging. The company then took plays to elementary schools and found that the children were amazed to see people their great-grandparents’ ages on stage, having fun and sharing their creativity. Stagebridge had found a unique niche which it has continued to develop with innovative creative programs for seniors, including intergenerational activities that continue to bring young and old together.

After nearly 40 years the goals and objectives of Stagebridge remains the same. Today, Stagebridge consists of nearly 300 students who range in age from 55-100 (average age 70), taught by two dozen of the Bay Area’s best performing arts teaching artists. The theatre and storytelling program has trained several thousand seniors, many of whom have gone on to perform in various community settings, including professional theatre productions and independent films. Stagebridge has created nearly 40 plays that have been seen by more than 250,000 people. They concern such topics as street crime, depression, caregiving, stereotypes, love and sex, and epic local historic events like the Free Speech Movement at U.C. Berkeley in the 1960s.

All Stagebridge programs are tied directly to the mission "to enrich the lives of seniors and their communities through the performing arts." Our primary audiences are seniors and urban elementary school children. The core programs are:

- 1) Weekly **ongoing professional fee-based theatre and storytelling classes** held at our home at Arts First Oakland that are geared to older adults at all levels of experience, taught by some of the Bay Area's most talented artists. These classes comprise the **Performing Arts Training Institute (PATI)**, which offers a comprehensive performing arts curriculum organized into three 12-week quarters and a shorter summer class program. PATI has quadrupled in scope and scale since 2007-2008; in 2016-17, Stagebridge offered 42 different classes for 292 unduplicated adults, some of whom enrolled in two or more classes. Class fees are kept affordable through funding from public and private agencies, and cost only about 35% as similar classes taught by the same artists at Berkeley Rep and other local theatres.
- 2) "**Seniors Reaching Out**," a program that takes *free* subsidized acting, storytelling, music workshops and performances of original plays directly to nursing homes, senior centers, retirement homes and community sites. These are geared to people who don't have opportunities to see or participate in the performing arts. Seniors Reaching Out consists of a small group of trained storytellers and of six touring troupes that perform musical programs, improv and "Radio Plays," a revival of 1930s-style radio melodramas that is tailored to serve the needs of clients at Lighthouse for the Blind and similar agencies.
- 3) The "**Storybridge Listening and Speaking**" program in Title I Oakland and Richmond elementary schools. Storybridge offers 16-week class residencies with grandparent storytellers, professional storytelling teachers, assembly programs and performance opportunities to 2nd-5th grade classrooms in a sequential program; in 2016-2017, approximately 400 Oakland youth will directly benefit, and 2,200 of their peers will attend assemblies and performance related to the program. The "**Grandparent Tales Writing Contest**" encourages children to write stories about their grandparents, rewards all participants, and showcases the best stories on local cable TV and in public performances at local bookstores.

Stagebridge has earned a national reputation for its work. It has been featured on PBS, CNN and National Public Radio, and in The Huffington Post, the Wall Street Journal and other media outlets. The company is the only senior theatre ever to be funded by the NEA, and is currently featured by the NEA as a model program for "Best Practices" in the field of Aging & Creativity. From 2003-2006, and again in 2008-2012, the company was awarded prestigious multi-year grants from the U.S. Department of Education for their work in the Oakland schools. Stagebridge is regularly invited to perform or present around the nation, including at conferences of the Gerontological Society of America, the National Conference on Creativity and Aging and many others. In April 2016, Stagebridge was selected by the Administration for Community Living at the Department of Health and Human Services as the lead presenter at Laugh Lines, part of their Brain Health campaign, which was held in San Francisco. Stagebridge programs are offered in almost all Bay Area Counties; however, about 85% of all programming takes place in Oakland.

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